

Paid Participation Policy

Corporate standard 0011

NOTICE: New forms will be released in July 2024 as an interim measure to improve the engagement of participants and facilitate the timely payment of agreed fees/reimbursements, whilst a full policy review is undertaken by the Commission in 2024-25.

Paid Participation is one of the ways the Commission recognises the importance of lived experience partnership and the valuable, specialised and expert contribution made by people who have a lived/living experience of mental ill-health, problematic alcohol and other drug use and/or suicide, and other members of the community as considered appropriate.

Contact: Manager Corporate Governance and Service Delivery

File reference: 2022/2880

Approved by:



Ivan Frkovic, Mental Health Commissioner

Date: 19 April 2023

Review due: April 2024

Amendment history

Serial No	Date	Action Officer	Change / details
1	26 October 2022	Zoe Cunningham Marty Smyth	Full review undertaken by PPD endorsed by SLT
2	2 March 2023	Zoe Cunningham	Presented and reviewed by Commission staff
3	18 April 2023	Nicci Goulter	Endorsed by ELT
4	18 July 2023	Zoe Cunningham	Revision
5	29 August 2023	Zoe Cunningham	Revision

Contents

Contents	2
1. Introduction	3
2. Policy statement	3
3. Purpose	3
4. Authority	4
5. Application	4
6. Eligibility	4
7. Definition of paid participation activity	4
8. Types and levels of engagement and participation	5
9. Paid participation payments	6
10. Taxation, Centrelink and Veterans Affairs payments	7
11. Travel, accommodation, allowances and other expenses	8
12. Process	8
13. Disputes	10
14. Related policies and guidelines	10
Appendix 1: Travel, accommodation, allowances and other expenses	12
Appendix 2: Paid Participation Claim Form	15
Appendix 3: Entitlements chart (p.7-8 of the <i>Domestic Travelling and Relieving Expenses</i>)	17
Appendix 4: Statement by a supplier	18
Appendix 5: Request to create/change vendor	18

1. Introduction

- 1.1. The *Queensland Mental Health Commission Act 2013 (Act)* acknowledges the importance of partnering and engaging people with a lived/living experience in driving reform towards a more integrated, evidence-based, recovery-oriented mental health, suicide prevention, and alcohol and other drug service system.
- 1.2. For the purposes of this policy a person is considered to have a lived experience if they:
 - have a direct personal lived experience of mental ill-health and/or problematic alcohol and/or other drug use,
 - are a family member, carer or support person, if they have regularly provided unpaid, care or support, for a person with direct lived experience with a mental ill-health and/or problematic alcohol and other drug use, and/or
 - have experienced/experiencing suicidal thoughts, survived a suicide attempt, provided/providing care for someone who has attempted suicide, been bereaved by suicide, or been touched by suicide in another way.
- 1.3. The Act also acknowledges that the Queensland Mental Health Commission (Commission) should engage and consult with other members of the community to the extent that the Commissioner considers appropriate.
- 1.4. For the purposes of this policy a member of the community is an unpaid representative of a community or particular population group.

2. Policy statement

- 2.1. The Commission is committed to meaningfully engaging and partnering with people with a lived experience, and as appropriate, other members of the community in its work, ensuring that cost is not a barrier to participation.
- 2.2. Paid Participation is one of the ways the Commission recognises the valuable, specialised and expert contribution made by people who have a lived/living experience, and as appropriate other members of the community.
- 2.3. Paid Participation involves making a payment (a Paid Participation Payment) to acknowledge the contribution made by people with a lived experience, and as appropriate other members of the community, who have been personally invited to contribute to the Commission's work through participation in an approved activity (a Paid Participation Activity).
- 2.4. While the Commission acknowledges the contributions made to its work by people with a lived experience, and as appropriate, other members of the community, the Commission is unable to provide payments for all engaged activities. The Commission is required to exercise due diligence in the use of its resources and funding.

3. Purpose

- 3.1. This Policy outlines the Commission's commitment to Paid Participation by:
 - providing a Paid Participation Payment for a person's engagement and participation,
 - paying for reasonable travel and accommodation costs to allow these individuals to give their time and participate, and
 - reimbursing any reasonable associated out of pocket expenses.
- 3.2. This policy sets out the approach the Commission will take to Paid Participation, including:
 - who will be eligible for a payment,
 - the type of activities that will attract a payment,

- the amount of payment
- when payments will be made for reasonable travel costs, allowances and out of pocket expenses; and
- whether payments can be made in advance to enable participation.

