

## Family Victims

### Travel expenses declaration form

A family victim is eligible to claim up to \$5,000 for their immediate needs, and up to \$5,000 for justice-related expenses, incurred as a direct result of the act of violence. This may cover costs incurred as a result of attending a funeral, criminal or coronial proceedings, and justice related meetings.

#### Travel – Day

If you need to travel for a funeral or justice-related event you may receive an allowance for meals, snacks and incidentals. The allowance is based on the NSW Crown Employees Meal, Travelling and other Allowances rates.

In addition to this allowance, receipts for parking, public transport and taxi may also be considered.

#### Travel – Overnight

If you need to travel a long distance to attend a funeral or justice-related event you may receive an allowance based on the NSW Crown

Employees Meal, Travelling and other Allowances rates. This amount covers accommodation, all meals/snacks and incidentals including parking, public transport and taxi cost.

#### Fuel

If you travel using your own vehicle, you can request reimbursement of fuel at the casual rate of the NSW Crown Employees Meal, Travelling and other Allowances rates. Your distance is calculated from where you start your trip to the destination.

#### Flights

We can also consider payment of flights for immediate family members.

To claim travel expenses, please complete the details of your travel below. You must have submitted an application for victims support as a Family Victim and indicated that you are applying for financial assistance.

### Part A: Applicant details

1. Full name

2. Date of birth: Date

Month

Year

3. Family victim application number

### Part B: Travel Details of applicant

Reason for travel	Date of funeral, proceedings, or meeting	Travel dates and times	Travel addresses	One way or return	Overnight accommodation*
Funeral arrangement meeting	Date	from (date and time)	from (address)	One way or Return	Yes
		to (date and time)	to (address)		No Paid Unpaid
Funeral	Date	from (date and time)	from (address)	One way or Return	Yes
		to (date and time)	to (address)		No Paid Unpaid

Reason for travel	Date of funeral, proceedings, or meeting	Travel dates	Travel addresses	One way or return	Overnight accommodation*
<b>Criminal proceedings</b>	Date	from (date and time)	from (address)	One way	Yes No
		to (date and time)	to (address)	Return	Paid Unpaid
<b>Coronial proceedings</b>	Date	from (date and time)	from (address)	One way	Yes No
		to (date and time)	to (address)	Return	Paid Unpaid
<b>Justice-related meetings</b>	Date	from (date and time)	from (address)	One way	Yes No
		to (date and time)	to (address)	Return	Paid Unpaid

\*If you stayed or intend to stay in paid accommodation, please submit evidence of your booking.

The travel is by:

- Car
- Public transport (receipts/quotes required)
- Flight/hire car (receipts/quotes required)

### Part C: Other travel costs

I am also claiming specific costs related to my travel and have attached evidence of those expenses. This may be such things as parking receipts, booking confirmations, flight itineraries, taxi/ride share receipts.

Details:

### Part E: Applicant's declaration

The following declaration must be read and signed by the applicant, or their parent or legal guardian if they are under the age of 18.

I, [applicant name]:

declare that the information provided in this application is true and correct.

I understand that giving false or misleading information is a serious offence and may adversely affect the outcome of my victims support application and/or lead to criminal or civil legal action against me.

Signature

Date

### Who should I contact to find out more?

**Victims Access Line:** 1800 633 063 | **Aboriginal Contact Line:** 1800 019 123

**Business hours:** Monday to Friday 9am to 5pm (excluding public holidays)

**Email:** vs@dcj.nsw.gov.au **Website:** www.victimsservices.justice.nsw.gov.au

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