



Government of **Western Australia**  
WA Country Health Service

# Live Organ Donor Travel and Accommodation Reimbursement Scheme

**WA Country Health Service**



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# Live Organ Donor Travel and Accommodation Reimbursement Scheme Policy

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## 1. Background

This scheme is designed to reimburse live organ donors from WA Country Health Service (WACHS) regions for some of their travel and accommodation costs when travelling for donation assessment, surgery and one post-operative visit, unless this can be done through Telehealth.

The scheme does not apply to escorts travelling with live donors.

## 2. Scope

This policy applies to residents of WACHS areas who need to travel to become live organ donors.

## 3. Policy Statement

### 3.1 Eligibility criteria

This scheme applies where the primary purpose of travel is for live organ donation assessment and/or retrieval in Western Australia and the live donor is a permanent resident of a WACHS region and is eligible for treatment under Medicare.

Evidence of usual residence may be requested.

### 3.2 Application process

The hospital that will be undertaking the transplant is responsible for applying for the scheme on behalf of the organ donor to the Regional Director in the region which the donor resides.

The referral is to be written (may include email) and must include the:

- donor's full name
- date of birth
- residential address
- dates and type of treatment required outside of the live donor's usual residential location.

Where practicable, WACHS is to book all travel and accommodation to achieve the most economical rates.

Following the completion of surgery, the donor is to submit a claim to the local health service for any outstanding travel and accommodation costs, attaching tax receipts and other documentation necessary for reimbursement.

### 3.3 Reimbursement rates

The scheme allows for reimbursement of reasonable expenses in accordance with the Australian Taxation Office’s Reasonable Travel Expense (Table 1 Perth) rates at the time of travel.<sup>1</sup>

Applicants using their own car to travel to and from the treatment centre will be reimbursed at the applicable Australian Taxation Office’s car expenses rate using the cents per kilometre method.<sup>2</sup>

Regions are to capture cost incurred under this scheme against cost centre 0807089. Note these costs will be recouped from the Region.

### 3.4 Appeals process

If a request to access the Scheme is declined, applicants are to be informed of their right to appeal the outcome to the WACHS Chief Executive Officer.

Applicants are to be provided with information about a range of complaint options, including contacts and information for the health service of origin, the Health and Disability Services Complaints Office, and the Health Consumers Council.

Health Services are to ensure information and processes followed conform to the *WA Health Complaint Management Policy 2015* (see Department of Health [Operational Directive OD 0589/15 WA Health Complaint Management Policy](#)).

## 4. Definitions

<b>Live organ donation</b>	Donation of kidney or liver from a live donor. Excludes tissue donation.
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## 5. Roles and Responsibilities

<b>Roles</b>	<b>Responsibilities</b>
WACHS Chief Executive Officer	Accountable for the administration of the Live Organ Donation Travel and Accommodation Reimbursement Scheme
Regional Directors	Delegated to administer the scheme and ensure compliance with the <i>Financial Management Act 2006</i>
Treating hospital	Referral of patients to the scheme; meeting costs of medical tests and specialist fees relating to the organ donation assessment and retrieval; providing accommodation to donor where available.
Hospital clerks	Processing applications, booking flights and accommodation if required after approval by delegate of the Regional Director.

<sup>1</sup> The 2014-2015 rates are at:

<http://law.ato.gov.au/atolaw/view.htm?docid=TXD/TD201419/NAT/ATO/00001&PiT=99991231235958>

<sup>2</sup> The 2014-2015 rates are at: <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Business-travel-expenses/Motor-vehicle-expenses/Calculating-your-deduction/Cents-per-kilometre/>

## 6. Compliance

It is a requirement of the WA Health Code of Conduct that employees “comply with all state government policies, standards and Australian laws and understand and comply with all WA Health business, administration and operational directives and policies”. Failure to comply may constitute suspected misconduct under the [WA Health Misconduct and Discipline Policy](#)

## 7. Evaluation

Regional Directors are to ensure data relating to expenditure and complaints are recorded.

## 8. Legislation

[Financial Management Act 2006](#)

## 9. References

Australian Taxation Office [Reasonable Travel Expense Taxation Determination TD 2015/14](#) and [Cents per Kilometre](#)

Department of Human Services [Supporting Leave for Living Organ Donors Programme](#)

Organ and Tissue Authority [DonateLife](#)

[Kidney Health Australia](#)

## 10. Related Documents

WACHS [Live Organ Donor - Travel and Accommodation Reimbursement Scheme Information Sheet](#)

## 11. Related Policies

Department of Health [Operational Directive OD 0589/15 WA Health Complaint Management Policy](#)

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