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| DHHS Specialist Homelessness Sector |
| Training Reimbursement Policy |

REIMBURSEMENTS FOR SHS TRAINING CALENDAR LISTED EVENTS ONLY

The Department of Health and Human Services training reimbursement policy is for rural and crisis accommodation staff in Specialist Homelessness Sector funded agencies to access learning and development opportunities. Reimbursements are limited to staff whose position is funded through the Department’s service agreements. Generally, these workers are employed in one of the following funded programs:

Transitional Housing Manager (THM)

Community Managed Housing

Housing Information & Referral (HIR)

Homelessness Assistance Programs

Family Violence Programs

Social Housing Advocacy and Support Program

* + Indigenous Tenancies at Risk

The reimbursement rates assist rural staff that need to travel longer distances to attend training; and for rostered staff in 24 hour crisis support services.

### Criteria

Agencies need to be aware of the following criteria for reimbursements:

Inclusions

A minimum distance of 200km one way applies to all travel, accommodation and meals reimbursements.

Agencies MUST claim on behalf of the worker. Agencies should reimburse staff immediately for out of pocket expenses incurred for travel, accommodation and meal expenses.

A Tax Invoice MUST accompany the relevant claim form/s.

All claims MUST be approved by a manager/board member.

Reimbursements are limited to maximum rates only.

Receipts must be attached for all accommodation, travel and meals.

Exclusions

Reimbursement for private car travel is no longer available.

There is no reimbursement for expenditure on alcohol, mini bar, in-house movies or vehicle parking.

Prior approval for accommodation, travel & meals is not required for claiming costs associated with events on the standard training calendar – Wodonga TAFE.

Under normal circumstances the maximum amount reimbursable for a single event will not exceed $500, regardless of the number of claimants.

Due to very high purchasing costs, reimbursements will not be available for costs associated in attending Certificate and Diploma courses.

Any workshop fees charged by a training provider (i.e. $44 for SHS courses) will not be reimbursed.

Claims for relief staff in crisis support services must include a Relief Staff Verification Form.

### Reimbursement Rates

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| 24 Hr Crisis Accommodation Backfill: | Maximum $200 per day |  |
| Accommodation: | Maximum $150 (metro) p/n | $110 (rural) p/n |
| Meals: | Maximum $40 (metro) | $31 (rural) |
| Breakfast: | Maximum $16 (metro) | $11 (rural) |
| *\*No reimbursements for expenditure on alcohol, mini bar, in-house movies or vehicle parking.* | | |
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| Travel: | Public Transport | Economy fare only |

### Application process

After a training event is completed, please fill in the relevant Claim Forms and mail these with a Tax invoice and attached receipts to:

Specialist Homelessness Sector Training Calendar

Centre for Learning and Organisational Development

People and Culture Branch

Department of Human Services

Level 5 50 Lonsdale Street

Melbourne VIC 3000

### Claim forms

Current Policy and Claim Forms can be obtained by emailing:

CentreforL&D@dhhs.vic.gov.au