4. Authority

- 4.1. This Policy has been approved and implemented in accordance with the *Act*. It supports implementation of the Commission's system reform strategies.

5. Application

- 5.1. This Policy applies to people with a lived experience (as outlined in paragraph 1.2) and, as appropriate, other members of the community (as outline in paragraph 1.4) who are directly invited by the Commission to participate in Paid Participation Activity.
- 5.2. In this Policy, people who are invited to participate in the Paid Participation Activity are referred to as Participants.

6. Eligibility

- 6.1. The Commission will only offer a Paid Participation Payment to Participants if they would not otherwise receive remuneration for their participation and have been invited by the Commission to participate in the Paid Participation Activity.
- 6.2. This Policy does not apply to peoples lived/living experience participation in a Paid Participation Activity when they are:
 - professional consultants engaged to provide paid professional services through government tenders or procurement processes as a stakeholder,
 - contracted to supply services for the Commission and the activity is within scope of the project,
 - participating during their paid work time including arrangements that fall under standard procurement and contracting processes and payments,
 - representing a funded organisation or group in a paid or unpaid role as part of their recognised duties to engage with the Commission,
 - members of the Queensland Mental Health and Drug Advisory Council representing the Council,
 - Commission employees, and/or
 - attending in response to an open or public invitation but not representing the Commission.

7. Definition of paid participation activity

- 7.1. A Paid Participation Activity is an activity approved by the Commission and may involve participation or engagement in a range of groups and/or activities including:
 - committees (for example steering, roundtables, reference or working groups),
 - consultations, forums, focus groups or co-design and co-creation workshops,
 - individual consultations and invited meetings,
 - selection and recruitment panels,
 - evaluation panels for tenders, grants or other procurement activities,
 - presentations, and

- capacity building such as conference and workshop attendance.

7.2. Paid Participation Activities do not include:

- open or public forums or presentations by the Commission that is not pre-approved as a capacity building activity,
- ad hoc communications and discussions with the Commission,
- an activity or event hosted by and contributing to the work of another organisation, and
- any other events and conversations that are not pre-approved to attract Paid Participation Payment

8. Types and levels of engagement and participation

8.1. Engagement and participation in a Paid Participation Activity may occur across a spectrum of activities. The activities categories are based on the indicators set out in the [Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies](#) – Regulation, Administration and Advice Categories. (This does not mean that Participants are considered part-time chairs or members of Queensland Government Bodies).

8.2. The Commission adopts the three-level definition of participation and associated activities below:

Level 1
<i>Indicators:</i> Regulatory and investigative powers. Registration, licencing or accreditation responsibilities. Significant influence on or reform of a particular industry, sector of the government or community or a profession
<i>Examples:</i> Cross government agency system reform steering committee, high level inquiry research projects.
Level 2
<i>Indicators:</i> Administration and management of a range of activities and resources. Research activities or independent expert advice on programs that impact the State of influence Government policy
<i>Examples:</i> Policy review research projects, presenting as a guest speaker to provide their perspective; acting as master of ceremonies (MC); system reform discussions, committees, selection panel; designing, preparing and/or facilitating a discussion group, activity or event; reviewing and providing feedback on Commission information, material or reports; writing policy reports, resources, articles, brochures, presentations, newsletters or any other documents.
Level 3
<i>Indicators:</i> Consultation, advisory and liaison activities. Policy/operational advice with influence on a specific aspect of Government policy or a particular region
<i>Examples:</i> attending, participating in and/or contributing to the co-design and/or co-production of an activity or project; consulting with other people; attending development events.

8.3. Participants will be required to comply with relevant legislation and Commission and Government policies, in particular the *Code of Conduct for the Queensland Public Service* which can be found at <https://www.forgov.qld.gov.au/about-code-conduct>.

9. Paid participation payments

9.1. The Commission's Paid Participation Payments and activity indicators are based on the rates set out in the [Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies](#) – Regulation, Administration and Advice Categories.

