



Victims of Crime Assistance Tribunal

Chief Magistrate's Chambers
Melbourne Magistrates' Court

Practice Direction

No. 1 of 2011

AWARDS OF ASSISTANCE FOR TRAVEL EXPENSES

PRACTICE DIRECTION ISSUED PURSUANT TO SECTION 58
OF THE VICTIMS OF CRIME ASSISTANCE ACT 1996

Purpose

The purpose of this Practice Direction is to fix a per kilometre rate at which the Tribunal may reimburse an applicant for travel expenses necessarily incurred by an applicant, and to provide a form for claiming reimbursement of such expenses.

This Practice Direction relates to expenses incurred for travel by car only.

If the Tribunal makes an award of financial assistance for other types of travel expenses, for example flights or public transport, the applicant must provide the Tribunal with an invoice, receipt or ticket for the cost of the travel expense incurred.

Rate for reimbursement of travel expenses

Where the Tribunal is satisfied that it is appropriate to reimburse the cost of travel by car, the rate of reimbursement will be in accordance with the per kilometre rate set by the Australian Taxation Office under 'Work Related Car Expenses- Method One: Cents Per Kilometre'.¹ The Tribunal will reimburse vehicular expenses incurred at the minimum level set for a 1.6 litre car.

Procedure for seeking payment of travel expenses

If an applicant seeks reimbursement for travel expenses incurred, the attached *Form One – Travel Expenses Declaration Form* must be completed and filed with the Tribunal in support of the claim. The *Form One* should be accompanied by supporting documentation confirming the reason for travel on the date specified in the claim.

Commencement

This Practice Direction has effect from 17 January 2011.

IAN L GRAY

Chief Magistrate

14 January 2011

¹The per kilometre reimbursement rate (for a car) set by the ATO can be accessed by clicking on the following link <http://www.ato.gov.au/individuals/content.asp?doc=/content/00216825.htm>.



TRAVEL EXPENSES DECLARATION FORM

Victims of Crime Assistance Tribunal

Instructions to applicant

This form must be completed and provided to the Victims of Crime Assistance Tribunal when the applicant is seeking reimbursement of travel expenses.

The completed *Travel Expenses Declaration Form* and supporting documentation must be submitted to the venue of the Tribunal where the award of assistance was made.

1. Application details

Applicant's name: _____

Tribunal reference number: _____

2. Details of travel expense claimed²

(Applicants can refer to the website <http://whereis.com> to assist them in calculating the distance in kilometres between destinations)

Date of Travel	Travel from: (Name and/or address of origin)	Travel to: (Name and/or address of destination)	Total kilometres travelled	Rate per kilometre
Total kilometres travelled				
Total amount claimed				\$

² The Tribunal will reimburse travel expenses incurred in accordance with the per kilometre rate set by the Australian Taxation Office under 'Work Related Car Expenses- Method One: Cents Per Kilometre'. The Tribunal will reimburse travel expenses associated with travel by car at the minimum level set for a 1.6 litre car. The per kilometre reimbursement rate (for a car) set by the ATO can be accessed by clicking on the following link <http://www.ato.gov.au/individuals/content.asp?doc=/content/00216825.htm>.

4. Declaration³

I, of

declare that the travel expenses claimed in section two of this form relate to expenses previously authorised by the Victims of Crime Assistance Tribunal for counselling and/or medical treatment and were not for any pre-existing injury or unrelated medical condition, or any other purpose.

Signature of applicant/guardian

Print name

Date

³ Pursuant to section 67 of the *Victims of Crime Assistance Act 1996* it is an offence for a person to give information that is false or misleading in relation to an application for assistance.