



# Travel and accommodation allowance claim form for apprentices / trainees

**Eligibility requirements and payment rates can be found in the Travel and Accommodation Allowance Procedures, which is available at <https://www.dtwd.wa.gov.au/about-us#guidelines>. Amounts payable for a claimed period are determined by the information provided on this form. Non-compliant or incomplete claims may be returned without payment.**

**ALL RECEIPTS for paid accommodation must be attached. Forms will be returned if incomplete information is provided.**

This claim must be submitted within **60 days** of the last nominated training day to [taa@dtwd.wa.gov.au](mailto:taa@dtwd.wa.gov.au)  
Be sure to keep a copy for your records.

## SECTION ONE: APPRENTICE/TRAINEE DETAILS

- 1.1 Surname:  Given name(s):
- 1.2 DOB:  /  /  and/or TRS No   
Example: 234567T2, 987654A1
- 1.3 Current year of apprenticeship/traineeships (please circle): **1 2 3 4**
- 1.4 Mobile no.:
- 1.5 Email:
- 1.6 Current permanent residential address (not PO Box address):
- Street address:
- Suburb/town:  Postcode:
- 1.7 Postal address (if different from above):
- Street address:
- Suburb/town:  Postcode:

## SECTION TWO: TRAINING DETAILS

- 2.1 Name of training provider:
- 2.2 Location of off the job training campus (suburb/town):
- 2.3 Period of attendance:  /  /  to  /  /   
Date of first training day Date of last training day
- 2.4 Type of training release pattern (please tick):  DAY RELEASE (non-consecutive days)  BLOCK RELEASE (consecutive days)

## SECTION THREE: TRAVEL AND ACCOMMODATION DETAILS

*This section applies to travel between the CURRENT PERMANENT RESIDENTIAL ADDRESS (Q 1.6) and training organisation.  
Note: Travel between the temporary accommodation address stated in Q 3.5 and the training venue cannot be claimed under the Travel and Accommodation Allowance Procedures.*

- 3.1 Mode of transport (please tick):  Private vehicle  Bus/rail  Air  
*If air is the mode of transport the apprentice/trainee may be paid a \$20.00 Airport Transfer Subsidy (receipt required).*
- 3.2 If you paid for public transport, the total ticket cost/s claimed is: \$   
*Copies of tickets or itineraries showing the amount claimed must be attached if you travel outside the metro area or your local area.*
- 3.3 Private transport may only be claimed by the owner/driver of the vehicle. Reg No#:   
If claiming for private transport, are you, or a member of your family, the owner/driver?  YES  NO

**3.4 Travel log — compulsory for all claims**

Please enter dates and tick boxes/circle where applicable in the log below. Another page may be attached if more room is required.

*Training days = days attended off-the-job training (usually Monday to Friday).  
 Non training days = weekends, public holidays and travel days immediately prior to or after the training block.*

Date	Please circle type of day		Travelled from home	Travelled to home	Accommodation claimed
Day 1	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 2	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 3	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 4	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 5	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 6	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 7	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 8	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 9	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 10	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 11	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 12	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 13	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 14	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 15	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 16	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 17	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 18	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 19	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 20	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 21	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 22	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 23	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 24	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 25	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 26	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 27	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 28	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 29	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day 30	Training	Non Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total number of trips travelled to training (only relates to those claims claiming travel allowance)

Total number of trips travelled home (only relates to those claims eligible for travel allowance but not claiming accommodation)

Total number of accommodation nights (only relates to those claims where section 3.5 below is completed)

**3.5 If you are claiming an accommodation allowance please provide the full temporary residential address**

Street address:

Suburb/town:  Postcode:

If claiming accommodation your receipt must be attached. Receipt attached

## SECTION FOUR: ACCOUNT DETAILS AND APPRENTICE/TRAINEE DECLARATION

This section is compulsory for all apprentices/trainees claiming the Travel and Accommodation Allowance. Payment for approved claims is issued by Electronic Funds Transfer (EFT) directly into the bank account listed below. Cheques **will not** be issued.