9.2. Paid Participation Payments will be based on the nature of participation and engagement at the following rates:

Participation level	Level 1	Level 2	Level 3
Indicators	Regulatory and investigative powers. Registration, licensing or accreditation responsibilities. Significant influence on or reform of a particular industry, sector of the government or community or a profession.	Administration and management of a range of activities and resources. Research activities or independent expert advice on programs that impact the State of influence Government policy.	Consultation, advisory and liaison activities. Policy/operational advice with influence on a specific aspect of Government policy or a particular region.
Chair or Co-chairperson			
Whole Day (Maximum of 7.25 hours)	\$650	\$520	\$390
Half a day (Maximum of 4 hours)	\$325	\$260	\$195
≤ 2 hours	\$162.50	\$130	\$97.50
Member/ Participant			
Whole Day (Maximum of 7.25 hours)	\$500	\$400	\$300
Half a day (Maximum of 4 hours)	\$250	\$200	\$150
≤ 2 hours	\$125	\$100	\$75

- 9.3. Time spent travelling to and from, and preparing or reading for and after a Paid Participation Activity will be included in the overall hours and will not be separately included in the payment claim.

Example

A person participating in a Paid Participation Activity is required to participate in a working group which involves 1 hour of preparation time, 2 hours of travel time, 2 hours meeting time and 1 hour post activity feedback time (reviewing minutes and documents). The person is eligible to receive the whole day rate for a total of 6 hours.

- 9.4. Paid Participation Payments made for a Paid Participation Activity that occurs over two or more days will be made at each significant milestone in the activity as agreed with the Commission.

Example

A person is a member of a Reference Group which will be established for six months. The Reference Group meets three times. The Paid Participation Payment should be claimed and paid after each meeting.

- 9.5. As a government body, the Commission is unable to offer cash remuneration or payment in-kind (i.e. gift vouchers or cards, movie tickets, pre-paid visa cards) for any reason.
- 9.6. For children under the age of 16 years, payment must be negotiated in advance and pre-approved by the Commission in consultation with the relevant parent or guardian.
- 9.7. In circumstances where a family member, unpaid carer, friend, support person, parent or guardian is required to attend or wait for a Participant who is participating in a Paid Participation Activity, the Commission will consider making a Paid Participation Payment to that person. This will be negotiated with the person prior to the Paid Participation Activity occurring. (All other payments and allowances will be in line with other sections of this Policy).
- 9.8. Where a third party is engaged by the Commission to undertake work on the Commission's behalf which meets the definition of a Paid Participation Activity as outlined in this policy then the third party will be required to pay Participants fees equivalent to the Paid Participation Payments outlined in this Policy. Funding arrangements with the third parties should reflect on this requirement.
- 9.9. The Business Support Unit will be responsible for ensuring that the payment and allowances articulated in this policy are up to date according to our review policy.

10. Taxation, Centrelink and Veterans Affairs payments

- 10.1. All Participants are responsible for ensuring that they are aware of their legal obligations and any requirements to inform relevant Australian and Queensland Government departments such as Centrelink, the Department of Veterans Affairs and the Australian Tax Office of any income received, including payments received from the Commission for Paid Participation Activities.
- 10.2. Participants are required to complete and submit an Australian Tax Office (ATO) 'Statement by Supplier' form with their first claim application. The form will be provided by the Commission or is available on the ATO website or via the following link <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>.

11. Travel, accommodation, allowances and other expenses

- 11.1. The Commission will endeavour to meet all reasonable travel accommodation and meal costs associated with participation in a Paid Participation Activity based on *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

Example

A Participant attends a one-day event in Sydney, where they are away from their hometown, and need to stay overnight. After all conditions are agreed between the Commission and the individual, the Commission books the person's flight and accommodation. The flight departs in the afternoon and returns at night on the second day. The Participant is entitled to claim:

- taxi trips from home to the hometown airport, hometown airport to home
- taxi trips from Sydney airport to the event location, event location to the Sydney airport
- allowances for dinner for first night, breakfast for second day and dinner for the second day. Lunch is not included as an allowance as it is provided at the event
- an incidental allowance

- 11.2. The Commission will endeavour to meet reasonable out of pocket expenses directly related to participation in a Paid Participation Activity.
- 11.3. All travel, accommodation, meal allowances and out of pocket expenses must be pre-approved by the Commission before they are incurred.
- 11.4. Details regarding the circumstances under which the Commission will meet these reasonable travel and accommodation costs and allowances and other expenses are outlined in Appendix 1.

