

## Travel Support Guideline

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Pathways Victoria staff take a Trauma Informed approach to support you through the Pathways model. This includes a flexible approach to supporting you through the 3 Steps by offering:

- In person meetings;
- Communication by email;
- Communication by teleconference such as Zoom or Microsoft Teams;
- Communication by phone.

Pathways Victoria can fund the reasonable travel costs associated with supporting you to attend in person meetings with our staff.

### What we can fund

Pathways Victoria will consider the distance to be travelled and the length of time required at the destination among the factors in approving support for travel costs.

Pathways Victoria can fund:

- public transport;
- private vehicle costs (30 cents per kilometre travelled)\*;
- parking;
- accommodation in a hotel (for travel greater than 100km from your usual residence);
- economy class air fare for travellers from interstate.

\*Note that the private vehicle reimbursement rate calculates the “average” running costs and vehicle depreciation associated with travelling extra distances associated with supporting you to attend an in-person meeting with Pathways staff. This rate is reviewed annually.

### How we pay for your travel

The Care Coordinator in conjunction with you (and your support person) will discuss with you if there is a need for travel cost assistance. If Pathways Victoria determines that assistance is appropriate, the Care Coordinator will liaise with you or your support person to make suitable arrangements and bookings.

All travel must be approved in advance.

If you have paid for public transport, scan or take a photo of your receipts, tickets, or myki statements. These can be emailed or posted to your Care Coordinator.