

# TRAVEL GREEN ALLOWANCE

## Application Form

The Travel Green initiative provides an allowance of \$6 (before tax) per working day, to a maximum of \$60 a fortnight, to **SJOG Subiaco** caregivers only who walk, cycle, travel by public transport or travel as a passenger in another vehicle to work.

*\*Note: the allowance is payable on any shift where ordinary hours are worked, irrespective of the number of hours worked. Full shifts of paid leave (e.g. sick, annual leave) or overtime do not attract the allowance*

CAREGIVER NAME		CAREGIVER NUMBER	
Department			
Commencement Date			
<ul style="list-style-type: none"> <li>Allow two weeks' notice for the setup of the allowance.</li> <li>Elect a date that is the first working day of a pay period.</li> </ul>			

### Declaration

I, \_\_\_\_\_ *print name*

Declare that for as long as I receive the Travel Green allowance of \$6 per working day (to a maximum of \$60 a fortnight) I will use means, other than as the driver of my private motor vehicle, to commute to and from St John of God Hospital Subiaco Hospital. I understand that by receiving the allowance I am forgoing my parking privileges at a caregiver-discounted rate.

We have enhanced our Travel Green Program to introduce more benefits and flexibility for Caregivers and improve safety for those of you working night-shifts

Caregivers who sign-up to the Program can now park in the multi-story carpark at the Caregiver parking rate of \$3.60 between 4.00pm and 4.00am Monday to Friday and all day Saturday and Sunday. Previously, members were required to pay standard parking rates if they parked onsite.

The \$3.60 Caregiver parking rate will be deducted from your pay

I acknowledge that failure to comply with these undertakings may void my rights to the allowance.

I intend to use ☐ Public Transport ☐ Cycling ☐ Walking ☐ Car Pooling as my means of transport to and from work. *(please tick multiple boxes if relevant)*

Please forward your completed form to the Security Department

<b>Signature of Applicant</b>		<b>Date</b>	
Please scan and email the completed & signed form to <a href="mailto:Subiaco.Security@sjog.org.au">Subiaco.Security@sjog.org.au</a> .			

### Ceasing the allowance

*If your circumstances change and you wish to reapply for caregiver parking access and cease claiming the Travel Green Allowance, you should complete a Caregiver Parking Application Form and submit this to the Security Department*

## Office use only

### Human Resources

Please tick appropriate box	<input type="checkbox"/> Timesheet	<input type="checkbox"/> Auto pay
Processed By		Signature
Processed Date		Commencement Date

### Security

Application has been processed by	
Date	Signature

Save the completed form on P:\Security\Travel Green Application  
 File name: SECURITY CARD APPLICATION FORM [Firstname] [Lastname]