12. Process

- 12.1. There are three phases in the process to administer and provide a Paid Participation Payment:
- before a Paid Participation Activity,
 - during the Paid Participation Activity, and
 - after the Paid Participation Activity

Before participating in Paid Participation Activity

- 12.2. The Commission will approve an activity to be a Paid Participation Activity for the purpose of this Policy.
- 12.3. In writing or by email the Commission will:
- nominate a Commission contact person,
 - directly invite an individual to participate in a Paid Participation Activity with type, date, location and expected duration of the activity,
 - confirm that the activity is a Paid Participation Activity attracting a Paid Participation Payment,
 - advise of any special requirements relating to the activity such as the need to sign confidentiality undertakings and conflicts of interest declarations for procurement activities,
 - consider any support needs requested by the individual,
 - advise of the anticipated Paid Participation Payment following full participation in the activity,
 - provide a copy of this Policy or the web-link to this Policy,
 - negotiate travel, accommodation, allowances or anticipated out of pocket expenses,

- provide a Paid Participation Claim Form (Appendix 2) for recording expenses and bank details, and
- provide a Statement by a Supplier (Appendix 3) and a Request to Create/Change Vendor form (Appendix 4) to individuals who participate the first time.

12.4. The individual invited to participate in a Paid Participation Activity will be required to:

- confirm in writing or by email that they accept the Commission's invitation,
- advise of any issues which may affect their participation in the Paid Participation Activity including any conflicts of interest,
- advise of any travel and/or accommodation requirements or anticipated out of pocket requests,
- inform any support needs where the Commission needs to consider and accommodate for the individual to participate to the fullest extent possible, and
- submit any essential documents prior to the activity.

