

Homelessness Assistance, Community Managed Housing, SHASP

Training reimbursement claim form

Course Details	
Course Name:	
Course Date:	Location:
Claimant Details	
Name:	Agency:
Agency Type: SAAP/ THM/ Community Managed Housing/SHASP/Co-op (circle)	
Region: LM/NWR/BSW/Gram/South/Gipps/Hume/East (circle)	
Postal Address:	
Postcode:	
Email:	Tel:
Type of Reimbursement Claim	Amount
Relief Staff: (24/7 crisis accom only) \$133 maximum per day	
Travel: Private Car: @ 55 cents per km	} <div style="border: 1px solid black; padding: 2px;">Whichever is cheaper</div>
Train/Bus: Economy Rate	
Air: Economy Rate	
Accommodation: \$110.00 max per night (Capital Cities)	
\$65.00 max per night (Country)	
Meals: \$39.05 max per Dinner (Capital Cities)	} <div style="border: 1px solid black; padding: 2px;">Overnight absences only</div>
\$29.85 max per Dinner (Country)	
\$16.33 max per Breakfast (Capital Cities)	
\$10.44 max per Breakfast (Country)	
There will be no reimbursements for expenditure on alcohol	
Total	
<p><i>The following items are required before payment can be processed:</i></p> <ul style="list-style-type: none"> Copies of original receipts for accommodation, train/bus, meals and incidentals expenditure. Relief staff verification form completed (if applicable). Vehicle log form completed (if applicable). <p>I declare the above information to be correct and attach supporting documents.</p>	
Manager/Board Member	Date:

Claim forms and receipts should be mailed to:

Leonie Lockwood
 Workforce Development Officer
 Service Improvement Team
 Level 23, 50 Lonsdale, Melbourne, 3000
 PH: (03) 9096 8076

