

COVID-19 FACT SHEET

Central Adelaide Local Health Network

Reimbursement for non-site related Car Parking

The State Government has approved the provision of up to \$101 GST inclusive, per month to support Hospital workers to access the hospital for the duration of the major emergency declared in response to COVID-19.

The Hospital Access Support Policy details that employees and contracted hospital service providers who do not have on-site parking permits are eligible for reimbursement of non-site related car parking expenses up to \$101 GST inclusive per month, per person.

Proof of expenditure must be provided.

For employees

What can I claim?

CALHN Employees can claim reimbursement of up to \$101 inclusive of GST per month for off-site parking fees.

Fees paid for staff parking in onsite hospital visitor parking areas are not eligible for reimbursement.

How do I lodge a reimbursement claim?

CALHN Employees will be required to complete the [Employee Reimbursement Form](#) in full and ensuring the following sections are completed and the following supporting documentation provided:

1. Section 1 and 2 – your name and banking details
2. Section 3 – details of your monthly reimbursement. The team processing your reimbursement will complete the RI Index and Tax Code details so leave that blank
3. Section 4C – your signature
4. Attach proof of expenditure to support your claim to the form i.e. tax receipts or credit card statements with supplier details
5. Section 4D – obtain your line manager's approval for the reimbursement

Claims for reimbursements combined with expenses other than off-site car parking will not be processed.

When you have completed the above sections of the Employee Reimbursement Form, send it to email address HealthCALHNHospitalAccessReimbursement@sa.gov.au along with your proof of expenditure. Any incomplete claims received or claims without supporting proof will not be processed.

Staff from other LHNs, SA Ambulance Service (SAAS) or other contracted and agency employees will need to process their own reimbursements through their relevant contact.

COVID-19 FACT SHEET

Central Adelaide Local Health Network

What proof of expenditure do I need to supply?

For your claim to be processed, you must submit all receipts or credit card statements providing supplier details to support the reimbursement request. If even part of the supporting evidence is not provided, the claim will not be able to be processed and returned to the claimant.

How long will it take for my reimbursement to be paid?

All complete reimbursement requests will be processed within 2 business days of receipt. When a claim is received, it will be reviewed to ensure all forms are correctly filled out, all evidence is provided and that the employee's line manager has approved the claim.

If any of the above is not supported, the claim will not be processed and returned to the claimant. The employee will be required to review their information where required and submit a new claim for the month.

If the claim has been submitted in line with the above, the claim will be forwarded to Shared Services SA Accounts Payable for processing.

Employees will receive confirmation via email if their reimbursement claim has been approved and the date it has been sent to Shared Services. Employees can check on the status of their payment by contacting [Shared Service SA](#).

I am not a CALHN employee, am I eligible for reimbursement?

Hospital workers and service providers who are contracted to a hospital (not employed by an LHN, SAAS or Statewide Clinical Support Services) are eligible for reimbursement. You will need to contact your employer to seek your reimbursement. Your employer will then be able to seek a reimbursement from SA Health via an agreed process.

How long will I be able to claim reimbursements for?

The \$101 GST inclusive per month reimbursement will be offered from 10 April 2020 until the termination of the major emergency declared by the State in relation to COVID-19.

For managers

What do I need to do to support my employees claim?

If your employees are seeking reimbursement for non-site relating parking fees, they will need to complete the [Employee Reimbursement Form](#). Their completed form and all supporting documentation must be submitted to you for review and approval. As line manager, you will be required to review and certify the following has occurred by completing section D of the reimbursement form:

- Confirm that the employee was required to work from the hospital site on the days the cost was incurred by them
- Proof of expenditure has been provided to support the claim in the form of receipts and/or credit card statements with supplier information.

COVID-19 FACT SHEET

Central Adelaide Local Health Network

What if this claim is not supported?

If you do not support the claim or the employee submits their claim directly to the CALHN Hospital Access Reimbursement inbox without manager approval, the claim will be returned to the claimant and not processed.

For external agencies/contracted service providers

How do I claim my employees parking fees from SA Health?

Agency and contracted employees working on hospital or associated sites are eligible to seek up to \$101 GST inclusive of non-site related parking fees per month per person. These workers are to seek reimbursement from their employer directly. The external employer may seek one claim per month via invoice to SA Health for the entire sum of reimbursements provided to their workers.

Do I need to provide supporting documentation?

In order for external employee parking fees to be reimbursed, copies of receipts and credit card statements must be provided along with the invoice.

Employers must also complete the External Car Parking Reimbursement Template with the details of the employees and fees reimbursed to accompany and reconcile the invoice for audit purposes. This will also include verification that the employee was required to work at the hospital site on the date the cost was incurred by them. Employers can email the [CALHN Hospital Access Reimbursement Inbox](#) to gain access to this template.

Invoices, reimbursement templates and supporting documentation must be submitted on a monthly basis to SA Health within 30 days of the end of the month to ensure timely processing.

Further information regarding Hospital Access Support reimbursement including eligibility criteria can be found by visiting [Hospital Access for Support Staff](#) page on the intranet.