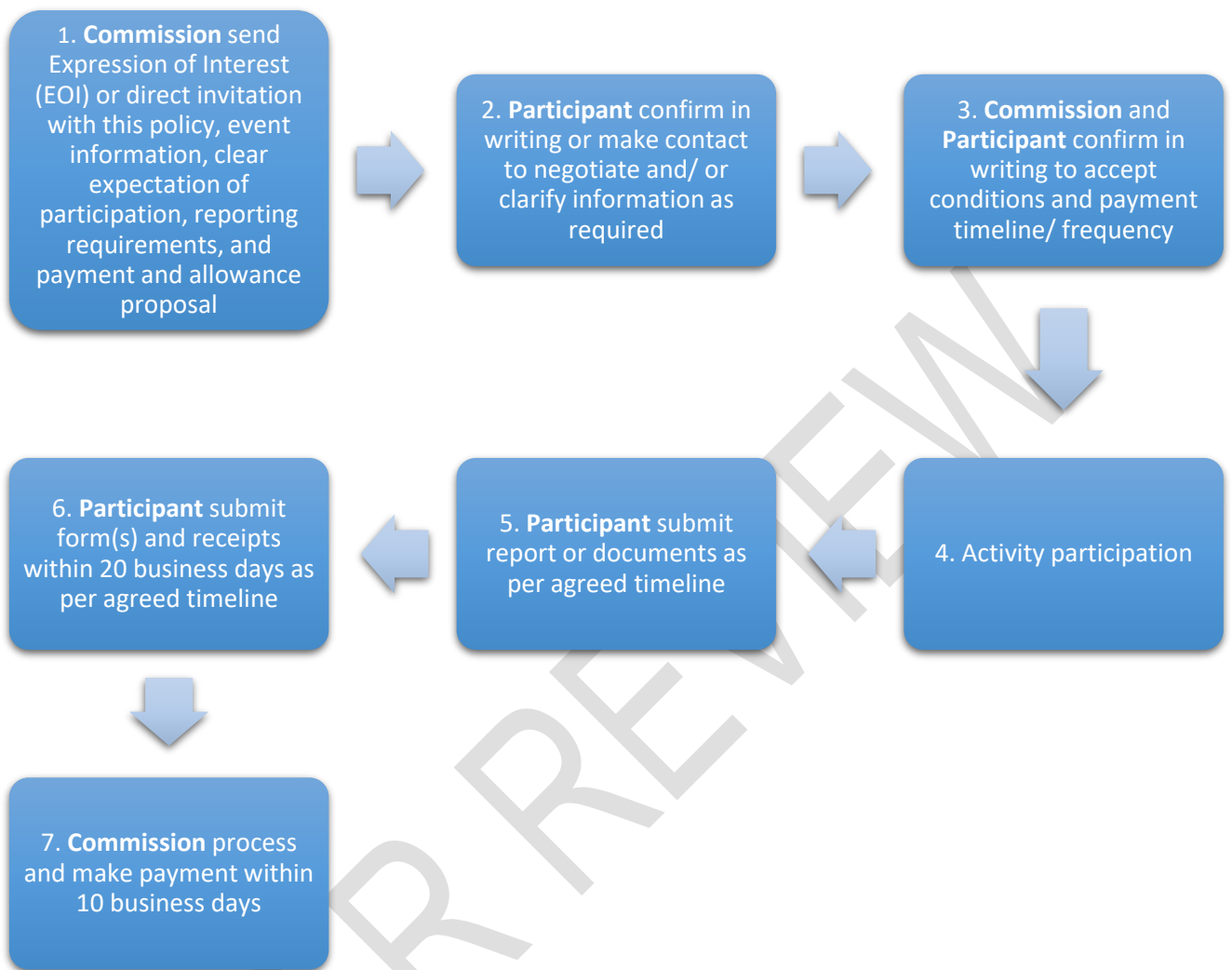
During a Paid Participation Activity

- 12.5. The Participant will participate in the Paid Participation Activity to the best of their ability and comply with relevant legislation, policies and guidelines.
- 12.6. The Participant will advise the Commission if an issue, for example any conflicts of interest, arises which would affect their ability to participate in the Paid Participation Activity.
- 12.7. The Commission will provide reasonable support to enable the Participant to participate as meaningfully and to the fullest extent possible.

After the Paid Participation Activity

- 12.8. Unless the Paid Participation Activity and payment is being managed by third parties, the Participant who is entitled to a Paid Participation Payment must:
- submit all forms and receipts for reimbursement to the Commission within 20 working days of participating in the Paid Participation Activity, and
 - submit any reports or other materials as required by the Commission when invited to participate in the Paid Participation Activity.
- 12.9. The Commission upon receiving the completed Paid Participation Claim Form and receipts for reimbursement:
- will verify participation in the Paid Participation Activity and the information included in the forms and receipts, and
 - arrange for the approved Paid Participation Payment and approved reimbursements to be paid directly into the person's nominated bank account within 10 working days (please note this could take longer for Participants who partner with the Commission the first time due to additional setup time needed for the Vendor set up process).
- 12.10. Where the Paid Participation Activity is being managed by a third party, the third party will be responsible for the clear articulation of how the Participant will claim their Paid Participation Payment and, as required, associated travel and accommodation arrangements and meal and other allowances.

Paid Participation Activity Process



13. Disputes

- 13.1. Any disputes about Paid Participation Payments are to be discussed with the Commission's nominated contact officer. If the issue is not resolved the Participant is able to seek, in writing, a review by the Queensland Mental Health Commissioner, in accordance with the Commission's Compliments and Complaints policy.

14. Related policies and guidelines

- 14.1. *Queensland Mental Health Commission Act 2013* - <https://www.qmhc.qld.gov.au/about/our-work/our-legislation>
- 14.2. *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies Regulation* - https://www.qld.gov.au/data/assets/pdf_file/0025/39481/remuneration-procedures.pdf
- 14.3. *Domestic Travelling and Relieving Expenses* - https://www.forgov.qld.gov.au/data/assets/pdf_file/0024/349134/01-2023-domestic-travelling-and-relieving-expenses.pdf

- 14.4. *Code of Conduct for the Queensland Public Service* - <https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct/public-service-code-of-conduct>
- 14.5. *Compliments, complaints and suggestions* - <https://www.qmhc.qld.gov.au/about/our-performance/compliments-complaints-suggestions>
- 14.6. *Statement by a supplier not quoting an ABN* - <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

UNDER REVIEW

Appendix 1: Travel, accommodation, allowances and other expenses

1. Overview

- 1.1. This appendix outlines the circumstances under which travel, accommodation, meal and out of pocket expenses will be paid by the Commission and the maximum allowance amounts.
- 1.2. The provisions of the Policy, as set out in this Appendix, are based on *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies Regulation* and the *Domestic Travelling and Relieving Expenses*.
- 1.3. The Commission will endeavour to meet the reasonable costs associated with the Participant's participation in a Paid Participation Activity.
- 1.4. Participants may be required to travel and be away from their hometown or city overnight.
- 1.5. The Commission will book flights and accommodation and may pay a meal and incidental allowance for overnight absences away from the Participant's hometown or city.
- 1.6. The Commission may also reimburse pre-approved reasonable out of pocket expenses.

2. Travel by road or train

- 2.1. Participants may be required to travel by road or train to attend a Paid Participation Activity.
- 2.2. Public transport should be used as the first option when travelling to and from approved paid participation activities.
- 2.3. If public transport is not available or practical, for example where people are unable to use public transport due to disability or health conditions, alternatives such as taxi travel or use of private vehicles may be considered.

