



Victims of Crime Assistance Tribunal

Practice Direction

No. 1 of 2024

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 85 cents per kilometre, or any increased per kilometre rate in accordance with the “Cents per kilometre method” rate set by the Australian Taxation Office (ATO).

The relevant per kilometre rate, per the “Cents per kilometre method”, may be found at the ATO’s website - <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

Calculating 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/s specified in the claim.

Revocation of previous Practice Direction

This Practice Direction revokes Practice Direction No. 1 of 2016 – Award of Assistance for Travel Expenses.

Commencement

This Practice Direction has effect from date of signature.



**Justice Lisa Hannan
CHIEF MAGISTRATE**

Dated: 16 January 2024



TRAVEL EXPENSES DECLARATION FORM

Victims of Crime

Instructions to applicant

This form must be completed and filed with the Victims of Crime Assistance Tribunal where an 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	\$

4. Declaration

¹ The Tribunal will reimburse travel expenses incurred at a rate of 85 cents per kilometre or any increased per kilometre rate in accordance with "Cents per kilometre method" rate set by the Australia Taxation Office (ATO). The relevant per kilometre rate may be found at the ATO's website - <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

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.