### 4.1 Apprentice/trainee bank details. (Please print clearly)

Account holder name:	<input type="text"/>
Bank:	<input type="text"/>
Branch:	<input type="text"/>
BSB number:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number:	<input type="text"/>

(If no claim previously paid or bank details have changed please provide a copy of the top part of your bank statement showing BSB and account number)

### 4.2 Apprentice / trainee declaration

I authorise the Department of Training and Workforce Development to pay any travel or accommodation allowance into my bank account.

I certify that all of the details stated on this form, as provided by me, are true and correct. I understand that it is a serious offence under the *Criminal Code Act 1913* to provide a false and misleading statement to gain entitlement to Travel and Accommodation Allowance.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of apprentice/trainee Date

## SECTION FIVE MUST BE COMPLETED BY THE TRAINING PROVIDER

**PLEASE USE AN ORGANISATION STAMP TO AUTHENTICATE THE ATTENDANCE DATES PROVIDED BELOW**

### SECTION FIVE. ATTENDANCE AND REGISTERED TRAINING ORGANISATION TO CERTIFICATION

5.1 During the period of claim (Q 2.3), state the number of days the apprentice/trainee attended off-the-job training:

Number of authorised absences in same period

5.2 I certify the above details are correct and in accordance with Registered Training Organisation attendance records.

\_\_\_\_\_  
Signature of lecturer / authorised registered training organisation Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of lecturer / authorised registered training organisation officer Date

Please Print

**(Form must not be signed by the lecturer before the end of the training period)**

# Travel and Accommodation Allowance Guidelines for Apprentices / Trainees

Full guidelines can be found in the *Travel and Accommodation Allowance Procedures* at

<https://www.dtwd.wa.gov.au/about-us#guidelines>

## You may be eligible for travel and/or accommodation allowance if you:

- travel to off the job training that is funded by the Department of Training and Workforce Development — if you don't know if your training is funded by the Department ask your employer or telephone the TAA Administration Officer on 6551 5494.
- listed on the Department's system as an active, suspended or out of contract apprentice or trainee during the claimed period
- have a home address within Western Australia.

## You may not be eligible for travel and/or accommodation allowance if you:

- have a training status which is withdrawn, cancelled, completed, pending or expired at the time the approved training was undertaken
- are paid a Travel and Accommodation Allowance by your employer while attending training
- have an employer who incurs the total cost of your travel and accommodation
- travel to a registered training provider which is not the closest training venue approved to deliver off the job training.

## Travel distances and eligibility

There is a minimum round trip distance which must be travelled to claim assistance. This is calculated based on the shortest possible road distance from your usual place of residence to the **closest** training venue and return using BING Maps.

The minimum road trip distance must be at least:

- 71 kilometres for travel allowance
- 200 kilometres for accommodation allowance
- 1200 kilometres for travel by air.

Note that if you travel in the same vehicle as another trainee/apprentice — only one person can claim the travel component of the allowance.

## Definition of closest training provider

The closest training provider is the one that has a training venue located the shortest possible road distance from the apprentice's/trainee's residential address (regardless of the method of transport used to get to the training venue).

### Checklist:

- Have you signed your claim form?
- Has your lecturer signed your claim form?
- Are the dates in the travel log consistent with the days the lecturer has signed off? (You may extend your stay in the training location for personal reasons, providing there are no additional costs in the claim. You can not claim extra accommodation when staying for personal related reasons.)
- Are your bank details correct? (Remember your account number is the number on your bank statement, not the number on your ATM card.)
- Is relevant company documentations attached, e.g. travel and/or accommodation receipts?
- Have you kept a copy of your claim?

Send your completed form by email to [taa@dtwd.wa.gov.au](mailto:taa@dtwd.wa.gov.au) or post to:

TAA Administration Officer  
Department of Training and Workforce Development  
Locked Bag 16  
Osborne Park Delivery Centre WA 6916

For queries regarding the Travel and Accommodation Allowance please telephone the TAA Administration Officer on 6551 5494 or email [taa@dtwd.wa.gov.au](mailto:taa@dtwd.wa.gov.au)