3. Use of private motor vehicle

- 3.1. An allowance is payable when a Participant uses their private vehicle to attend a Paid Participant Activity if the Commission has provided approval prior to the Paid Participation Activity.
- 3.2. Before approving use of a private vehicle, the Participant must certify that the vehicle is insured and has comprehensive motor vehicle insurance policy or a third-party property damage insurance policy.
- 3.3. Participants should endeavour to take the most direct route available. A cap of 100km for a round trip is in place for reimbursement for travel to meetings via private vehicle. Where travel exceeds the capped limit, the travel of distance must be negotiated in advance and pre-approved by the Commission.
- 3.4. The amount of the allowance is set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*.

4. Use of taxis

- 4.1. Travel by taxi is considered reasonable when it is economical, efficient and the only practical form of transport.
- 4.2. Approval for the use of taxis must be negotiated in advance and pre-approved by the Commission prior to the Paid Participation Activity.

- 4.3. Where possible, cab charge vouchers will be provided to the Participation. The Participant must obtain Cab Charge receipts and submit/send them to the Commission within five working days of use or at the same time when Paid Participation Claim Form is submitted.
- 4.4. If the Participant is unable to return the Cab Charge receipt the participant will be required to complete a statutory declaration.
- 4.5. If cab charges have not been provided by the Commission, the Commission will reimburse reasonable taxi charges upon submission of receipts.

5. Parking and tolls

- 5.1. Parking fees must be negotiated in advance and pre-approved by the Commission prior to the activity and receipts must be provided.
- 5.2. If use of a private vehicle has been approved by the Commission in advance, tolls will be reimbursed only if they are part of the fastest route calculated on www.whereis.com.

6. Flights

- 6.1. Where a Participant requires a flight to attend a Paid Participation Activity the Commission will arrange the Participant's flights.
- 6.2. All airfares will be booked economy class, at the best available rate.
- 6.3. Any changes to flight bookings and cancellations must be made by the Commission and should be kept to a minimum.
- 6.4. If a change or cancellation is required, Participants are requested to contact the Commission as soon as possible providing an outline of the reasons the change or cancellation is required.
- 6.5. Participants are responsible for any fees incurred for personal cancellation or change of flight bookings.
- 6.6. Any excess baggage requirements must be negotiated in advance and pre-approved by the Commission.
- 6.7. Any excess baggage must be necessary to perform the Participant's duties or complete the activity.
- 6.8. If a Participant incurs excess baggage costs at the airport during check-in, these costs will not be reimbursed by the Commission and will be a cost to the Participant.

7. Accommodation

- 7.1. Where a Participant requires accommodation to attend a Paid Participation Activity the Commission will book the accommodation.
- 7.2. Changes to accommodation bookings or cancellations must be made by the Commission and should be kept to a minimum.
- 7.3. Participants are responsible for any fees incurred for personal cancellation or change of accommodation bookings.
- 7.4. Accommodation will be booked to the value set out in the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies* and the *Domestic Travelling and Relieving Expenses*.
- 7.5. Participants using private accommodation will be reimbursed entitlements as set out in the *Domestic Travelling and Relieving Expenses* (see Appendix 3).

8. Meal allowances

- 8.1. Catering will be provided at most activities hosted by the Commission.
- 8.2. Where catering is not provided or travel means that a Participant will be away from home for a meal, a meal allowance will be paid by the Commission as set out in the *Domestic Travelling and Relieving Expenses* (see Appendix 3).

9. Other reasonable out of pocket expenses

- 9.1. The Participant may incur other expenses relating to their participation in the Paid Participation Activity.
- 9.2. The Commission will reimburse pre-approved reasonable out of pocket expenses relating to the Participant's participation in the Paid Participation Activity.
- 9.3. The Participant should incur these expenses only after they are approved by the Commission.
- 9.4. The Commission will require receipts relating to out-of-pocket expenses before paying reimbursement.

10. Printing

- 10.1. The Commission will provide hard copies documents to Participants where possible.
- 10.2. Where not possible the Commission will pay for reasonable printing costs which should, wherever possible, be pre-approved by the Commission.
- 10.3. The Commission will not reimburse printing costs if a Participant chooses to receive information by email and prints this material.

