RATTUAJ/ AgMove - REIMBURSEMENT REQUEST FACTSHEET

RELOCATION ASSISTANCE TO TAKE UP A JOB - AGMOVE - FOR SHORT TERM AGRICULTURAL WORK

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Before you lodge your reimbursement you will need

Evidence of work

☐ **Payslips** showing you worked the minimum number of weeks AND hours as per below requirements

OR

☐ **Declaration of Working Hours** signed by your **employer AND yourself** showing hours and dates worked showing you worked the minimum number of weeks AND hours as per below requirements.

Evidence of expenses

☐ **Receipts, invoices, quotes and other types of evidence** for ALL expenses you wish to claim (see below for types of eligible expenses and evidence required)

HTS RATTUAJ Participant Reimbursement Form

☐ You can get an electronic copy of this form from your Harvest Office or attend in person to complete. You will need to complete the form in full, attach all evidence and sign it. You must read the **Eligible expenses and evidence required** section below prior to submitting this form.

The date I started Harvest/Agricultural work was: _____ (DD/MM/YYYY)

If the above date is on or before 04/05/2021, please answer the RATTUAJ questions

If the above date is on or after 05/05/2021, please answer the AGMOVE questions

RATTUAJ	AGMOVE
Reimbursement requests can only be submitted **AFTER work has been completed**: • Minimum of at least 120 hours over at least 6 weeks	Reimbursement requests can only be submitted **AFTER work has been completed**, either: • Minimum of at least 40 hours over at least 2 weeks • Minimum of at least 120 hours over at least 4 weeks

Harvest Trail
AN AUSTRALIAN GOVERNMENT INITIATIVE

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EXPENSES - ACCOMMODATION

RATTUAJ	AGMOVE
Accommodation (Equal to or Less than $250 per week) + **Maximum of two (2) months** accommodation may be claimed + The following information **must be provided** on the **AgMove RATTUAJ Participant Reimbursement Form:** + **Name of Accommodation Supplier** (*Example: Mildura Backpacker Hostel)* + **Address of Accommodation** (*Example: 123 Blue St, MILDURA VIC 3500)* + **Type of Accommodation** (*Example: Backpacker hostel, caravan park cabin)* + **Contact Name at Accommodation** (*Example: John Smith)* + **Contact Phone number of Accommodation** (*Example: (03) 1234 5678)*	**Accommodation** (Equal to or Less than $250 per week) + **Maximum of two (2) months** accommodation may be claimed + The following information **must be provided** on the **AgMove RATTUAJ Participant Reimbursement Form:** + **Name of Accommodation Supplier** (*Example: Mildura Backpacker Hostel)* + **Address of Accommodation** (*Example: 123 Blue St, MILDURA VIC 3500)* + **Type of Accommodation** (*Example: Backpacker hostel, caravan park cabin)* + **Contact Name at Accommodation** (*Example: John Smith)* + **Contact Phone number of Accommodation** (*Example: (03) 1234 5678)*
Accommodation ($251 per week and Above) + **Maximum of two (2) calendar months** accommodation may be claimed + **Two (2) quotes** for comparable accommodation in the area (see *Quotes* section below for further information) + **Receipt/s or Invoice/s must be provided** showing payment has been made (see *Receipts/Invoices* section below for further information) **Receipt/s or Invoice/s must include dates of stay**	**Accommodation** ($251 per week and Above) + **Maximum of two (2) calendar months** accommodation may be claimed + **Two (2) quotes** for comparable accommodation in the area (see *Quotes* section below for further information) + **Receipt/s or Invoice/s must be provided** showing payment has been made (see *Receipts/Invoices* section below for further information) + **Receipt/s or Invoice/s must include dates of stay**

Other eligible expenses and evidence required

Eligible items for reimbursement	What evidence do you need
Flight, Bus Ticket, Train Ticket, Ferry Ticket (within Australia only)	+ **Two (2) quotes** for same journey (see **Quotes** section below for further information) + **Receipt/s or Invoice/s must be provided** showing payment has been made (see *Receipts/Invoices* section below for further information) + **Receipt/s or Invoice/s must include dates of travel**

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Eligible items for reimbursement	What evidence do you need
Fuel	+ **Evidence of fuel costs must be provided** (see *Receipts/Invoices* section below for further information) + **Only claimable on agreed travel day/s** to the new location and travel day/s returning to the originating address. + **Evidence must include date and location of purchase**
Meals on travel days	+ **Only claimable on agreed travel day/s** to the new location and agreed travel day/s returning to the originating address. + **A flat rate of $40 per person, per agreed travel day** may be claimed
Work Boots/Shoes	+ **Receipt/s or Invoice/s must be provided** showing payment has been made (see *Receipts/Invoices* section below for further information)
Appropriate PPE Clothing	+ **Receipt/s or Invoice/s must be provided** showing payment has been made (see *Receipts/Invoices* section below for further information)

Excessive or unreasonable expenses

Expenses claimed must not be excessive. Where an expense is deemed excessive and/or not considered value for money, a partial reimbursement will be made.

Ineligible expenses

There are some items that are not eligible for reimbursement and are prohibited. MADEC are unable to reimburse for these. This includes, but is not limited to:

- ✘ Removalist costs
- ✘ Purchase of assets including whitegoods, furniture, tyres or other household items (e.g. pots, pans, cutlery)
- ✘ Rental bond
- ✘ Repair costs – e.g. vehicle or house repairs
- ✘ Alcohol and tobacco purchases
- ✘ Reimbursement for lost or stolen property
- ✘ Incidental items including food and beverages
- ✘ Travel expenses outside agreed travel days
- ✘ Non-work related clothes and equipment such as designer sunglasses, branded clothes and active wear, top of the range sun protection gear, for example, an Akubra hat, and non-protective shoes

Agreed travel days

You may only claim fuel costs or meals reimbursement on 'agreed travel days' for the journey from your **originating home address** to the work location and then **back to your originating address** again after you have finished work. You must declare your 'agreed travel days' on your **AgMove RATTUAJ Participant Reimbursement Form**. Fuel costs will only be reimbursed for travelling the most direct route and only on agreed travel days. You are not able to claim fuel costs for your daily work commute or other incidental needs. Where fuel costs are deemed excessive and/or not considered value for money, a partial reimbursement will be made.

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Quotes

Two (2) quotes must be provided for the following expenses:

- Accommodation (where required as outlined above)
- Flight / Bus Ticket / Train Ticket / Ferry Ticket

Quotes may include an online search for other suppliers or options. As a minimum, Quotes need to include:

- Name of the supplier
- Price quoted
- Details of what the price relates to:
    - E.g. Accommodation nightly rate for one person
    - E.g. Flight for one person between the 2 locations

Receipts/Invoices – Proof of purchase

For MADEC to reimburse you for an eligible expense, you must provide proof that you have purchased the item. Proof of purchase must be provided for ALL expenses (except food costs on agreed travel days). The most common acceptable proof of purchases are:

Tax Invoice or Receipt

- ✓ Must include details of the supplier (who the payment was made to);
- ✓ Must show details of what has been purchased;
- ✓ Must show that the amount has been **paid in full**;
- ✓ Must include other specific details as outlined above in the **Eligible expenses and evidence required** section for different types of purchases.

Screen shots of bank transactions

Generally, bank screen shots will **NOT** be accepted on their own as evidence of purchase.

They will be accepted **ONLY** on a case-by-case basis for some expenses. **NOTE:** Where it is deemed that bank screen shots are acceptable, you will be required to provide other evidence to support that the payment was made in relation to the eligible expense, which may include Statutory Declarations from all parties.