

VETERANS' REVIEW BOARD
TRAVELLING EXPENSES INFORMATION

Rates are effective from 1 July 2007

An applicant attending a hearing arranged by the Board may claim travelling expenses. Travel expenses are ordinarily based on travelling to and from the hearing from the address to which the notice is sent. Claim forms are available from reception on the day of the hearing and must be **forwarded directly to the Department of Veterans' Affairs** for processing.

The Board will certify on the form that you attended the hearing. No money is reimbursed by the Board. General details about travelling expenses which can be claimed are set out below.

TRANSPORT

Travel by private car

If you travel by private car you will receive payment calculated at 27.4 cents per kilometre over the most direct route, plus any relevant toll fees and parking fees.

Travel by public transport

If you travel by public transport you will receive reimbursement for the actual cost of that transport.

Travel by plane, taxi, hire-car or community transport

To be paid the expenses incurred by you for travel by these types of transport, a medical certificate from a doctor certifying that you need to travel by this type of transport is required unless that form of transport is more cost effective than private car or public transport. Receipts are required.

If a medical certificate is not obtained or that form of transport is not more cost effective, you can only be paid an amount the Repatriation Commission determines would have been the cost of the most appropriate form of transport.

MEALS AND ACCOMMODATION

For same day travel

If your return journey is 400 kilometres or more you will receive payment of \$22.60. If your return journey is between 100-399 kilometres you will receive payment of \$11.20.

Overnight absence

- If you need to be absent from home overnight, a combined commercial accommodation and meal allowance of up to \$134.00 for each night spent in a capital city and up to \$112.80 each night for a non-capital city is payable. Receipts are required confirming the cost of accommodation.
- Subsidised accommodation is paid at \$70.50 for each night.
- If you stay with family or friends an amount of \$35.20 is payable and a receipt is not required.
- If an attendant travels with you, the combined allowance paid is up to \$183.30 for each night and a certificate from your doctor is required stating that you need an attendant.

CAR PARKING AND TOLLS

There are meter and commercial parking areas near the Board's premises. You can claim reimbursement for the costs of parking and tolls.

MAKING YOUR CLAIM

A Board staff member is available to help you complete a claim form when you attend the Board for a hearing. Claims must be lodged with the Department of Veterans' Affairs **within 3 months of the Board hearing.**

If you have any questions concerning travel or you need to make any special arrangements please ring the Board on:

(For metropolitan callers) 1300 550 460

(For country callers) 1800 550 460