Appendix 2: Paid Participation Claim Form

PAID PARTICIPATION AND EXPENSE CLAIM FORM

Name _____

Claim for Name & date of event

Duration Travel commencement time to date returned home

Start _____ **Finish** _____

Travel Approval By: Name of QMHC staff

TRAVEL EXPENSES	All relevant sections must be completed, otherwise payment cannot be processed			
Pre-approval to use Private Vehicle	Accountable Officer Name _____			
Details of private vehicle travel <small>(must be physical address)</small>	From	_____	To	_____
Return journey	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Private vehicle type¹	Make	_____	Model	_____
			Rego No.	_____
Motor vehicle class	<input type="checkbox"/> 1600cc or less (63 cents per km) <input type="checkbox"/> 1600cc – 2600cc (74 cents per km)			
	<input type="checkbox"/> 2601cc or over (75 cents per km)			
Motorcycle	<input type="checkbox"/> 250cc and under (25.02 cents per km) <input type="checkbox"/> Over 250cc (30 cents per km)			
Vehicle odometer reading	Trip 1	Trip 2	Trip 3	Trip 4
Start	_____	_____	_____	_____
Finish	_____	_____	_____	_____
Description	Documentation		Amount claimed ²	
Private vehicle³ (car/motorcycle) <small>A screen print of the distance calculated by whereis.com is to be attached</small>	Print out of journey attached	<input type="checkbox"/>	\$	
	Total kms = _____			
Other transport mode <small>Attach a copy of bus/train/ferry tickets as proof of purchase</small>	Photocopy attached	<input type="checkbox"/>	\$	
Additional Travel Expenses (e.g. Airport Parking) <small>Attach a copy of invoice/receipt</small>	Photocopy attached	<input type="checkbox"/>	\$	

PARTICIPATION FEE							
NOTE: All participation expenses are to be agreed to by the QMHC before commencement of activity							Amount claimed ⁴
<input type="checkbox"/> Chairperson/ Facilitator <input type="checkbox"/> General participant							\$
Other out of pocket expenses							\$
<small>The QMHC will reimburse pre-approved expenses relating to the participation. Receipts must be provided.</small>							

¹ The make/model of vehicle is necessary to ascertain the vehicle power / fuel usage to assign the correct consumption cost per km.

² Final totals to be confirmed by the associated activity prior to submission for payment.

³ The use of a private vehicle must be approved before undertaking journey.

⁴ Refer to section 8 of Paid Participation Policy <https://www.qmhc.qld.gov.au/about/funding/paid-participation>

Queensland Government

MEAL AND INCIDENTAL CALCULATION TABLE					
Travel Dates	Location	Breakfasts	Lunches	Dinners	Incidentals
/ /		✓	✓	✓	✓
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
Totals					
Rate⁵		\$	\$	\$	\$
Cost		\$	\$	\$	\$
					Total Cost

TOTAL AMOUNT CLAIMED	
Add Total travel expenses and participation fee.	CLAIM TOTAL \$

- I have set up my vendor, or a Vendor Form is attached to this form.
- I confirm my personal and/or account details are the same since my last claim or completing the vendor form.
- My personal and/or account details have changed. Details:

CLAIMANT DECLARATION	
<i>I certify that the expenses incurred &/or services rendered as specified above were transacted in the performance of my responsibilities as QMHC staff (or delegated representative of).</i>	
Name / Position	
Signature	
Date	

CLAIM VERIFICATION AND APPROVAL	
<i>I verify that this claim is due and payable to the claimant and approval is given to progress for payment.</i>	
Name / Position	
Signature	
Date	

Office use only

Project Code OR Cost Centre And Analysis Code

Line Manager Name _____
 Position _____
 Signature and date _____



⁵Rate should be determined by the allowances set out in Schedule B - https://www.qld.gov.au/data/assets/pdf_file/0025/30483/remeasurement-procedures.pdf

Appendix 3: Entitlements chart (p.7-8 of the *Domestic Travelling and Relieving Expenses*)

