



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.