

Information on SADI Reimbursement Requirements



This document clarifies the recipient's responsibilities in managing a SADI reimbursement grant. In accepting a SADI grant, the company or industry association acknowledges that a range of supporting documentation is required before the Commonwealth can reimburse the agreed costs of the training.

The types of supporting evidence considered acceptable by the Commonwealth are described herein under each of the training activities supported by SADI.

A number of templates have been developed to assist you in preparing your claim for SADI reimbursement and are included in this document. The information required in each template is considered to be the minimum requirement. Further supporting evidence relating to the training activity may be supplied. You are permitted to modify a template, or use your own method of providing the information, but the supporting evidence you submit must contain all the information requested in the Commonwealth's template.

Should a SADI Case Manager deem it necessary to seek further evidence for completion of a training activity, they retain the right to request this information in order to support your claim for payment.

If you have any questions about these instructions, please contact a SADI Case Manager on 1800 651 292 or at IndustryDiv.SADIProgram@defence.gov.au.

Supporting Evidence Required For All Training Activities

Prior to making any purchases or hiring a training provider, it is recommended you review the Schedule 1 section of your SADI Agreement. This will help you avoid spending money on items or services that will not be eligible for reimbursement.

Any purchase (including training courses/flights/accommodation/test materials etc) must be substantiated by the following:

- Invoice or receipt - Itemised, detailed invoice/receipt showing:
 - Date of service/purchase
 - Quantity of item purchased
 - Detailed description of goods and services.
(*A debit/credit card summarised receipt is not sufficient.*)

- Proof of payment. This is usually a tax receipt clearly stating that the payment has been received.
 - Provide a copy of the tax receipt from the provider verifying payment.
(*A copy of an unpaid invoice is not sufficient, nor is a bank statement or credit card receipt.*)

Invoicing the Commonwealth

In all cases, supporting documentation must be accompanied by a valid tax invoice, provided by you, the recipient to the Department of Defence. A valid tax invoice is a document that meets all of the following requirements:

- it is issued by the supplier (i.e. the company receiving the grant)
- it contains enough information to enable the following to be clearly identified:
 - the supplier's identity and ABN
 - a brief description of the items you are claiming for reimbursement, including the quantity (if applicable) and the price
 - the GST component of each item (if applicable)
 - the date the document is issued
 - that the document was intended to be a tax invoice.

For SADI Approved Travel and Accommodation

SADI provides funding assistance to help with the cost of airfares and accommodation incurred by eligible employees and training providers for travel between their permanent rural, regional or international home and the training location.

The following information details the minimum supporting evidence that is required before the Commonwealth can reimbursement agreed costs for travel and accommodation. SADI payments are not possible until this evidence is submitted.

Airfares

To claim reimbursement for travel on completion of the training activity, you must provide:

- An itemised tax receipt verifying payment - Itemised, detailed invoice/receipt from the travel provider showing:
 - Date of service/purchase
 - Itemised breakdown of the required journey
 - Details of the participant undertaking the travel
 - Itemised cost of the airfare.
- Proof of journey:
 - A copy of your boarding pass.

Accommodation

To claim reimbursement for accommodation on completion of the training activity, you must provide:

- An itemised tax receipt verifying payment - Itemised, detailed invoice/receipt from the travel provider showing:
 - Date of service/purchase
 - Location of the accommodation
 - Details (including name) of the participant undertaking the travel
 - Itemised cost of the accommodation, including any services charged to the account.

For SADI Approved Course and Test Materials

Standard course materials that have been supplied by the training provider

If the training provider has charged separately for course materials and this charge has been agreed as part of your SADI Agreement (see Schedule 1), the following must be provided to the Commonwealth at the completion of the training activity:

- a copy of the itemised tax invoice/receipt from the course provider verifying payment for the materials. The receipt must show:
 - Date of purchase
 - From whom the item was purchased (including ABN)
 - Itemised details of the course materials (e.g. text books) purchased.

Note: SADI does not provide funding for general store stationery (ie. pens, pencils, etc).

