**Victims Services** - Department of Communities and Justice

**Travel time / Travel form**

This travel log be used by counsellors when they are approved to travel to provide approved counselling services.

Please complete this travel log and submit it as an attachment to your invoice when you invoice for travel time and/or mileage.

Please note: Mileage will be paid at the current ATO rate. Counsellors may only claim travel time for the portion of travel which exceed 2 hours (round trip).

# Counsellor details

Approved Counsellor Name Victims Services Counsellor Accreditation Number

**Client Details**

Client Name Client Reference Number

**Travel Time/Mileage**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration of Trip** | | | | **Location** | | **Odometer Reading** | | | **Reason for travel** | **Signature** |
| **Date** | **Start Time** | **Finish time** | **Duration of travel** | **Travel from** | **Travel to** | **Start** | **Finish** | **Total kms travelled** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Additional comments (Optional)**

(VS • REV 12/2020)