

Student Rural Placement & On-Call Travel Policy

General

- Student Travel Reimbursement is for students attending Rural Placements or are On-Call to urban clinics. It does not apply to students attending Urban Placements.
- Students who travel to or from a placement destination using their own vehicle or travelling in another student's vehicle are reminded that they do so at their own risk as the university does not provide any insurance cover for the vehicle. Accidents will have to be claimed through the student's own vehicle insurance. For information refer to: <http://policy.unimelb.edu.au/UOM0330#section-6.4>
- Parking costs at either Carlton or the destination will not be reimbursed. Any tolls or fines will also not be reimbursed.
- Reimbursement of own-vehicle travel will be made on submission to the School Office of a completed *Student Travel Reimbursement Form*.
- The School Manager, Deputy Head of School, Rural Placement Program Co-ordinator or the Undergraduate Programs Officer may authorise a travel/reimbursement/allowance variation in exceptional circumstances.

Metropolitan On-Call Students Only

- Students On-Call must attend the School at 8.45am each day. Students must sign-in and sign-out from On-Call duty.
- The School's preferred travel option is taxi and travel in a student vehicle is discouraged.
- A CabCharge voucher will be provided to students for travel from the School to the CHC.
 - Students who alter a CabCharge voucher without authorisation will be invoiced to recover the cost. Results may be withheld from defaulting students.
 - Any unused CabCharge vouchers must be returned to the School immediately. Any student who misuses a CabCharge voucher in contravention of university rules and regulations may be subject to disciplinary action.
- Students using their own vehicle to travel from the School to the CHC will be reimbursed for the journey to the CHC only.
- Should both On-Call students be required to travel to the same CHC on the same day and time, both students should travel to and from the CHC in the same taxi. A student who wishes to use their own vehicle in these circumstances will not be entitled to any reimbursement unless both students are traveling in the same vehicle, although this is a practice which the School discourages.

Rural Placements Students Only

- The School's preferred travel option is by V/Line train/coach and travel by own-vehicle is discouraged.
 - Reservations are compulsory for travel to Shepparton – please check www.vline.com.au
- The travel allowance for own-vehicle use is only available to one student who is the driver or owner of the vehicle.
- Students who return to Melbourne for any interim period during the course of a rural placement do so at their own cost.

Travel Allowance (as at 1 May 2012)

| Location | CHC | Km | Est.Time | \$ |
|-----------------|----------------|-----|----------|---------|
| Preston | PANCH | 8 | 12 min | \$5.00 |
| Footscray | Western Region | 8 | 11 min | \$5.00 |
| West Heidelberg | Banyule | 11 | 14 min | \$7.00 |
| Niddrie | Doutta Galla | 14 | 14 min | \$9.00 |
| Box Hill | Whitehorse | 18 | 17 min | \$11.00 |
| Clayton | MONASHLINK | 24 | 30 min | \$15.00 |
| Ferntree Gully | Knox | 37 | 42 min | \$23.00 |
| Morwell* | Latrobe CHS | 150 | 1.57 hrs | \$40.00 |
| Shepparton* | GVH/Rhumbalara | 180 | 2.12 hrs | \$50.00 |

* = No On-Call. Payment is equivalent to the cost of an ordinary return economy V/Line train/coach ticket.



Student Travel Reimbursement Form

- This form is to be completed according to 'Student Rural Placement and On-call Travel Policy'
- Students are required to complete 'Request for Student Supplier Site-Student Supplier No 300002' overleaf when submitting their first claim or when their bank account details change

First Name: _____ Surname: _____

Student ID: _____ Mobile: _____

Placement Details

| Date From | Date To | Community Health Centre | Validated (Office Use) |
|-----------|---------|-------------------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Travel Details

| | | |
|---|---|---|
| I travelled by car <input type="checkbox"/> | I have used my own vehicle to undertake the travel listed above: Vehicle Registration Number: _____ | <i>You must attach an original petrol receipt (for any petrol purchase as we pay flat rate)</i> |
| I travelled by PTV using Myki <input type="checkbox"/> | I used my Myki card to undertake the travel listed above: Return travel between the following stations: _____ and _____ | <i>No need to attached anything, reimbursement will be according to current PTV fares</i> |
| I travelled by PTV using a paper ticket <input type="checkbox"/> | I purchased a paper V/Line ticket to undertake the travel listed above. | <i>You must attached V/Line tickets/receipts</i> |

Student Declaration

I hereby declare the information in this claim to be true:

Signature: _____ Date: _____

MDS Authorisation

Raised by: _____

Signature: _____ Date: _____

Payment Authorisation

Authorised by: _____

Signature: _____ Date: _____

Payment Details

Amount: _____ Date: _____

Account – all 01-511-00-5665-00000-GEN-11-03

Account – Morwell only 01-511-00-5665-59661-GEN-11-03

Office Use Only

This form is to be used for **student reimbursements related to University Expenditure only**. All other salary payments, scholarships, prizes/bursaries, studentships and student reimbursements related to student course work to be administered by **Melbourne Scholarships & Bursaries**. Student to complete the Student section and submit to their Department to complete. Once finalised, email to Finance Operations. Email only one inbox to avoid duplications. fin-mdhs@unimelb.edu.au, fin-stem@unimelb.edu.au, fin-hass@unimelb.edu.au, fin-schanc@unimelb.edu.au. Enquiries to Finance Relationship Group 9035 54000 (Option 2).

STUDENT TO COMPLETE

| | | | | | |
|--|--|-------|---|------------|-----|
| Student Name | | | | Student ID | |
| Home Address | | | | | |
| Suburb | | State | | Postcode | |
| Contact Phone No. | | | | Email | |
| AUSTRALIAN BANK ACCOUNT (enter details for one only) | | | INTERNATIONAL BANK ACCOUNT (enter details for one only) | | |
| Account Holder Name (e.g. John Citizen) | | | Account Holder Name (e.g. John B Citizen) | | |
| Bank Name (e.g. NAB) | | | Bank Account Name | | |
| BSB | | | Bank Name | | |
| Account Num. | | | Full address of Bank (include County) | | |
| Please ensure scanned copies of tax invoices/receipts are attached as supporting documentation for this request | | | Bank Account Num. | | |
| | | | Routing/ABA/Sort Code | | |
| | | | IBAN No* | | |
| Purpose of Payment | | | | | |
| Signature of student | | | | Date | / / |

SUPERVISOR / DEPARTMENT TO COMPLETE

| | | | | | | | | | |
|---|-------|----|---------|----------|-----|----------|--------|------------|--------------------------|
| Approved by | | | | Position | | | | | |
| Approver Email | | | | | | | Ph/Ext | | |
| Signature | | | | | | | Date | / / | |
| Financial Approver (leave blank if as above) | | | | | | | Ph/Ext | | |
| Co | Dept. | CC | Account | Project | LPC | Activity | Loc. | Tax Code | Amount |
| | | | | | | | | GST | |
| | | | | | | | | GST | |
| | | | | | | | | GST | |
| | | | | | | | | GST Amount | |
| | | | | | | | | | TOTAL Amount (incl. GST) |