



Summary

PEPA Placements are a minimum of 2 days (including reverse PEPAs) and maximum of 4 days. There are no support payments for PEPA workshops.

All invoices and reimbursements/expense claims must be sent to accounts@palliativecaresa.org.au within 1 month of the completion of the placement.

- Host sites who host more than one placement per quarter, are able to submit a quarterly invoice, but this must be sent within 1 month from the close of the quarter (Jul-Sept. Oct-Dec. Jan-Mar. Apr-June)

All invoices to be addressed accounts@palliativecaresa.org.au and include the following details

- Your Organisations Name, ABN, and account details
- Date of Invoice
- Date of Placement: <start date> - <end date>
- Placement Participant Name:
- Placement Host Site Name:
- Service description & Service Name:
 - For example: PEPA Host Site Support Payment (Southern Adelaide Palliative Care Services)
- Total amount to be reimbursed (excl. GST)

Our organisations details for any invoices are:

- Organisation Name: Palliative Care South Australia (PEPA SA)
- ABN: 66185542917
- Address: Suite 4, 213 Greenhill Road, PARKSIDE SA 5063

All reimbursements /expense claims must use the PCSA expense claim form (download from <https://palliativecaresa.org.au/pepa-sa/>), attach any relevant receipts (receipts must have ABN, date, business name and GST to be eligible)

If travel support is required to be organised through PCSA, the participant is to complete the Traveller Profile Form and Travel Request form (download from <https://palliativecaresa.org.au/pepa-sa/>) and send to pepasa@palliativecaresa.org.au

If a placement is confirmed by the PEPA SA team and is cancelled, the PEPA SA Team will work closely with both the host site and the participant to reschedule the placement. If there are costs associated with rescheduling (i.e. travel and accommodation changes) the participant must fund these. If the change occurs due to the Host Site capacity, PEPA SA will consider funding the rescheduling fees.

If a reschedule isn't possible and the placement is cancelled:

- prior to commencement of the placement the host site is not eligible for their support payments and the participant is not eligible for travel support
- during the placement (Placement has commenced by is not completed)
 - If the Host site cancelled the placement:
 - The host site are not eligible for their support payment
 - PEPA SA would fund any travel and accommodation rescheduling fees (within reason)
 - If the participant cancelled the placement:
 - The host site would be eligible for 50% their support payment
 - The participant would fund any rescheduling fees

Please direct any questions to pepasa@palliativecaresa.org.au



PEPA Host Site Support Payment

- PEPA Host sites are eligible to receive a one-off support payment of \$200 (excl GST) per placement of 2 days or more
- If the placement involves more than one Host Site – each of the PEPA Host sites involved are eligible to receive a one-off support payment of \$100 (excl GST) per placement.
- The invoice for this support payment is eligible for payment once the placement is completed.

Participant Organisation/Practice Support

- All participants should be completing a placement in usual work time (ie this may be recorded as study leave) - due to ensuring they are covered by their organisations work cover_as noted in the Manager Declaration.
- There is no allocated Participant Organisation/ Practice Support Payment. Travel and Accommodation support (for those eligible available), see below.

Reverse PEPA Support Payment

- There is no Participant Organisation/Practice Backfill Support Payment for the organisation
- Catering (morning tea and lunch) is provided for each participant each day of the reverse PEPA placement
 - We request that the Organisations/Practice organiser inform the PEPA SA team of local catering options and PEPA SA will organise this catering

Travel and accommodation support for those living over 100km from the host site

- Travel Support
 - On-ground Travel (car expense claim)
 - Participants are eligible for car expense claim from:
 - Home to Accommodation return
 - Accommodation to Host Site return once a day for the placement period
 - Flights
 - All flights must be organised by PCSA (through a travel agent)
 - Participants are eligible for Taxi/Uber Reimbursement from:
 - Home to Airport return
 - Airport to Accommodation return
 - Accommodation to Host Site return once a day for the placement period
- Accommodation Support
 - Participants have the option to stay with family and friends
 - If this is elected the participant must organise this and it is not reimbursed.
 - All other accommodation must be organised by PCSA (through the PCSA designated travel agent)
 - Participants can check-in the night prior to the placement and checkout on the final day of the placement
 - Please note meals are not funded as part of the PEPA program