

## Rural Continuing Professional Education and Rural Intern Training Allowance Information Sheet

**The Pharmacy Programs Administrator (PPA) is responsible for administering, processing, and paying claims for the Rural CPE and RITA programs funded by the Australian Government Department of Health, Disability and Ageing.**

This information sheet provides guidance on the requirements for completing a claim form for reimbursement of eligible travel and accommodation expenses.

### How to Zip and Upload Multiple Travel or Accommodation Documents

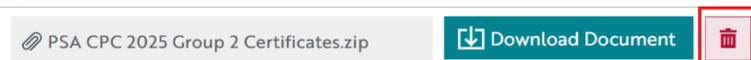
You may need to upload multiple separate tax invoices or Group 2 certificates, consider compiling them into a single document or a zipped folder for uploading. To create a zip file, follow the steps below:

Windows:	Mac:
<ol style="list-style-type: none"> <li>1. Select the files or folders you want to zip</li> <li>2. Right-click one of the selected items</li> <li>3. Choose <b>Compress to... &gt; Zip File</b></li> <li>4. A zip file will appear in the same location. You can rename it if needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Select the files or folders you want to zip</li> <li>2. Right-click (or Control-click) on the selection</li> <li>3. Choose <b>Compress [number] items</b></li> <li>4. A zip file will appear in the same folder.</li> </ol>

To ensure your file has been uploaded to the claim form after you have selected it, you'll need to click the green 'Upload File' button.



If you have selected the incorrect file, click the red rubbish bin icon to remove it.



### Supporting Documentation

To claim expenses for...	Claimants must provide...
<b>Travel or accommodation</b>	Official tax invoices and where required a combination of evidence which shows claimant/payee names, date and location of service provided, payment method and amount paid. Travel within one week either side of the event will be considered.
<b>Accommodation</b>	Evidence of attendance at an eligible CPD event or compulsory training activity for each night of accommodation claimed. The night preceding the event is also eligible. For Accredited Group 2 CPD events the PPA may accept CPD transcript or certificates of completion.* For compulsory training activity the PPA may accept letter of attendance from the event provider, an exam schedule or certificate of attendance.
<b>Costs shared with other attendees/claimants</b>	If you are not the person listed on the tax invoice, please upload the original tax invoice along with proof of payment from you to the person listed on the invoice (e.g., a money transfer). You may redact any sensitive information.

\*Multi-day events such as conferences are to be submitted as one claim. Evidence of attendance at a Group 2 activity is required for each night of accommodation being claimed.

## Travel Logbook requirements

For car travel, logbook templates are available for each program. The RITA Travel logbook is available [here](#) and the CPE Travel logbook is available [here](#). If you choose to use an alternative template, the following items must be listed:

- Applicant name and event name
- Each date of car travel
- Start Suburb and Postcode
- Finish Suburb and Postcode
- Start Odometer
- Finish Odometer
- Distance Travelled

## Official Tax Invoices

The PPA is required to sight official tax invoices, accompanied by supporting documentation if required, to process reimbursement for travel and accommodation expenses using government funds. Reimbursement is for costs incurred by the claiming individual.

All tax invoices must clearly show:

- The **business name** and **ABN**
- The **date of issue**
- The **business location**
- The **name of the invoiced individual**
- The **payment method**
- A **description of the service** (e.g., accommodation or travel information)
- The **dates of stay** (for accommodation-related expenses) **or dates of travel**
- The **total amount paid**, including GST where applicable

For tax invoices that don't include the above, the PPA will require additional evidence to confirm claimant/payee names, date and location of service provided, payment method and amount paid. Please zip this evidence and upload to the claim form.

Failure to provide accurate and complete tax invoices and documentation may result in **delays or exclusion of claimed costs from final reimbursement**. For more information regarding what is required on tax invoice, please visit the [Australian Taxation Office website](#).

## Locum Travel and Accommodation (CPE Only)

Locum travel costs are reimbursed in line with the claimant's attendance at the eligible CPD event, i.e. locum's accommodation on *nights directly preceding/nights of* the event.

Official tax invoices are required for eligible Locum travel and accommodation.

*For more information regarding the Rural CPE and RITA programs, please visit the [PPA website](#). Important information regarding participation requirements including eligibility, eligible expenses and required documentation can be found in the program rules.*