

# Consumer Sitting Fee and Reimbursement Claim Form FAQ

If you are claiming sitting fees or reimbursements for your participation in an advisory group, committee, working group, workshop or focus group, the following guidance may be useful.

## Q: What is the Consumer Sitting Fee and Reimbursement Claim Form?

**A:** The Consumer Sitting Fee and Reimbursement Claim Form is a form specifically designed to allow individuals who take part in advisory groups, committees, working groups, workshops, consumer engagement activities or focus groups to claim sitting fees and reimbursements. The form contains all of the relevant information to facilitate your payment and for SA Health to fulfil its compliance obligations.

## Q: Who should complete the Consumer Sitting Fee and Reimbursement Claim Form?

**A:** The Sitting Fees and Reimbursement for External Individuals Policy outlines who is eligible to claim sitting fees and reimbursements. The Policy uses the term “External Individuals”; examples include:

- Health consumers
- Carers
- Representatives of recognised community groups
- Unfunded or non-salaried representatives of peak bodies or non-government organisations
- Health practitioners in private practice, and
- Individual experts in non-health related fields.

This form is used for payments and reimbursements to individuals who are acting in their personal capacity, as a consumer or consumer representative, and not for, or on behalf of a business. The form should be completed and lodged by the person claiming the reimbursement. Please refer to Section A of the form – Should I complete this form? Your committee or workshop facilitator will also be able to provide guidance.

## Q: Who should not complete the Consumer Sitting Fee and Reimbursement Claim Form?

- SA Health employees (unless they are acting in a non-employee capacity e.g., as a health consumer representative)
- External individual stakeholders who are providing clinical expertise or opinion for a fee. (An invoice must be rendered in these instances and may include medical practitioners, GPs, nursing, allied health, pharmacist etc.)
- Representatives of an organisation / business, where the business is paying the representative to attend. (An invoice must be rendered by the organisation / business in these instances.)



- Members of government-appointed part-time boards or committees as defined in *PC016 Remuneration for Government appointed part-time boards and committees* as these members are paid via payroll using the [SA Health Employee Reimbursement Form](#)

**Q:** I have been invited to attend an advisory committee meeting to provide my clinical expertise and opinion.

**Do I complete the Consumer Sitting Fee and Reimbursement Claim Form to claim my fees?**

**A:** No. As you are being engaged to provide clinical expertise and opinion to SA Health, you are not eligible to use the Consumer Sitting Fee and Reimbursement Claim Form.

You will be required to issue an invoice to SA Health for payment.

Please note that your invoice will need to show your ABN and if you are also registered for GST, you must issue a compliant tax invoice.

**Q:** Where can I obtain a Consumer Sitting Fee and Reimbursement Claim Form?

**A:** The form will be provided to you by your committee or workshop facilitator, who will also be able to offer assistance if required. The form can be provided by email or a paper version. It is also available [online](#).

**Q:** This is my first claim to SA Health; what do I need to do so that I can receive my payment?

**A:** You must make sure you complete the Consumer Sitting Fee and Reimbursement Claim Form in full – providing your name, address and bank details. You also need to **complete section F Item 16 - claimant statement by supplier, and sign** the claim form.

**Q:** I am a current SA Health employee, but I am also a consumer advisory committee member. Do I use my employee vendor ID on the form?

**A:** No. You must not use your employee vendor ID to seek payment or reimbursement as a member of a consumer advisory committee member.

A separate and distinct vendor ID must be created to distinguish payments made to you as a committee member. A vendor ID will be created when the Consumer Sitting Fee and Reimbursement Claim Form and a Statement by Supplier Declaration has been completed in full and given to your committee or workshop facilitator.

Sitting fees and reimbursements can only be paid to members who are not SA Health or other government employees. That is, when a member is paid, it is because they are acting in a different capacity to that of an employee; e.g. carer or health consumer.

## Q: What can I claim on the Consumer Sitting Fee and Reimbursement Claim Form?

**A:** The [Sitting Fees and Reimbursement for External Individuals Policy](#) provides guidance on what can be claimed as a member of an advisory committee or group. You will also need to refer to your Letter of Appointment, which will state your sitting fee amount and any reimbursements available to you.

## Q: My claims tend to be similar each month. Can I pre-populate the Consumer Sitting Fee and Reimbursement Claim Form and fill in the details that change after the meeting to speed up the payment process?

