



# Travel Reimbursement Claim Form

In Home Care (IHC) services may claim travel reimbursement to visit family homes if following conditions are met:

- the shortest practicable route is undertaken;
- it is for sole purpose of IHC and to monitor families and educators, for example, assessing if the family home is a safe learning environment; and
- the travel is to Outer Regional, Remote and Very Remote areas as determined by ARIA+ (2016) classification.

**EXCLUSIONS**

Does not include:

- Travel to Major Cities and Inner Regional ARIA+ locations
- Educator travel to provide in-home care
- Accommodation, meal allowance and/or other travel incidentals

Travel reimbursement depends on the mode of transport.

If by car:

Formula used is:

<b>Travel reimbursement rate</b> multiplied by the number of kilometres travelled
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The travel reimbursement rate is the current rate published by the Australian Taxation Office (ATO) using the ‘cents per kilometre’ method.

If by air, rail or ferry:

Travel is permitted if the most cost-effective method of travel, and is the lesser of the cost of an economy ticket or the travel reimbursement rate by the number of kilometres travelled, if the travel had been undertaken by road, using estimates of the distance(s).

**PART A – Service details**

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1. **Name of your service:**

2. **Physical address of the service:**

3. **Name of Director/Coordinator:**

4. **Contact phone number:**


## PART B – Travel detail

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Travel by car		
Vehicle registration:	Kilometres travelled:	<i>Office use only</i> Kms travelled X ATO rate cents per km:

Air or other travel			
From:	To:	Economy fare Paid:	Equivalent road kilometres (estimate):

## PART C – Applicant declaration

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- I declare that the information given in this application is complete and correct;
- I declare that all drivers have valid licence and current comprehensive and third party insurance is held for every vehicle driven;
- I authorise the IHC Support Agency to verify any information provided in this application; and
- I am authorised to act on behalf of the child care service.

<b>Signature of authorised officer:</b>	
<b>Date:</b>	

<b>Name (please print):</b>	
<b>Position:</b>	

**NOTE:** Giving false or misleading information is a serious offence

## **PART D – Supporting documentation**

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All claims must be evidenced with supporting documentation.

### If by car:

- Logbook with trip details including:
  - name of driver(s) and position in the IHC service
  - registration, make, model, engine capacity of the vehicle
  - date of each journey
  - start point and destination of each journey
  - odometer state and finish figures, and kilometres travelled; and
  - purpose of each journey, including the name and address of each home visited.

### If by air, rail or ferry:

- Tax Invoice for economy flight or ticket for the other modes of transport and proof of payment (i.e. bank statement, supplier receipt).

## **PART E – Returning the application**

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Claims are made on quarterly basis and must be submitted by cut-off dates which is 10 business days after the end of an applicable quarter. No back-dating is permitted. Please refer to due dates on the IHC Support Agency website.

Applications should be submitted to the IHC Support Agency in your State or Territory.

Reimbursement will be made by Electronic Funds Transfer (EFT) to your nominated bank account.