



TRUSTED ADVISOR

JP Trusted Advisor

Date of last amendment : 30/01/2022

Policy - Staff Travel

JP Trusted Advisor is committed to informing clients of their rights in relation to travel costs associated with their services and informing employees of their travel entitlements. Also, the commitment to ensuring the relevant administration duties that are associated with client and staff travel are undertaken as per the National Disabilities Insurance Scheme and relevant staff award.

1. Scope

This policy applies to all JP Trusted Advisor clients and staff and must be adhered to when carrying out all activities and in any location.

2. Definitions

Staff Travel - the time taken spent travelling to a client to provide a primary service.

Travel Reimbursement - a monetary amount paid to an employee to cover vehicle related running costs.

Casual employee - an employee who has no guaranteed hours of work and is paid on a casual basis.

Place of work - the agreed workplace of the employee as determined by JP Trusted Advisor Director. This may include a home office or remote location.

3. Responsibilities

JP Trusted Advisor will ensure that any charges applied are in line with the fees set by the National Disability Insurance Scheme (NDIS). The NDIA uses the Modified Monash Model (MMM) to determine the zone. This can be found on the Department of Health's DoctorConnect website.

3.1 Staff Travel

When delivering Support Coordination services to a client in their home or community location, each client will incur a maximum of 30-minute travel charge for the round trip. This travel time is not a separate line item in the client's NDIS plan. It is included in the service hours to cover the cost of travel in order to deliver services and will be claimed against the clients Support Coordination capacity building budget.

If more than one client is seen in the day, the travel time between clients will be evenly apportioned from the time the Support Coordinator commences travel until the time the Support Coordinator completes their travel, up to a maximum 30 minutes per client.

An employee can charge travel time starting from their place of work to the appointment venue and for the return trip provided they are returning to work. For casual employee's, this does not apply on the return trip when it's the final destination for the day.

The relevant Support Coordinator will record the travel time as a billable case note in Careview against the client's file. Where travel time exceeds 30 minutes, the relevant Support Coordinator will record the travel time as a non-billable case note in Careview against the JP Trusted Advisor administration file.

The Service Agreement between JP Trusted Advisor and the client will specify the travel costs that can be claimed for services.

3.2 Travel Allowance

A Coordinator's hourly rate will incorporate a transport allowance of \$2.50 per hour (based on ordinary hours) to contribute towards transport related costs such as vehicle mileage and maintenance (as well as home office set up). Staff are encouraged to seek financial advice as to any further tax entitlements they may claim for at the end of the financial year.

The employment contract between JP Trusted Advisor and the employee will specify the travel reimbursement.

4. Continuous Improvement

JP Trusted Advisor will ensure that this policy remains relevant and continues to reflect the actual manner in which activities are undertaken. Where feedback is provided by clients and other stakeholders, JP Trusted Advisor will make relevant changes to this policy where warranted to ensure client and staff rights are upheld in relation to travel.

5. Related Legislation and Standards

National Disability Insurance Scheme Act 2013

National Disability Insurance Scheme Rules and Guidelines 2018 - 2019

NDIS Price Guide 2020-2021

Social, Community, Home Care and Disability Services Award 2010 (SCHADSA)
Fair Work Australia