



Office Use Only – Service ID number

Regional Travel Assistance Grant (RTAG) payments are made to eligible Family Day Care and In Home Care services in line with the [Community Support Programme Guidelines](#), as varied from time to time. The current RTAG rate can be found in the CSP Payment Rate Fact Sheet on the department’s website.

PART A – Service details

1. **Name of your service:**
2. **Physical address of the service:**
3. **Name of Director/Coordinator:**
4. **Contact phone number(s):**
5. **Is your service Family Day Care or In Home Care:**

PART B – Travel details

The following kilometre thresholds apply:

Kilometre thresholds	
Size	Quarterly kilometre threshold per service
50 equivalent full time utilised places or less	975 km
50 – 150 equivalent full time utilised places	1 950 km
More than 150 equivalent full time utilised places	2 925 km

Ground travel			
Vehicle registration:	Actual kilometres travelled:	Number of kilometres over the threshold:	<i>Office use only</i> Kms above threshold X rate per km:

Air travel			
From:	To:	Economy fare Paid:	Equivalent road kilometres (estimate):

PART C – Applicant declaration

- I declare that the information given in this application is complete and correct;
- I authorise the department to verify any information provided in this application; and
- I am authorised to act on behalf of the child care service.

Signature of authorised officer:	
Date:	

Name (please print):	
Position:	

NOTE: Giving false or misleading information is a serious offence

Returning the application

Applications should be submitted to the Department of Social Services office in your State or Territory.

Office use only – Please use red pen

I am authorised to sign on behalf of the Department:	
Printed name:	
Date:	