



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

# Live Organ Donor Travel and Accommodation Reimbursement Scheme

**WA Country Health Service**



---

# Live Organ Donor Travel and Accommodation Reimbursement Scheme Policy

---

## 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.
----------------------------	---

## 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

1. Australian Taxation Office [Reasonable Travel Expense Taxation Determination TD 2015/14](#) and [Cents per Kilometre](#)
2. Department of Human Services [Supporting Leave for Living Organ Donors Programme](#)
3. Organ and Tissue Authority [DonateLife](#)
4. [Kidney Health Australia](#)

## 10. Related Documents

Nil

## 11. Related Policies

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

## 12. Appendices

Appendix 1: [Live Organ Donor – Travel and Accommodation Reimbursement Scheme Information Sheet](#)

<b>Contact:</b>	Manager Governing Council Reforms (P.Collard)		
<b>Directorate:</b>	Primary Health and Engagement	<b>TRIM Record #</b>	ED-CO-14-79834
<b>Version:</b>	2.00	<b>Date Published:</b>	21 April 2016

## Appendix 1: Live Organ Donor Travel and Accommodation Reimbursement Scheme: Information sheet for Donors

### Purpose

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.

### 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.

### Application process

The hospital that will be undertaking the transplant will apply to your local health service's Regional Director for you to access the scheme. Where practicable, the health service will provide you with fuel cards or book your accommodation and travel for you. You will then be given a travel and accommodation claim after your surgery is complete to reimburse you if you have outstanding expenses.

You will need to retain your tax receipts and other documentation to provide to the health service after your surgery.

To apply, the hospital will need your:

- full name
- date of birth
- residential address
- dates and type of treatment required away from your usual residential location.

### Reimbursement rates

You will be reimbursed in line with Australian Taxation Office's Reasonable Travel Expense Rates at the time of travel. If you are using your own car, the Australian Taxation Office's car expenses rates per kilometre will apply.

These rates may vary from year to year, so you should check with your health service for the most current rates.

### **Payment**

Once you have completed your travel and accommodation claim for outstanding expenses, submit your claim to your local health service. Payment will occur within six weeks of the claim being approved.

### **Appeals process**

If a request to access the Scheme is declined, you can appeal the outcome to the WACHS Chief Executive Officer.

You will be given contacts and information so you can contact the health service of origin. You can also complain to the Health and Disability Services Complaints Office, or the Health Consumers Council.



**This information is available in alternative formats for a person with a disability.**

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.