Office of Industrial Relations Public Sector Industrial Relations	
DIRECTIVE 13/23: DOMESTIC TRAVELLING AND RELIEVING EXPENSES	
Schedule of rates after annual adjustment (clause 18) effective from <u>1 September 2023</u>	
Sources:	Clause 18 of Directive 13/23 (link) provides for rates to be commensurate with Table 1 (Capital Cities and High Cost Country Centres) and Table 4 (High Cost Country Centres) of the Australian Taxation Office 'Taxation Determination TD 2023/3' from 1 September 2023
	Taxation Determination TD 2023/3: reasonable travel and overtime meal allowance expense amounts for the 2023-24 income year? (link)
Accommodation	
(a) Capital Cities	
Adelaide	\$158
Brisbane	\$181
Canberra	\$178
Darwin	\$220
Hobart	\$176
Melbourne	\$173
Perth	\$180
Sydney	\$198
(b) High Cost Country Centres	
Bundaberg	\$184
Cairns	\$175
Dalby	\$201
Emerald	\$179
Gladstone	\$171
Gold Coast	\$209
Hervey Bay	\$175
Horn Island	\$345
Mackay	\$166
Mt Isa	\$185
Nambour	\$163
Rockhampton	\$174
Roma	\$182
Toowoomba	\$161
Thursday Island	\$323
Townsville	\$174
Weipa	\$238
(c) Tier 2 Country Centres	
Ayr	\$155
Charters Towers	
Chinchilla	
Innisfail	
Kingaroy	
Maryborough	
(d) Other	
Other	\$141
Meals	
(a) Capital Cities	
Breakfast	\$32.10
Lunch	\$36.10
Dinner	\$61.50
(b) High Cost Country Centres	
Breakfast	\$32.10
Lunch	\$36.10
Dinner	\$61.50
(c) Tier 2 Country Centres	
Breakfast	\$28.75
Lunch	\$32.80
Dinner	\$56.60
(d) Other, including private accommodation and travelling by plane or train	
Breakfast	\$28.75
Lunch	\$32.80
Dinner	\$56.60
Incidental expenses	
\$23.00	
Special allowance	
\$39.40	
<p><i>Note – special allowance is adjusted in accordance with clause 18.2 by the 'percentage change from corresponding quarter of previous year' weighted average of the Eight Capital Cities Consumer Price Index (June quarter) published by the Australian Bureau of Statistics (in 2023 this was 6%) and is rounded to the nearest five cents.</i></p>	
<p><i>Note - In accordance with the TD 2023/3 tables 4 and 5:</i></p> <ul style="list-style-type: none"> • Chinchilla ceases to be a high cost country centre and becomes a tier 2 country centre. • Nambour ceases to be a tier 2 country centre and becomes a high cost country centre. 	

QMHC - Request to Create/Change Vendor

This form must be completed in full and email to: Chart.Maintenance@caa.qld.gov.au

Vendor Account

New or Existing Vendor Vendor Number

Existing Vendor - Reason for Change

Vendor Information

Registered for GST	Yes <input type="text"/>	Withholding Tax	No <input type="text"/>	ABN Number	<input type="text"/>
Vendor Type	General <input type="text"/>	Other	<input type="text"/>	CPID	<input type="text"/>
Vendor Name	<input type="text"/>				
Trading Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>
Postal Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>
Telephone number	<input type="text"/>	Email Address: (Mandatory field)	<input style="border: 2px solid red;" type="text"/>		

TAXABLE PAYMENTS ANNUAL REPORTING (TPAR)

Include additional information below

Bank Account Details

Payment Method	EFT <input type="text"/>	<input type="text"/>
Account Name	<input type="text"/>	
Bank/State/Branch no (BSB)	<input type="text"/>	Name of Bank <input type="text"/>
Account Number	<input type="text"/>	

Terms of Trade

Terms of Payment	Immediate <input type="text"/>	Discount	<input type="text"/>	Minimum Order Value	<input type="text"/>
On Time Payment Policy - Business Size	N/A <input type="text"/>				

Confirmation of bank account details with Vendor

This section must be completed by the Preparing Officer, Approving Officer to confirm details have been completed.

Bank details confirmed:	Yes <input type="text"/>	Date and Time	<input type="text"/>
Name of Vendor employee spoken to:	<input type="text"/>	Phone number or Email	<input type="text"/>
Independent Source	<input type="text"/>		

Approval Section - MANDATORY SECTION AND MUST BE COMPLETED IN FULL

Preparing Officer (MUST EMAIL TO THE AUTHORISING OFFICER)

Name	<input type="text"/>	Phone number	<input type="text"/>
Signature	<input style="border: 1px solid red;" type="text"/>	Date	<input type="text"/>

Authorising Officer (MUST EMAIL TO CAA FOR PROCESSING)

Name	<input type="text"/>	Phone number	<input type="text"/>
Signature	<input style="border: 1px solid red;" type="text"/>	Date	<input type="text"/>

Notes for completing this form:

- 1 This form must be completed in full
- This form must have appropriate approval by

UNDER REVIEW