# EXPENDITURE LOG BOOK

**Child's Name………………………………………………………………….. Date of Birth………………………**

 **Date of Placement………………..**

**Carer’ Name…………………………………………………………………….**

**Address…………………………………………………………………………..**

**………………………………………………………………….Postcode………**

**School…………………………………………………………………………….**

## MEDICAL SERVICES

Your allowance is expected to cover general medical and pharmacy costs including prescription and non-prescription medications.

General medical costs include trips to bulk-billing GP’s which are covered by Medicare.

Pharmacy costs include:

* over the counter medicines such as paracetamol or cough mixture
* prescribed medicines such as antibiotics or
* those associated with a diagnosed medical condition where the child is receiving treatment such as incontinence pads for children with enuresis, nebulisers, ventolin.

DCJ will pay for:

* dental/ orthodontic treatment
* medical aids
* prescription glasses
* gap amounts from non-bulk-billing GPs
* gap amounts from specialist medical services/ interventions
* non-PBS medications prescribed by a GP.

You should receive a Medicare Card and Health Care Card for the child in your care, which should cover many medical costs.

All costs paid by DCJ must be approved in the child’s case plan (except when urgent). If, due to unforeseen circumstances, a good or service is not part of the child’s case plan, you need pre-approval from your Caseworker before buying the good or service. This may be verbal pre-approval. If it is urgent and your caseworker can not be contacted, you may proceed. If you have private health insurance, you must access this rebate before DCJ reimburses the difference.

When you want to make a claim for costs, attach copies of receipts to this *Log Book form* and give it to DCJ with your claim, at least every 45 days, for processing. You must use this L*og Book form* if you want a re-imbursement. You should receive a re-imbursement within 30 days.

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| **Date of Service** | Description of service/itemFor example: Glasses, dental check-up or treatment or gap amount of specialist medical treatment.Note: For gap amounts include only the gap amount in the cost column, not the full cost. | Name of Provider | Cost (GST incl) |
| **Examples** |
| 1/4/2023 |  Attended appointment of non-bulk-billing GP for childTotal cost $76.10 minus Medicare Benefit $35.20 = balance $40.90*Note: Carer paid full cost of appointment and received Medicare Benefit amount* | DR W J Brown | $40.90 |
| 14/4/2023 | Dentist - check-up and fillingTotal cost $150 minus private health insurance rebate $50 = balance $100–*Note: Carer pays balance to dentist minus private health fund contribution*  | Dr P A Mohamad | $100 |
| **Your claims** |
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## SCHOOLING AND EDUCATIONAL COSTS

Your allowance is expected to cover all general schooling costs. This includes the costs of school uniforms, sports uniforms, writing

materials, excursions and school camps, fees, text book hire as well as desks and chairs for the home for older children and young

people.

DCJ may pay other costs, such as tutoring or a laptop.

The allowance should cover the costs of the child attending the local public school, where most children go. If DCJ approves costs for a private school for the child, DCJ may pay for some of the costs for the child’s education.

**All costs paid by DCJ must be part of an approved case plan.**

If, due to unforeseen circumstances, an expense is not part of the child’s case plan, you need pre-approval from your Caseworker before buying the good or service. This may be verbal pre-approval, depending on the service and amount of the good or service.

When you want to make a claim for costs, attach copies of your receipts to this *Log Book form* and give it to DCJ, at least every 45 days, for processing. You must use this *Log Book form* if you want a re-imbursement. You should receive a re-imbursement within 30 days.

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| **Date of Service** | Description of service/itemFor example: School fees for approved private schooling, tutoring costs. | Name of Provider | Cost (GST incl) |
| **Examples** |
| 1/3/2023 | Tutoring for maths for child - $110 per session including GST | ABC Tutoring | $110 |
| 14/3/2023 | Tutoring for science for child - $120 per session including GST for 5 sessions5 x $120 = $600 | XYZ Tutoring | $600 |
| **Your claim** |
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## TRAVEL

Your allowance is expected to cover daily travel costs for the care of your child, such as taking them to the local school, dropping them at friends’ houses and attending local appointments.

