

Reimbursement for travel costs to attend DFV Risk Assessment and Management Framework training

Introduction

[Domestic and Family Violence \(DFV\) Risk Assessment and Management Framework](#) (RAMF) training has been developed to support the implementation of the RAMF across the service system. Workshops are currently offered in five locations across the Northern Territory (NT) – Darwin, Alice Springs, Nhulunbuy, Katherine and Tennant Creek. An adapted RAMF training for remote workers is currently under development and will be rolled out later in 2023-24, with locations yet to be determined.

The Office of Domestic, Family and Sexual Violence Reduction (ODFSVR) offers travel support for eligible workers in Domestic, Family and Violence (DFV) services to attend RAMF training via reimbursement of costs. This factsheet provides information regarding the eligibility criteria and process for reimbursement.

Who is eligible for reimbursement of travel costs?

Only certain organisations and workers are eligible for reimbursement of travel costs. Eligibility criteria are:

- Organisations are non-government, remote DFV services, including non-government Information Sharing Entities;
- The workers attending training are those that are based in a remote location (ie, they must be staff that are based in that location and are not fly-in fly out);
- The training has not been scheduled at the service location where the worker is based; and
- Attendance at RAMF training must be the primary purpose of travel.

What travel costs can be reimbursed?

Travel costs that are eligible for reimbursement are:

- Most direct, economy flights between the service location and training location **OR** return trip of 88 cents per kilometre between the training location and service location (return trip)¹; and
- Maximum of two nights' accommodation per person, depending on flight departure and arrival times or driving times.

Please note that limited funds available to support travel to RAMF training. The ODFSVR may refuse a request for travel support where funds have been spent for the financial year.

¹ This reflects the current amounts for the Australian Tax Office's [cents-per-kilometre method](#) for calculating car expenses.

Process for reimbursement

The process for reimbursement of travel costs is as follows:

1. Prior to booking travel, non-government DFV services must email the [ODFSVR](#) indicating that they would like to seek reimbursement for travel costs to attend RAMF training, what those costs are and quoted amounts;
2. Requests for travel support will then be reviewed and services will be notified in writing whether or not their travel support request has been approved;
3. Once approved by ODFSVR, services book and pay for travel to the RAMF training location;
4. Workers attend RAMF training;
5. Following the RAMF training, DFV services send an invoice to dfv@nt.gov.au to seek reimbursement of travel costs. The invoice should itemise the travel costs, clearly show the organisation that will be reimbursed and outline where payment should be made. Travel costs should not exceed the amounts in the original approval;
6. ODFSVR will confirm that the relevant workers attended the RAMF training; and
7. ODFSVR will process payment against the invoice.

Invoices will not be paid when there is non-attendance unless there are exceptional circumstances for the non-attendance. The ODFSVR will not pay invoices that are greater than the quoted amount originally approved unless there is a reasonable justification for the increase and there are funds available in the cost centre.

Further information

If you have any further questions, please contact the Office of Domestic, Family and Sexual Violence Reduction by emailing dfv@nt.gov.au or calling 8935 7803.