



# Travel and Accommodation Allowance (TAA) – Private Accommodation Receipt Template

To claim the travel and accommodation allowance for private accommodation make sure that all sections of the receipt template are completed, including the declaration sign off by the private accommodation provider.

**This receipt must NOT be signed in advance of accommodation stay. Be sure to keep a copy for your records.**

## SECTION ONE: APPRENTICE/TRAINEE DETAILS

1.1 Surname:  Given name(s):

1.2 DOB:  /  /  ID No:   
Example: 234567T2, 987654A1

1.3 Mobile No:

1.4 Email:

## SECTION TWO: PRIVATE ACCOMMODATION DETAILS AND DECLARATION

2.1 Accommodation provider name:

2.2 Accommodation provider contact number:

2.3 Accommodation address:

2.4 Arrival date:  /  /

2.5 Departure date:  /  /

2.6 Total number of nights:

2.7 Cost per night:  \$

2.8 Total cost:  \$

2.9 Accommodation provider signature:

\_\_\_\_\_  
Signature of accommodation provider contact

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I certify that all of the details stated on this form, as provided by me, are true and correct.