**A:** Yes. You can enter the details that do not change on a form (e.g. your name and contact details, committee name), and enter any variable details (e.g. meeting hours, km's travelled) once they are known.

Your committee or workshop facilitator may also give you a pre-populated form containing most of the details. Contact your committee or workshop facilitator to determine the most efficient way of completing the form for you.

## Q: What is a reimbursement?

**A:** A reimbursement is a payment to compensate you for your time, or an expense you have incurred and already paid for.

## Q: The expense I am claiming contains GST. Do I include the GST inclusive amount on the form?

**A:** Yes. In other words, write in the total amount you paid.

## Q: What supporting documentation is required when completing the Consumer Sitting Fee and Reimbursement Claim Form?

**A:** To claim a reimbursement you need to provide receipts or other documentation to show that you have paid the expense already. You will require receipts for all expenses being reimbursed. Examples of common reimbursements include fuel costs, hotel accommodation and car parking.

If you are claiming sitting fees, you will need to use the rate per hour specified in your appointment letter or other document that specifies your sitting fee amount. In Section D of the claim form, the rate is pre-populated for you.

## Q: I have lost my receipt. Can I still claim a reimbursement?

**A:** You may use a credit card statement or other document showing that you have paid the expense. If you do not have any of these documents, you will be required to complete a [Statutory Declaration](#).

**Q: How do I make a claim for mileage if I do not have a receipt?**

**A:** Mileage is an allowance. This means the amount given is to cover any anticipated expenses (fuel, running costs). A receipt is not required when claiming for mileage.

**Q: Do I have to complete the Statement by Supplier section when making a claim for sitting fees?**

**A:** Yes. By completing and signing Section F of the form, you are making a statement by supplier. This section of the form must be completed each time a claim is made.

If you are an individual consumer acting in a non-business or non-professional service capacity you are **not** required to have an ABN, because you are not carrying on an enterprise in Australia and would not have any reasonable expectation of profit from being a committee member. Consequently, you will need to sign the Statement by Supplier section to declare this.

Filling in and signing the Statement by Supplier section allows SA Health to pay you without you quoting an ABN if you fit into one of the exceptions listed. This is kept on file for tax compliance and may be reported to the ATO as part of SA Health's annual taxable reporting requirements.

**Q: Does my sitting fee need to be reported to Centrelink or any other Government organisation including the Australian Taxation Office (ATO)?**

**A:** Sitting fees paid to you may be reported to the ATO as part of SA Health's annual taxable reporting requirements. You should contact Centrelink or other organisations to understand whether the receipt of the sitting fee will affect your personal circumstances.

SA Health cannot provide you with personal taxation or financial advice. You are encouraged to seek your own advice to understand how these payments may affect your personal financial situation.

**Q: Can I claim an expense that is not listed on the Claim Form? (e.g. photocopying, meals)**

**A:** Refer to the [\*Sitting Fees and Reimbursement for External Individuals Policy\*](#), which outlines what can and cannot be claimed.

**Q: Once I have completed the form, where do I send it for processing?**

**A:** Once you complete your *Sitting Fee and Reimbursement Claim Form*, forward it (along with any receipts) to your committee or workshop facilitator for the required approval and authorisation. Your committee or workshop facilitator will forward the authorised form to Shared Services SA for processing and payment.

**Q:** I have queries about the Policy, and / or the form contents.  
Whom do I contact?

**A:** Contact your Consumer and Community Engagement Coordinator / Director or committee/workshop facilitator.

### Useful References

- [Sitting Fees and Reimbursement for External Individuals Policy](#)
- [Consumer Sitting Fee and Reimbursement Claim Form](#)

### Further Queries

If you have further questions relating to these FAQs please contact your local Consumer and Community Engagement Coordinator / Director or committee/workshop facilitator.

### Important Disclaimer

The information contained in this fact sheet is intended only as a general guide and only for the purposes of SA Health. The information sheet was developed by SA Health Finance and should not be regarded as advice, and should not be relied upon by any other party. No responsibility whatsoever is taken should another party seek to rely on the information contained herein. Professional taxation advice should be sought.

---

## For more information

SA Health, Safety and Quality  
Telephone: 8226 2567  
[www.sahealth.sa.gov.au/safetyanquality](http://www.sahealth.sa.gov.au/safetyanquality)

**OFFICIAL**

© Department for Health and Wellbeing, Government of South Australia. All rights reserved.



www.ausgoal.gov.au/creative-commons



**Government  
of South Australia**

SA Health