Workshop/internal course materials including test materials

If training has been delivered internally and SADI has provided funding support for the cost of the materials including test materials, the following must be provided to the Commonwealth at the completion of the training activity:

- A completed **SADI Training Materials Inventory Template**, or similar, detailing the materials used. This form must be completed for EACH Training Activity where workshop test materials (such as metals, batteries, wires & fuses etc.) are used in the training and reimbursement for the materials has been agreed.
- Proof of payment for the purchases. SADI acknowledges that such purchases are often made as part of a bulk order, and as such, may not be able to be verified individually. A receipt of purchase for the bulk items will suffice in this instance but must identify the type and number of items purchased.
 - Provide a copy of the itemised tax receipt from the materials provider verifying payment, including units purchased and cost per unit.

Note: SADI does not provide funding for general store stationery (ie. pens, pencils, etc) or for test materials that may be put back into the production process.

For SADI Approved Courses Being Delivered by an External Training Provider

To claim reimbursement for course delivery by an external training provider, you must provide:

- A copy of the certificate of completion for each participant by the Training Provider. This may be a:
 - Certificate of Completion
 - Certificate of Attendance

- Official Academic Transcript (*this may be a copy of the web based Academic Transcript, however ensure you print the web page with the file path*).
 - A completed **SADI Attendance Record Template** or similar that includes the attendees signature and is signed by the training provider.
 - An itemised tax receipt verifying payment - detailed invoice/receipt provided by the training provider showing:
 - Date of service/purchase
 - Quantity of item purchased
 - Detailed description of goods and services
 - Itemised cost of goods and services.
- (Recipient created purchase orders are not sufficient)*

Note: The receipts must show that payment for the course has been made by the company or industry association and not by the individual students.
B-Pay receipts will be accepted.

For SADI Approved Courses Being Delivered Internally

In order to claim the costs associated with internal course delivery by an internal staff member, you must provide:

- A completed **SADI Time and Expenses Record Template** or similar.
 - Daily totals are required. The Time and Expense Sheet must be verified by an attached letter from the human resource department (or equivalent).
- A completed **SADI Attendance Record Template**

For SADI Approved Courses Being Developed Internally

In order to claim the costs associated with the development of internal courses, you must provide:

- A completed **SADI Time and Expenses Record Template** or similar.
 - Daily totals are required. The Time and Expense Sheet must be verified by an attached letter from the human resource department (or equivalent).
- A copy of the course materials and assessment tools developed, copied to disk.

For internal course development by a third party:

- A tax receipt must be provided. The itemised, detailed tax receipt by the training provider must show:
 - Date of service/purchase
 - Quantity of item purchased
 - Detailed description of goods and services provided
 - Itemised cost of goods and services, including hours required for development and the charge rate.
- (Recipient created purchase orders are not sufficient)*

A copy of the course materials and assessment tools developed, copied to disk.

For SADI Supported Apprentice Programs

In order to claim the costs associated Apprentice Supervision, you must provide:

- A completed **SADI Apprentice Supervision Claim Summary Template** or similar.
- A copy of the certificate provided by the TAFE delivering the academic component of the Apprenticeship, attesting to successful completion of the course by the participant/s. This may be a:
 - Certificate of Completion
 - Official Academic Transcript (*This may be a copy of the web based Academic Transcript showing the students name.*)
- A copy of relevant competency/log book completions.

For SADI Approved Original Equipment Manufacturer (OEM) Training

In order to claim the costs associated with Original Equipment Manufacturer Training, you must provide:

- A copy of the certificate of completion provided by the OEM.
 - Certificate of Completion
 - Certificate of Attendance.
- Proof of payment - a tax receipt clearly stating that the payment has been received.
 - Provide a copy of the tax receipt from the OEM provider verifying payment.
- A completed **SADI Attendance Record Template** or similar.
 - The completed SADI Attendance Record Template must be verified by an attached letter from the OEM stating that those people listed attended the training at the stated location, and completed the training to the required competency standard.

For SADI Approved Original Equipment Manufacturer (OEM) Knowledge Transfer Training

In order to claim the costs associated with OEM Knowledge Transfer Training, you must provide:

- A completed **SADI Time and Expenses Record Template** or similar for the instructor providing the training (this must be the same person that undertook the OEM training).
 - Daily totals are required.
- Evidence that the Instructor undertook the training with the OEM in the first place. The evidence must clearly show the number of hours/days the training took.
- The Time and Expense Record must be verified by an attached letter from the human resource department (or equivalent).
- A completed **SADI Attendance Record Template** or similar which is signed by both the training recipients and the instructor.
- A copy of the certificate of completion if applicable. This may be a:
 - Certificate of Completion
 - Certificate of Attendance

