This tool is designed to assist Support Providers to work out what to include in their Innovative Solutions Support project quote.

* The Hourly Base rate for Bicultural Support activities is up to $80 per hour
* For all other types of Support Activities, use the Price Matrix to determine the Hourly Base Rate and any applicable loadings (e.g.: Remote Area or Professional Development)
* Hours quoted must match hours indicated in the services Project Plan
* Resources quoted, must be essential to the project and less than 10% of total cost of the quote

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Support Activity**  | **Number of Hours** | **Hourly Rate** | **Cost** **(excluding GST)** | **GST** **(if applicable**) |
| Professional Development |  |  |  |  |
| Mentoring  |  |  |  |  |
| Coaching |  |  |  |  |
| Bilingual Support |  |  |  |  |
| Resources |  |  |  |
| **Subtotal**  |  |  |

**Travel and Accommodation**

* For Reasonable Accommodation and Expenses rates refer to the [ATO Tax Determination 2023/3](https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf)
* For Airfares and Taxis/Transfers estimates should be based on average available rates for the relevant location
* For Travel Time use [Modified Monash Model](https://www.health.gov.au/topics/rural-health-workforce/classifications/mmm) to determine location category and Price Guide to determine relevant amount of travel time to be claimed. The hourly rate for travel time is the Base Rate + any applicable Remote Area Loading.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Expense** | **Quantity**  | **Details**  | **Cost (Excluding GST)** | **GST**  |
| Car Travel – From/To | Number of Trips  | Kms per trip (@85c/km)  | Total  | GST |
|  |  |  |  |  |
| Travel Time – From/To | Hours | Hourly Rate | Total | GST |
|  |  |  |  |  |
| Car hire/Taxis/Transfers – From/To | Number of Trips | Est. Cost per Trip | Total | GST |
|  |  |  |  |  |
| Airfares – From/To | Numbers of Trips | Est. Cost per Trip | Total | GST |
|  |  |  |  |  |
| Accommodation – Location | Number of Nights | Est. Cost per Night | Total | GST |
|  |  |  |  |  |
| Meals/expenses | Number of Nights | Est. Cost per Night | Total | GST |
|  |  |  |  |  |
| Subtotal  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Subtotal of Professional Services + Travel/Accommodation (Excluding GST)** |  |  |
| **GST** |  |  |
| **Total** |  |