

Service Provider Travel Reimbursement Policy

The policy sets out the process for the management of reimbursement of reasonable travel costs for Service Providers to visit the family home.

The In Home Care Support Agency's role is to process claims and administer payment for all travel reimbursements.

Travel reimbursement claims can only be made for a visit to a family home that is located *in Outer Regional, Remote and or Very remote* ARIA+ (2016) locations. To assist with determining if a region is classified as Outer Regional, Remote and or Very remote please refer to the map available on the Australian Bureau of Statistics (ABS) website: stat.abs.gov.au/itt/r.jsp?ABSMAPS and filter using the following boundaries:

Boundary type 1	2016 State Suburb (SSC)
Boundary type 2	2016 Remoteness Area (RA)

Mandatory Requirements

- Travel must be undertaken for the sole purpose of IHC and monitoring families and IHC educators. Examples of acceptance reasons for a service to visit the family home include:
 - Assessment of environment if safe for children and educator
 - Validation of family's suitability for IHC, and
 - Identification of resources required by an educator,
- The family home must be located in *Outer Regional, Remote and or Very remote* ARIA+ (2016) locations
- Each person who drives during course of travel must hold a current drivers licence
- Current comprehensive and third party insurance is held in relation to every vehicle driven during the time the travel takes place, and
- All travel is undertaken by the shortest practicable route.

Exclusions

Travel reimbursement **does not** include:

- Travel to visit family homes located in Major Cities and Inner Regional ARIA+ (2016) locations,
- Accommodation, meal allowance and or other travel incidentals,
- IHC educator travel to provide IHC in the family home.

How to claim

Service Providers wishing to make a claim can do so in the approved travel reimbursement claim form available on the IHC Support Agency website www.ihcsupportagency.org.au.

The amount a service may claim for each quarter is determined using the following formula:

Travel reimbursement rate multiplies by the number of kilometres travelled.

The travel reimbursement rate is the current rate published by the Australian Taxation Office (ATO) using the 'cents per kilometre' method.

Travel by air, rail or ferry is permitted but only if it is the most cost effective and convenient method of travel. The reimbursement amount is lesser of:

- The amount equal to cost of economy ticket (excluding GST), OR
- Application of the formula above, as if travel had been undertaken by road, using estimates of distance(s).

For all travel involving an overnight stay, accommodation costs (GST exclusive) must be in line with the Department of Education and Training travel policy; that is, it does not exceed the **indicative daily cap** for employees which is dependent on the travel destination. Claims for the reimbursement of accommodation costs must include a copy of a tax invoice as supporting documentation for all accommodation costs. For clarification on the daily cap for the reimbursement of accommodation costs please contact the IHC Support Agency.

Supporting Documentation

All claims must be supported by evidence that is to be retained by the IHC Support agency and made available as required. The supporting documentation required to be submitted with the claim form is dependent on the mode of transport used.

Evidence to be submitted with the claim form:

Travel by car	Copy of the log book entry with trip details including: <ul style="list-style-type: none"> • Name of the driver(s) and position in the IHC Service • Registration, make, model, engine capacity of the vehicle • Date of the journey • Start point and destination of each journey • Odometer start and finish figures and kilometres travelled • Purpose of each journey including the name and address of the family
Travel by air, rail or ferry	A Tax Invoice for economy flight or ticket for the other modes of transport and proof of payment. Eg bank statement, supplier receipt

When to Claim

IHC Service Providers are required to submit the travel reimbursement claim form and supporting evidence to the Support Agency within 10 business days. Unfortunately back dating is not permitted.

If the IHC Support Agency does not have your bank account details on file, please provide the follow details at the time of submitting the claim:

Account name
Banking institution
BSB
Account number

Cut off dates for travel reimbursement claims

Quarter	Due date for submitting claim
2 July- 30 September 2018	15 October 2018
1 October – 31 December 2018	15 January 2019
1 January – 31 March 2019	15 April 2019
1 April – 30 June 2019	15 July 2019
1 July – 30 September 2019	15 October 2019
1 October – 31 December 2019	15 January 2020
1 January – 31 March 2020	15 April 2020
1 April – 30 June 2020	15 July 2020
1 July – 30 September 2020	15 October 2020
1 October – 31 December 2020	15 January 2021
1 January – 31 March 2021	15 April 2021
1 April – 30 June 2021	15 July 2021
1 July – 30 September 2021	15 October 2021
1 October – 31 December 2021	15 January 2022
1 January – 31 March 2022	15 April 2022
1 April – 30 June 2022	15 July 2022

Processing of claims

On receipt of a travel reimbursement claim form and supporting evidence, the IHC Support Agency will assess the claim to ensure it meets the guidelines for travel reimbursement and approve the reimbursement within 10 business days.

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