Claim form: travel cost reimbursement for short-term PALM scheme workers

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| Approved employer details |
| Name |  |
| Contact |  | Contact ph: |  |
| ABN |  | Contact email: |  |
| Address |  |
| Worker details |
| Name |  | Recruitment application number |  |
| Nationality |  |  |  |
| Passport |  |  |  |
| Claim details |
| Date/s of travel |  |
| Confirmation you have sought a credit from the airline and amount? (only relevant where the worker did not board the flight) |  |
| Reason why costs are not recoverable via deductions?(please provide a detailed account to enable the department to assess the claim) |  |
| If the worker disengaged, what steps did you take to encourage the worker to return to the scheme? |  |
| Breakdown of claim (please list all expenses you are claiming) |  |
| Reimbursement calculation[International airfares and domestic transportation matrix for the PALM scheme - April 2021.pdf](https://www.palmscheme.gov.au/sites/default/files/2023-07/International%20airfares%20and%20domestic%20transportation%20matrix%20for%20the%20PALM%20scheme%20-%20April%202021.pdf)\*If the claim relates to a visa cost reimbursement alone due to the visa being denied the $300 compulsory contribution does not apply.  | Total travel cost incurred:Total visa cost incurred:Total amount allocated in the matrix:Less $300 compulsory contribution:Less worker pay deductions:Less amounts recovered via insurance or flight credits:Total amount to be reimbursed: |

Document checklist

\*if you tick ‘no’ please indicate why in the notes field. Please note if you do not provide required information or evidence to support the claim it cannot be assessed.

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| **Document required** | **Provided?** | **Notes** |
| Tax invoice that complies with the requirements included in the factsheet and include your bank details that you would like the reimbursement paid in should the claim be successful  | NOYES |  |
| Completed vendor information request form(LINK) | NOYES |  |
| Proof of purchase that shows the amount you paid for travel and/or visa (tax invoices) – may include flight costs and costs associated with domestic transfers from international airport to the work site | NOYES |  |
| Proof of any deductions/payments recovered from the relevant workers’ wages in the form of a copy of the Statement of Deductions and/or pay slips showing the total cost, deductions, and balance owing | NOYES |  |
| Proof of insurance or flight credits (if you have been unable to recoup funds via these methods have you should provide evidence to that effect) | NOYES |  |
| A statutory declaration that declares the information you have provided is true and correct | NOYES |  |
| Evidence of the incident report submission in the case of disengagement or other reportable incident | NOYES |  |
| Arrival and departure reports | NOYES |  |
| Evidence to support why the cost is unrecoverable\*If the claim relates to a visa cost reimbursement due to the visa being denied, the notification from the Department of Home Affairs is required.  | NOYES |  |