



Travel and Accommodation Allowance (TAA) Claim Form for Apprentices/Trainees

Eligibility requirements and payment rates can be found in the Procedures for the Travel and accommodation allowance for apprenticeships 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 by scanning this claim form and emailing to taa@dtwd.wa.gov.au

SECTION ONE: APPRENTICE/TRAINEE DETAILS

1.1 Surname: Given name(s):

1.2 DOB: / / and/or TC ID
Example: 234567T2, 987654A1,1123456A1

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 BLOCK RELEASE
(non-consecutive days) (consecutive days)

SECTION THREE: TRAVEL AND ACCOMMODATION DETAILS

*This section applies to travel between the current permanent residential address (Q 1.6) and training provider campus location (Q 2.2)
Note: Travel between the temporary accommodation address stated in (Q 3.5) and the training provider campus location cannot be claimed under the Travel and Accommodation Allowance Procedures.*

3.1 Mode of transport (please tick): Private vehicle Bus/rail Air
If air/bus/rail is the mode of transport the apprentice/trainee is eligible to receive a \$20 Accommodation 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 location (only relates to those claims claiming travel allowance)

Total number of trips travelled to permanent residential address

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 (i.e. hotel, private accommodation etc.)

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:

Bank:

Branch:

BSB number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------

Account number:

4.2 Apprentice / trainee declaration

I authorise the Department of Training and Workforce Development to pay any travel or accommodation allowance into the nominated 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 DAYS PROVIDED BELOW

SECTION FIVE: ATTENDANCE AND TRAINING PROVIDER 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 absences in same period

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

Signature of lecturer / authorised Training Provider Officer

Name of lecturer / authorised Training Provider officer

_____/_____/_____
Date

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

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);
- are listed on the Department's training records system as an active, suspended or out of contract apprentice or trainee during the claimed period; or
- have a residential 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 off the job training;
- have an employer who incurs the total cost of your travel and accommodation; or
- travel to a training provider location 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 provider location and return using Google Maps.

The minimum round trip distance must be at least:

- 71 kilometres for travel allowance
- 150 kilometres for accommodation allowance
- 1100 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 is the shortest possible road distance from the apprentice's/trainee's residential address. This is 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 provider 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?**

Once completed please scan this claim form and send by email to taa@dtwd.wa.gov.au

***** Avoid sending a photo of the completed form** as these are frequently not able to be fully viewed and may delay your payment. Please scan and email the form as a pdf.

For queries regarding the Travel and Accommodation Allowance please telephone the TAA Administration Officer on 08 6551 5494 or email taa@dtwd.wa.gov.au