



# SCHOOL SPORT VICTORIA

## TRAVEL SUBSIDY

### THE RATIONALE

School Sport Victoria (SSV) is responsible for the organisation and administration of school sport for members schools at the Primary and Secondary level. SSV currently conducts Championships in a number of sports at both Primary and Secondary levels.

### THE POLICY

Schools may apply for the School Sport Victoria (SSV) Travel Subsidy for travel to and from State Championship Team Quarter-Finals, Semi Finals and Finals including Premier League.

### CONDITIONS

1. This subsidy only applies to team sports as listed on the SSV Travel Subsidy Application form.
2. Travel support will be available to schools travelling to the state team finals of the School Sport Victoria (SSV) Summer, Winter, Term 1, 2 & 3 team sports (eg. Australian Football, Badminton, Baseball, Basketball, Cricket, Football (Soccer), Hockey (including Hockey 7s), Lawn Bowls, Netball, Premier League, Rugby League, Softball, Table Tennis, Tennis (Team), Tee-Ball & Volleyball).
3. Cross Country (Team), Swimming and Track and Field Relay Teams are not eligible.
4. The conditions are outlined on the SSV Travel Subsidy Application form and Tax Invoice.
5. All Claims must be submitted within 60 days from the date of the event.
6. Claims will be individually assessed by SSV and any payments made to the school in Term 4.

In order to be considered, schools must complete the SSV Travel Subsidy Application form and raise a Tax Invoice addressed to the Department of Education and Training and send to the SSV finance email ([ssv.finance@education.vic.gov.au](mailto:ssv.finance@education.vic.gov.au)), together with the following supporting documentation by the due date:

1. In cases where a bus is hired, a copy of the account from the bus company indicating trip details and the number of kilometres travelled.
2. In cases where a school vehicle is used, a copy of the School Vehicle Log Book Entry (indicating type of vehicle, dates and odometer readings) signed by the Principal
3. In cases where a private car is used, a letter of endorsement from the Principal indicating dates, destinations and odometer readings.
4. In cases where special consideration is given when it is not feasible to travel by vehicle (bus or car), an invoice for the mode of transport used, a letter of endorsement from the Principal indicating dates, destinations and the reason this mode of transport was used.

It is preferred that schools submit a separate application form for each trip. If one form is used, each trip must be itemised separately. Please follow the claim formula on the bottom of the application form.

### Formula for Claims

For any vehicle claim:

- No claim to be made for the first 100 km per trip (bus or car).
- Claims can be made for up to two buses per State Team Championship.
- Schools may wish to submit to SSV a written request for special consideration for any further subsidy.

**1. Hired Vehicle**

- 77c per km of travel after the first 100 km – 300 km (large bus or mini-bus)
- 90c per km for travel greater than 300 km

**2. School Vehicles**

- \$72 per car (up to 4 cars only per State Championship); \$85 per 12-seater; \$100 per 24-seater for travel after the first 100 km – 300km
- \$80 per car; \$95 per 12-seater; \$110 per 24-seater for travel greater than 300 km

**3. Private Car**

- \$72 per car (up to 4 cars only per State Championship) for travel after the first 100 km – 300 km
- \$80 per car for travel greater than 300 km

**4. Special Consideration**

- Amount reimbursed will be at the discretion of the SSV CEO

**IMPLEMENTATION**

1. This policy reflects current practice.
2. The policy can be found on the SSV website.
3. All schools and all Coordinators will be notified of any changes via the SSV Website, Social Media and the SSV eNewsletter.

**ENDORSEMENT**

This policy was endorsed by the Director, Statewide Services Branch, DET in July 2021

**REVIEW**

This policy is to be reviewed every three (3) years.

# SCHOOL SPORT VICTORIA (SSV) TRAVEL SUBSIDY APPLICATION FORM

**CLOSING DATE FOR APPLICATIONS: 60 days from date of the event, but no later than the end of the current school year**

- \* A valid Tax Invoice addressed to the Department of Education and Training must accompany this form.
- \* It is preferred that schools should submit a separate application form for each trip. If one form is used, each trip must be itemised separately
- \* Please indicate on the table below the State Quarter/Semi/Final(s), boys/girls and the age level(s) for which you are making a claim.

SPORT	GIRLS	BOYS	12 Yrs & Under	Year 7	YR 8 or JNR	INTERMEDIATE	SENIOR
Australian Football							
Badminton							
Baseball							
Basketball							
Cricket							
Football (Soccer)							
Hockey (incl Hockey 7s)							
Lawn Bowls							
Netball							
Premier League							
Rugby League							
Softball							
Table Tennis							
Tee Ball							
Tennis (Teams)							
Volleyball							

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ABN: \_\_\_\_\_

Date of the State Final: \_\_\_\_\_

Venue: \_\_\_\_\_

Transport (please circle):    BUS (max 2)    CAR (max 4)    Special Consideration

Total Dist. (round trip from school to venue to school): \_\_\_\_\_ km    (as verified by 'Google Maps')

**APPLICATIONS CANNOT BE CONSIDERED WITHOUT THE FOLLOWING SUPPORTING DOCUMENTATION:**

- Copy of Bus company account indicating trip details (including kms travelled) **OR**
- Copy of School Vehicle Log Book Entry (indicating type of vehicle, dates and odometer readings) endorsed by the Principal **OR**
- Letter of endorsement from the Principal for Private Car usage indicating dates, destinations and odometer readings
- A Valid Tax Invoice addressed to the Department of Education and Training

Signed (Sports Coordinator): \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal's Endorsement: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORMULA FOR CLAIM – No claim to be made for the first 100 km per trip (bus or car). Up to two buses per State Team Championship.**

1. **Hired Vehicle**                      77c per km of travel after the first 100 km – 300 km  
     **(large bus or mini-bus)**            90c per km for travel greater than 300 km  
     Schools may wish to submit to SSV a written request for special consideration for any further subsidy. . Claims will be individually assessed and any payments made in the last week of term 4.
2. **School Vehicles**                    \$72 per car (up to 4 cars only per State Championship); \$85-per 12-seater; \$100 per 24-seater for travel after the first 100 km – 300 km  
     \$80 per car; \$95 per 12-seater; \$110 per 24-seater for travel greater than 300 km
3. **Private Car**                          \$72 per car (up to 4 cars only per State Championship) for travel after the first 100 km – 300 km  
     \$80 per car for travel greater than 300 km
4. **Special Consideration**            Amount reimbursed will be at the discretion of the SSV Chief Executive Officer

**EMAIL COMPLETED FORM AND SUPPORTING DOCUMENTATION TO: [ssv.finance@education.vic.gov.au](mailto:ssv.finance@education.vic.gov.au)**