Chapter 5. After-travel Reconciliation

5.1 Introduction
All ATDP (SGB, CFMG, RIG) Members, Learning Facilitators and others whose travel has been funded by DVA are required after travel to reconcile the expenditure of Commonwealth funds.

5.2 Reconciliation Form
A facsimile of the form that you will receive from the Secretariat to reconcile your travel is attached.

Normally, before you travel, ATDPTRAVELLERS will forward to you a reconciliation form and a return envelope for your completion after-travel.

Once the travel has been undertaken, the completed reconciliation form and the documentation in paragraph 5 below must be forwarded to the Secretariat within 14 days of arrival home from the travel.

5.3 Receipts
All relevant receipts are to be forwarded with the reconciliation form. Those receipts that are relevant are as follows:

- Air Travel: Airline Boarding Passes for each leg.
- CabCharge: All CabCharge voucher stubs and associated taxi receipts, and all unused vouchers.
- Private Vehicle: Fuel Receipts including the Supplier Name, Date and Location.
- Rental Car: Rental Agreement and Receipt (where appropriate).
- Accommodation: As DVA’s travel consultant will book accommodation and pay direct, there should be no need to provide accommodation receipts.
- Ancillary Costs: If you needed to purchase any ancillary items that were essential to the conduct of ATDP business (for example, photocopying, purchase of white board markers, etc), the receipts for the expenditure.

5.4 Reconciliation Timeframe
Once complete, the reconciliation form and all receipts are to be forwarded to the Secretariat Funds Coordinator within 14 days of your completion of the journey.

Enclosure: 1. Travel Reconciliation Form
ACKNOWLEDGEMENT OF CONDITIONS OF USAGE OF CABCHARGE eTICKET
ISSUED TO INDIVIDUALS WHO ARE NOT DVA EMPLOYEES

Note: This form is to be completed and forwarded, together with all receipts, to the DVA TIP Coordinator, in the enclosed envelope, within 14 days of completion of travel.

NB: Sections 1-9 are completed by the DVA official responsible for organising and/or approving the travel.

1. eTicket/s Issued to (Name): __________________
2. Quantity of eTickets: __________________
3. eTicket Sequence: __________________
4. Account Number: __________________
5. Reason for Taxi Travel: __________________
6. DVA CabCharge Liaison Officer (Name & Postal Address): __________________
7. Contact Number: __________________
8. User guidelines enclosed: Please tick
   9. Return envelope enclosed:

Sections 10 & 12 to be completed by the traveller following completion of the trip. Acknowledgement of receipt and use of eTICKETS noted above

10. I acknowledge receipt of the Cabcharge eTickets listed at Section 3 above.

I declare that the eTICKETS utilised by me were used in conjunction with the travel detailed at Section 5 above.

I understand that the unused eTickets are to be returned to the relevant DVA official within 14 days of travel and, where appropriate, have enclosed the unused tickets with this Form.

Signature of eTicket Holder: __________________
Date: ___/___/____

On Completion of Travel:

11. Receipts provided: Yes / No.
If no, state reason: __________________

12. If receipt not provided, please provide amount of taxi trip on eTicket: $__________