**When participants have community access, recreational outings, and trips for special events Kyeema needs to recover travel costs for fuel, wear and tear and eventual replacement of our vehicles.**

The NDIS does not cover travel in the hourly rate paid to Kyeema so to avoid running at a loss we need to charge for travel.

Most adults who had a Centrelink Mobility Allowance have had that transferred to the NDIS as a periodic payment. It is paid into the participant’s bank account each fortnight and is for the purpose of paying for transport.

**GROUP ACTIVITIES**

1. Groups like Day Programs, School Holiday Programs, weekend Breakaways, NWA Men’s group and Teen R&R are charged a transport contribution. This helps pay travel costs as well as program expenses.

**INDIVIDUAL SUPPORT**

1. Participants receiving individual support that requires the use of a vehicle will be asked to pay a travel fee to cover the amount Kyeema pays to staff for the use of the worker’s own car. This charge will be $1.10 cents per km.
2. Individuals travelling out of town for an activity will all need to be charged for travel. We will use a discounted price per kilometre for long trips such as Warrnambool and Geelong and will use a set price for these destinations so that people will know exactly how much this will cost. This will mean using a Kyeema car for those trips as we cannot discount travel paid to staff.

**How Kyeema will charge for transport**

* Where people have a transport allocation in their NDIS Plan that says “The NDIS will pay my service provider directly for these supports” Kyeema can bill for transport when we bill for hours of service.
* Transport during an activity can be charged to the NDIS (be aware this may reduce the funds for support hours).
* Most transport will be billed directly to the participant, as the NDIS Transport Periodic Payment goes into the participant’s private bank account. Including those who use State Trustees.
* Where participants use a lot of transport they may find the NDIS Periodic Payment does not cover all their travel. This will then be a direct expense the NDIS expects people to pay from their own funds.
* People in group activities where a fee is already charged to cover costs will not be asked to pay more for transport.

**Kyeema offers discounted transport prices for long trips.
This is only when using Kyeema vehicles.**

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| --- | --- |
| **Using Kyeema vehicles**  | **Cost per return trip:** |
| In Portland and surrounds | $1.10 per km |
| Port Fairy (140 km return) | $125 |
| Hamilton (170 km return) | $150 |
| Coleraine (193 km return) | $160 |
| Casterton (197 km return) | $160 |
| Warrnambool (200 km return) | $170 |
| Warrong (200 km return) | $170 |
| Mt Gambier (208 km return) | $170 |
| Cavendish (232 km return) | $195 |
| Dunkeld (232 km return) | $195 |
| Horsham (462 km return) | $300 |
| Geelong (564 km return) | $360 |
| Melbourne (706 km return) | $420 |

If using staff vehicle, $1.10 cents per km will be required for the kilometres travelled as Kyeema must reimburse the staff member 96 cents per km.