

Homelessness Assistance & Community Managed Housing, SHASP

Training Reimbursement Policy

July 2006

REIMBURSEMENTS FOR TRAINING CALENDAR LISTED EVENTS – 1 TO 4 DAY WORKSHOPS

Agencies can lodge reimbursement claims for costs involved in attending training workshops that are listed on the Homelessness Assistance and Community Managed Housing Training Calendar. Prior approval is not required for claiming costs associated with events on the Calendar. Under normal circumstances the maximum amount reimbursable for a single event will not exceed \$500 – regardless of the number of claimants.

Requests for additional claim amounts will need prior written approval from the Workforce Development Officer.

NB: The \$25 (plus GST) daily workshop fee is not reimbursable.

CERTIFICATE COURSES

Due to very high purchasing costs, reimbursements will not be available for costs associated in attending the longer-term, certificate and diploma courses.

REIMBURSEMENT RATES

- ❑ **Backfill:** Maximum \$133 per day (for crisis support services only)
- ❑ **Accommodation:** Maximum \$110 (metro), \$ 65 (rural) per night
- ❑ **Meals:** Maximum \$39.05 (metro), \$29.85 (rural)
- ❑ **Breakfast:** Maximum \$16.33 (metro), \$10.44 (rural)
- ❑ **Travel:** Economy public transport or motor vehicle (private only) at 55 cents per km (which ever is the cheaper) Minimum distance of 100 km one way.

REIMBURSEMENT PROCESS

After a training event is completed, agencies fill in the relevant Claim Forms and mail these with attached receipts to the Workforce Development Officer, Service Improvement Team, 23/50 Lonsdale Street Melbourne 3000.

CLAIM FORMS

New Claim forms can be obtained by emailing Leonie.Lockwood@dhs.vic.gov.au

