GENERAL ALLOWANCES CLAIM FORM

(travel, accommodation, other)

Witnesses who have been either required to appear before an Integrity Tribunal or requested to attend a place to be interviewed under section 82 of the *Integrity Commission Act 2009*, are entitled to receive allowances for the following:

- Meals
- Travel
- Accommodation
- Other allowances that an Integrity Tribunal considers reasonable.

People who appear otherwise than as a witness (for example, they did not receive a notice from the Integrity Tribunal compelling them to appear) may apply to the Chief Executive Officer of the Integrity Commission for the payment of the allowances.

Allowances are payable on the same terms and at the same rate as is prescribed from time to time in the Tasmanian State Service Award made under the *Industrial Relations Act 1984*.

Please read the <u>Claiming costs and expenses</u> information sheet to help you understand what you are entitled to claim and the evidence you need to support your claim.

SUBMITTING	THIS FOR	м				
SCAN /EMAIL	inquiryoffice@integrity.tas.gov.au		If filling in by hand – please print clearly using black or blue pen.			
POST Inquiry Office GPO Box 822 Hobart TAS 7001		2	For help with reading, writing or maths call 26TEN on 1300 00 2610.			
Claimant details		Name				
		Inquiry relevant to this claim				
		Are you a witness in this inquiry / tribunal				
		YES N	0			
		If YES, please provide the reference number that was on your notice to appear				
			late and time details for your appearance, eg when you attended an inquiry interview or a witness before an integrity tribunal			

If NO, please provide a brief explanation of the costs you incurred / why you are seeking to claim:

MEAL ALLOWANCE CLAIM

DATE (when did you have the meal)	DETAILS (eg purchased whilst travelling or whilst staying at accommodation)	MEAL TYPE (breakfast / lunch / dinner)	COST please note the maximum claimable amounts below*
 Maximum reimbursement amount Rates are current at 25 May 2022. R 	ts: breakfast \$14.60, lunch \$16.54, dinn Pates are adjusted annually from 1 Ju.		TOTAL

TRAVEL ALLOWANCE CLAIM

Vehicle details

Private vehicle make and model OR name of taxi / ride share company

DATE DEPARTED	DEPARTED FROM	DESTINATION	DETAILS (why travel was necessary)	DISTANCE (KM) if applicable eg private vehicle	RIDE FARE (\$) taxi / ride share
TOTAL KILOMETRES (A) OR RIDE FARE			(A)	\$	

TRAVEL ALLOWANCE CLAIM (continued)

Reference table for calculation

	DOLLARS PER KILOMETRE*		
KILOMETRES TRAVELLED IN A FINANCIAL YEAR	Vehicle engine size: < 2 litres	Vehicle engine size: ≥ 2 litre	
First 10,000 kilometres	\$ 0.6231	\$ 0.5339	
Any additional kilometres	\$ 0.3302	\$ 0.2866	

* Rates are current at 25 May 2022. Rates are adjusted annually from 1 July each year.

Dollars per km calculation for this claim (if applicable)

TOTAL KILOMETRES (from (A) previous page)	Х	DOLLARS PER KILOMETRE (use the table above)	TOTAL AMOUNT CLAIMED (\$AUD)
example: 127 (kms)	х	0.6231	\$79.13
	х		

OVERNIGHT TRAVEL CLAIM - ACCOMMODATION AND INCIDENTALS

Any person seeking to make an expenses claim should contact the Inquiry Office to confirm eligibility. Prior approval must be sought for some expenses.

DATE DEPARTED	DEPARTED FROM	DESTINATION	DETAILS eg where you stayed and why or type of incidental expense incurred.	INCIDENTAL EXPENSES*	ACCOMMODATION*
TOTALS				\$	\$

* Maximum reimbursement amounts:

Incidental expenses have a set rate of \$20.60/day Accommodation costs have a maximum reimbursement amount of \$147/night unless otherwise approved by the CEO. Rates are current at 25 May 2022. Rates are adjusted annually from 1 July each year.

DECLARATION

I declare that allowances claimed have been expended in accordance with relevant Award provisions.

Payment details	Account holder's name	
	BSB number (six digits)	
	Account number	
	Name of bank	
Claimant signature I declare that the information	Signature	
provided is true and correct.	Date	

OFFICE USE ONLY

Authorised as being in accordance with approved Award rates, and attendance and calculations checked.

Inquiry Coordinator's signature	Signature
	Date
CEO Determination	Reasons (if refused)
Approved Refused	
	Signatura
	Signature Date