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 | NO  YES |  |
| Completed vendor information request form  (LINK) | NO  YES |  |
| 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 | NO  YES |  |
| 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 | NO  YES |  |
| 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) | NO  YES |  |
| A statutory declaration that declares the information you have provided is true and correct | NO  YES |  |
| Evidence of the incident report submission in the case of disengagement or other reportable incident | NO  YES |  |
| Arrival and departure reports | NO  YES |  |
| 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. | NO  YES |  |