

TRANSPORT for NSW (“TfNSW”) - Aboriginal Funeral Transport – Sorry Business

COST REIMBURSEMENT APPLICATION FORM

Administration for this service is provided by Chandler Macleod, Managed Training Services (MTS)

Please ensure **reimbursement approval** is received in writing from MTS prior to releasing funds to an Applicant.

Any claims submitted without prior approval from MTS or after the dates of travel may not be accepted.

Please note that applications may take up to 3 days to process and encourage you to submit the Application Form at your earliest convenience.

1. By forwarding an application for Aboriginal Funeral Transport – Sorry Business assistance including a Tax Invoice to MTS, applicants accept the conditions outlined in the application form as well as the following general conditions:
 - a. transport to be completed within the timeframe specified in Transport Details section;
 - b. reporting of all application information is provided by MTS to TfNSW;
 - c. no unauthorised changes in the transport arrangements once approved by MTS;
 - d. no re-allocation of any part of the funds without TfNSW and MTS approval;
 - e. TfNSW and MTS is under no obligation to provide additional funds for subsequent Aboriginal Funeral Transport requests; and
 - f. in the event that the transport is not needed, funding is to be returned to MTS, TfNSW in full.
2. The recipient acknowledges that in accepting funding, TfNSW and MTS does not assume any legal obligation for the transport arrangements. All relevant legal obligations and liabilities are the responsibility of the recipient and any sub-contractor.
3. The recipient of the funding is responsible for delivery of the project. The recipient and any sub-contractors are to adhere to all regulatory requirements associated with the implementation of the project.
4. TfNSW and MTS reserves the right to assess transport arrangements, costing or delivery at any stage. TfNSW and MTS may engage independent contractors to do this. In accepting a grant, funding recipients agree to make all relevant records available for scrutiny.
5. Failure to comply with these or any additional conditions imposed by letter to recipients may result in the termination of funding, repayment of part or all of the allocated grant and disqualification from future grants.

WHAT ELSE IS NEEDED?

- All applications must include evidence of the funeral the applicant is attending. This may include funeral director details, a copy of the funeral notice, dates and location of the funeral etc. If this information is not provided, this will delay processing of the application.
- All applications must provide a Tax Invoice made out to MTS, for the funding amount. This requirement will avoid any delays in payment, if the grant is approved.
- If the grant amount is to be paid directly to the transport provider then an invoice made out to MTS from the transport provider needs to be attached to the application. The amount for which can not be more than 50% of the total cost and only one payment will be made per application. That is, approved amounts will not be paid in split transactions.
- All applications that are chartering a bus must have a written quote from the operator attached to the application.
- Tax invoice must include:
 - o The words “tax invoice” stated prominently
 - o The name, address, ABN and bank account details of your organisation to enable EFT payment to your nominated bank account
 - o Description should be “AFT from “town/suburb name” to “town name” on date of transport”
 - o The invoice amount should be the amount of funding for which you applied and should include details of Exclusive and Inclusive GST amounts

Organisation: Managed Training Services (MTS)
Address: Level 5, 345 George street, Sydney, NSW, 2000.
Phone: 1300 361 787
Email: mts@chandlermacleod.com

- The provision of a Tax Invoice with the application should not be interpreted as an approval. This request is simply put in place to prevent any unnecessary delay in providing funding should the application be successful.

Aboriginal Funeral Transport (AFT) - APPLICATION FORM

REF #	(Office use only)
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CLAIMANT DETAILS (Organisation to complete)

Claimant Name		Title/Position	
Organisation		ABN	
Address		Suburb	Post Code
Phone		Mobile	
Email			

TRANSPORT DETAILS

Applicant Name (name of person requesting AFT assistance)			
Details of Funeral? <i>(Please include name of deceased, funeral director details, date and location of funeral OR attach a copy of the funeral notice)</i> PLEASE NOTE – If details are <u>not</u> provided this will delay processing of your application			
Date of Departure:		Date of Return:	
Departing From:		Location of Funeral:	
Total Number of passengers <u>Under</u> 50 years of age		Total Number of passengers <u>Over</u> 50 years of age	

Please select the option below, applicable to your application:

1. DONATED/PERSONAL BUS.

For safety reasons, the Organisation must sight a valid licence and the vehicle (or registration papers)

Please note: Value per day is based on travel to and from the funeral ONLY			Total (incl.GST)
Number of Buses		Value per driving day 12 or less Bus seats - \$100	\$
		Value per driving day more than 12 Bus seats - \$200	\$

2. HIRED BUS - Please attach a quote

Hired Bus	50% of Bus Hire Fee being requested from TfNSW (Invoice to be made out to MTS)	\$
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3. FUEL - On approval from TfNSW. Please go to <https://www.fuelcheck.nsw.gov.au/app>

Fuel Costs	<p>Fuel costs to be based on fuel used per driving day to/from funeral. Only 50% of total fuel cost can be requested from TfNSW Fuel rate is based on the average cost of E10 on the day the application is processed. <i>Example: Travel from Tamworth to Walgett is a distance of 356km. Average cost of E10 fuel is \$1.52.</i> To calculate: $((\text{Cost of Fuel}/100) \times 11.11) \times \text{Distance in kms one way}$ <i>e.g. $((1.52/100) \times 11.11) \times 356 = \\60.12</i></p>	\$
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DECLARATION

I _____ (Claimant Name) declare that I am authorised on behalf of _____ (Organisation Name) to make this application to Transport for NSW for funding assistance for _____ (Applicant Name) for the amount of \$ _____ (Amount) (inc. GST)

Name:

Signature:

Position/Title:

Organisation:

Date:

APPLICATION APPROVAL STATUS

Application Status:		MTS EC Name:	
Date Application Approved:		Date of Departure:	
		Funding Amount Approved	\$