



Victims of Crime Assistance Tribunal

**Chief Magistrate's Chambers
Melbourne Magistrates' Court**

Practice Direction

No. 1 of 2016

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 65cents per kilometre.

Calculating the distance travelled

The Tribunal will use the website <http://www.whereis.com> to calculate the distance travelled.

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 1 January 2016.

PETER LAURITSEN
Chief Magistrate

11/12/2015

TRAVEL EXPENSES DECLARATION FORM



Victims of Crime
Assistance Tribunal

Instructions to applicant

This form must be completed and filed with the venue of the Victims of Crime Assistance Tribunal where the application for assistance was filed when the applicant is seeking reimbursement of travel expenses, together with supporting documentation.

1. Application details

Applicant's name: _____

Tribunal reference number: _____

2. Details of travel expense claimed¹

(Applicants should use the website <http://whereis.com> to calculate 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	\$

¹ The Tribunal will reimburse travel expenses incurred at a rate of 65 cents per kilometre.

4. Declaration

I,

declare that the travel expenses claimed in section 2 of this form are for counselling and/or medical treatment I need as a result of the act of violence that is the subject of my application. The expenses were not incurred for any pre-existing injury, unrelated medical condition or any other purpose.

Signature of applicant/guardian

Print name

Date

NOTE: Under section 67 of the Victims of Crime Assistance Act 1996, it is an offence for a person to give false or misleading information about an application for assistance.