DCJ will repay you for travel costs that are part of an approved case plan, such as travel to attend specialist medical appointments, therapy, birth family contact.If, due to unforeseen circumstances, an expense is not part of the child’s case plan, you need pre-approval from your Caseworker before buying the good or service. This may be verbal pre-approval, depending on the service and amount of the good or service..

Where the carer uses their own vehicle, DCJ is using the [Australian Tax Office (ATO)](https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/income-and-deductions-for-business/deductions/deductions-for-motor-vehicle-expenses/cents-per-kilometre-method) business rates to reimburse carer’s for km’s travelled. The below are examples of the rates applied, visit the [ATO](https://www.ato.gov.au/businesses-and-organisations/income-deductions-and-concessions/income-and-deductions-for-business/deductions/deductions-for-motor-vehicle-expenses/cents-per-kilometre-method) for accurate and updated rates each financial year.

* 88 cents per kilometre for 2024-25
* 85 cents per kilometre for 2023–24

The rates above covers all your vehicle running expenses (including registration, fuel, servicing, insurance and depreciation).

These rates may be updated each year. You should ask your Caseworker about any changes.

You can also claim other travel costs such as airfares, train fares, bus fares, taxi/uber fares, car hire, parking but only when it has been approved beforehand by DCJ in an approved case plan. These costs are **actual** costs and you need a receipt or invoice. If, due to unforeseen circumstances, an expense is not part of the child’s case plan, you need pre-approval from your Caseworker before buying the good or service. This may be verbal pre-approval, depending on the service and amount of the good or service.

When you want to make a claim for travel costs, calculate the amount to be reimbursed if you used your own car OR attach **copies** of your receipts (e.g. train ticket) to this *Log Book form* and give it to DCJ, at least every 45 days, for processing. You **must** use this *Log Book* form if you want a re-imbursement for costs (with copies of receipts) for km’s travelled. You should receive a re-imbursement within 30 days.

If you use your own car, calculate the amount to be reimbursed to you using the amounts above and complete the *Log Book form* below. For example, you travelled 50kms to take the child to supervised family time. Using the rate for FY 2023/24 which is 85c/km, the calculation is 50km x $0.85c/km = $42.50. You will be reimbursed $42.50.TRAVEL

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| **Date of Travel** | ***Reason for travel and destination*** *For example: Use own car to transport child to medical appointments at Wagga or copy of the receipt.* | ***Return Distance Travelled****(in kilometres)* | **Cost**(using above calculation) |
| **Examples** |
| 1/2/2023 | Travel by own car to Sydney from Lithgow return to attend specialist medical appointment for child - one way 140km.Round trip is 280km at 85c/km for FY 2023/24Calculation 280km x $0.85 = $238.00 | 280kms | $238.00 |
| 4/3/2023 | Train ticket to attend dental appointment for childChild $3.90 & adult $7.80 return | N/A | $11.70 |
| 1/7/2023 | Travel by own car from regional area to Wagga Wagga city for birth family contact (50km round trip)50km at 85c/km for FY 2023/24Calculation 50km x $0.85 = $42.50  | 50kms | $42.50 |
| **Your claim** |
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## MISCELLANOUS EXPENSES

You may be able to claim for other goods or services that are not expected to be covered by the Allowance you receive.

First, check the Expenditure Letter for a list of items the Allowance is expected to cover, to see if you are eligible to claim.

Then, speak to your Caseworker about the goods or services you wish to claim to see if it is eligible or not.

All costs paid by DCJ must be part of an approved case plan. If, due to unforeseen circumstances, an expense is not part of the child’s case plan, you need pre-approval from your Caseworker before buying the good or service. This may be verbal pre-approval, depending on the service and amount of the good or service.

If you are eligible to make a claim for costs, attach **copies** of your receipts to this *Log Book* and give it to DCJ with your claim, at least every 45 days, for processing. You **must** use this *Log Book form* if you want a re-imbursement. You should receive a re-imbursement within 30 days.

**MISCELLANOUS**

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| **Date of Service** | **Description of Service/ Item** | **Provider** | **Cost** **(GST inclusive)** |
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