

VPMTTP Accommodation and Travel Bursary Guidance



The aim of the VPMTTP is to build and sustain a high-quality Palliative Medicine workforce in Victoria. It does this by coordinating specialist training across a variety of different Palliative Medicine settings. Each advanced trainee may be placed regionally for six months during their two years of core advanced training, to promote regional development of palliative care provision.

Accordingly, in 2025, VPMTTP is pleased to begin funding trainee accommodation and travel for trainees who live more than 70km from Melbourne when placed regionally at Albury/Wodonga, Ballarat, Geelong, Bendigo, Shepparton and Traralgon.

This document is intended as guidance for: Trainees seeking a bursary for accommodation and travel costs when matched and placed regionally through the VPMTTP.

VPMTTP Guidelines

- Each VPMTTP trainee who has been matched and placed regionally in: Albury/Wodonga, Ballarat, Bendigo, Geelong, Shepparton and Traralgon, is eligible to apply for an Accommodation and Travel Bursary.
- The value of the Accommodation and Travel Bursary will be up to a total of **\$8,208.20** (AUD, inc GST) per semester.
- The total amount available can be split between accommodation and travel, but must not exceed \$8,208.20 (AUD, inc GST) per semester.
- For accommodation, a local rental agreement or hotel/serviced apartment invoice with ABN is required to be submitted.
- Accommodation assistance will be allocated per night, at **\$45.10** (AUD, inc GST).
- Travel reimbursement is allocated for **1 x return journey per week**, for journeys made to services that are located more than 70km away from a trainee's principal place of residence.
- Travel costs will be calculated at **20 cents per kilometre only** (and will not include: petrol, parking fees or any other car related costs).
- Travel reimbursement only covers 1 x return journey per week from principal place of residence to service allocated (and will not include: daily travel to and from regional accommodation to service).
- The Accommodation and Travel Bursary will be provided following proof of rental agreement / hotel or serviced apartment invoice, and declaration of travel that has occurred.
- Should a regional or rural Victorian trainee be matched and placed in metropolitan Melbourne, or be required to travel more than 70km from principal place of residence to service, consideration will be given to covering accommodation and transport costs.
- In 2025, VPMTTP will accept requests for assistance for accommodation and travel costs that have already been incurred in Semester 1 from February to August 2025.

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Trainee Eligibility

Accommodation

To be eligible for accommodation support, a trainee must meet **all** of the following criteria:

- be an advanced trainee in palliative medicine, allocated to their registrar position by VPMTTP.
- be living in Victoria;
- be matched and placed regionally in: Albury/Wodonga, Ballarat, Bendigo, Geelong, Shepparton or Traralgon;
- need to travel more than 70 km one way, to the regional service; and
- provide a rental agreement / hotel or service apartment invoice, with ABN.

Travel

To be eligible for travel support, a trainee must meet **all** of the following criteria:

- be an advanced trainee in palliative medicine, allocated to their registrar position by VPMTTP.
- be living in Victoria;
- be matched and placed regionally in: Albury/Wodonga, Ballarat, Geelong, Bendigo, Shepparton or Traralgon; and
- travel more than 70km one way, from principal place of residence to the regional service.

Submitting Claim

Accommodation

Send an email to VPMTTP (vpmttp@svhm.org.au) with the following information:

- copy of rental agreement / hotel or service apartment invoice, with ABN; and
- declaration of VPMTTP advanced trainee status and regional service which is more than 70km one way from principal place of residence.

Travel

Send an email to VPMTTP (vpmttp@svhm.org.au) with the following information:

- provide a confirmation of primary address and log book with travel dates, times and odometer readings.

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Declaration Template

I *[insert full name]* declare that I am a VPMTTP advanced trainee who has been matched and placed for semester *[1 / 2*]* at *[insert name of service]*, which requires me to travel more than 70km from my principal place of residence to get to the regional service. I have attached proof of *[accommodation costs and log book for travel*]*.

Signature: _____ Date: _____

**delete not applicable.*