

Family Victims Travel Expense Claim

Victims Support Scheme

Who can use this form?

A family victim can complete this form to claim certain travel expenses they incur as a direct result of the homicide victim's death.

A family victim is an immediate family member of the homicide victim, including a: spouse, de facto partner who was living with the victim for at least two years, parent, step-parent or guardian, child, step-child or guardian child, brother, sister, half-brother, half-sister, step-brother or step-sister.

When can I use this form?

To claim travel expenses, you must make an application for financial assistance using the [Application for Support for a Family Member of a Homicide Victim](#).

You can submit this claim form with your [Application for Support for a Family Member of a Homicide Victim](#) to provide details of the travel and expenses being claimed.

You can also use this form to claim travel expenses for up to 5 years after your application for financial assistance has been made.

What expenses can I claim?

You can claim travel expenses to attend events such as the homicide victim's funeral, criminal or coronial proceedings or justice-related meetings. These expenses must be directly related to the homicide described in your [Application for Support for a Family Member of a Homicide Victim](#).

Travel expenses you can claim include:

- parking fees
- public transport, taxi and rideshare fares
- flight costs
- rental car hire
- cost of using your own vehicle, calculated based on the distance travelled from your starting point
- accommodation costs, if you had to travel a long distance
- costs for meals, snacks and incidentals.

The amount you can claim for meals, snacks, incidentals, paid accommodation and use of your own vehicle is based on the rates set out in the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 (NSW)*. Costs of using your own vehicle are paid at the business rate. The meal, travelling and other allowance amounts are updated yearly, and different rates apply depending on the region you travelled to, and when you travelled.

What should I include with this form?

You need to complete this form with details of your travel, including where and when you started and ended your trip.

Evidence of your travel expenses needs to be attached when submitting your claim and can include:

- receipts and itemised tax invoices
- flight itineraries
- rental car reservations
- booking confirmations for accommodation you have paid for or will pay for.

The supporting documents need to be clear and legible, including details of:

- the service provider or organisation's name and contact details
- the service or item paid for
- the name of the person who has paid or will pay for the expense, if available
- the date the expense was incurred.

Victims Services may contact suppliers and service providers to verify the information provided.

How do I apply?

- 1** | **Complete this form.** If handwriting, please make sure your responses are clearly written and use BLOCK LETTERS.
- 2** | **Collect the required documents** to support the travel expenses claimed in this form.
- 3** | Send us your completed claim form and required documents by uploading them to your online application, or by email or post. You will need to provide a completed [Application for Support for a Family Member of a Homicide Victim](#), if you do not have a current financial assistance claim with us.
Email: vs@dcj.nsw.gov.au
Post: Commissioner of Victims Rights
Victims Services
Department of Communities and Justice
Locked Bag 5118
Parramatta NSW 2124

Contact Victims Services

☎ **Call** the Victims Access Line on **1800 633 063** or the Aboriginal Contact Line on **1800 019 123**

✉ **Email** vs@dcj.nsw.gov.au

🌐 **Visit** victimsservices.justice.nsw.gov.au

If you have a hearing or speech impairment, call the National Relay Service on **13 36 77** (TTY) or **1300 555 727** (Speak and Listen).

If you need an interpreter, call the Translating and Interpreting Service on **13 14 50**.

1. Full name

2. Date of birth

/ /
DAY MONTH YEAR

3. Victims Services application reference number

4. Provide details of your travel in the fields below. Please complete a new line for each trip you made, including a return journey.

Reason for travel. For example, funeral, proceeding or meeting.	Date of funeral, proceeding or meeting.	Where did you depart from? Provide address and location.	When did you depart? Provide the departure date and time.	Where did you travel to? Provide address and location.	When did you arrive? Provide arrival date and time.	How did you travel there? For example, own car, hire car, flight, public transport.	Did you stay in paid overnight accommodation?
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5. Evidence of my travel expenses is attached

Yes

i You must include evidence of the travel expenses you are claiming with this form. Please attach extra pages if you need to claim more trips. Please ensure that you provide all required details and use the same format as above for each additional trip.

Privacy notice

The information that you give on this form is collected, used, held and disclosed by the Commissioner of Victims Rights¹ in accordance with the [Department of Communities and Justice's \(DCJ\) Privacy Policy](#) for the purpose of administering the Victims Support Scheme and related functions under the *Victims Rights and Support Act 2013*. It is important you understand your privacy rights. For full information on how DCJ handles your information, please call us on **1800 633 063** or visit the [DCJ website](#).

¹Victims Services, Department of Communities and Justice, Locked Bag 5118, Parramatta (vs@dcj.nsw.gov.au).