Acceptable reimbursement receipts

Only legitimate invoices can be approved as reimbursements



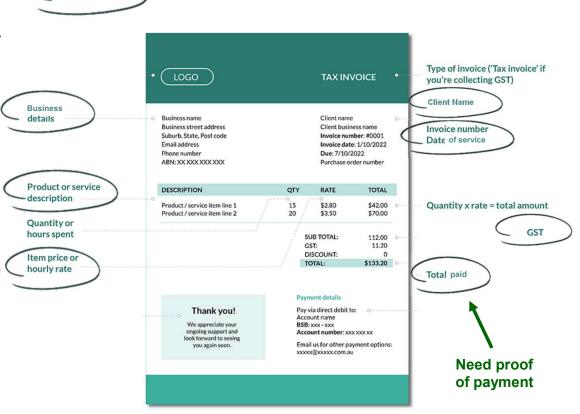
Reimbursements are only for once off payments, and require a Tax Invoice including all the elements set out below. If it is a service provider, they need to register in Capital Guardians.

Mandatory

Reimbursement Rules

→ Must have an external business generated receipt. (A Capital Guardians generated invoice is not acceptable).

- → Must be in the client's NDIS Plan or Care Plan.
- → A word document is not a receipt
- → The date of the invoice must be within the period the client is managed (NDIS plan or home care agreement dates).
- → The item must be an allowable item.
- → Must be in the client's name. (e.g. a Groupon voucher for a massage is not acceptable, it is not provided by an accredited allied health professional and it could be given as a gift to someone else.)
- → Cannot have already been part paid by another government scheme, such as, Medicare or private health insurance.
- → Allow only a max of 70% for prepared meals

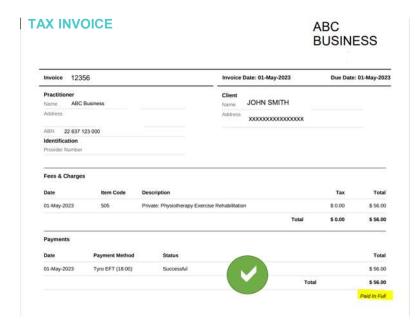


Tax office, NDIA, Home Care Guidelines

See below examples of acceptable receipts we need a copy of, in order to process the reimbursement



CHEMIST CHANGE STRUCTURE AND THE PROPERTY OF T





EFTPOS RECEIPTS



BANK TRANSFER SCREENSHOT



SCREENSHOTS OF ORDER

