



Travel and accommodation allowance claim form for employers (*Federal Modern Awards*)

Eligibility requirements and payment rates can be found in the *Travel and Accommodation Allowance (TAA) Procedures*, which is available at <https://www.dtwd.wa.gov.au/about-us#guidelines>. The employers are eligible to claim TAA when:

1. they have paid their apprentice's/trainee's travel and/or accommodation costs to attend off the job training as required under the Modern Award;
2. the apprentice/trainee meets eligibility criteria for TAA; and
3. their apprentice/trainee has not received TAA.

This claim must be submitted within **60 days** of the last nominated training day.

SECTION ONE: EMPLOYER DETAILS

- 1.1 Employer trading name:
- 1.2 Contact person: Contact number:
- 1.3 Employer address
- Street address:
- Suburb/town: Postcode:

SECTION TWO: TRAVEL AND ACCOMMODATION DETAILS

*This section applies to travel between the CURRENT PERMANENT RESIDENTIAL ADDRESS of the apprentice and training venue.
Note: Travel from the temporary accommodation address stated in Section Four to the training venue cannot be claimed under the Travel and Accommodation Allowance Procedures. **Please attach all receipts for mode of transport (if the apprentice/trainee travelled outside the metropolitan area or their local area) and accommodation.***

APPRENTICE/TRAINEE MODE OF TRANSPORT

- 2.1 Mode of transport (please tick): Private vehicle Bus/rail * Air
*If air is the mode of transport you may be paid a \$20.00 Airport Transfer Subsidy for the apprentice/trainee (receipt required)
Air travel must be arranged by the training provider.

IF APPRENTICE/TRAINEE IS TRAVELLING BY:

- 2.2 Private transport, registration of vehicle number
- 2.3 Other transport, the total ticket cost/s claimed is: \$
If the apprentice/trainee travelled by other transport, copies of receipts, tickets or itineraries for each apprentice showing the amount claimed must be attached if they travelled outside the metropolitan area of their local area
- 2.4 Did the apprentice/s stay at paid accommodation? YES NO
If yes, total cost: \$

SECTION THREE: TRAINING DETAILS

- 3.1 Name of training provider: _____
- 3.2 Location of off-the-job training campus (suburb/town): _____
- 3.3 Please circle delivery method: Day release (nonconsecutive days) Block release (consecutive days)

SECTION FIVE: ACCOUNT DETAILS AND EMPLOYER DECLARATION

This section is compulsory for all employers 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.

5.1 Employer bank details: (please print clearly)

Account name:

Bank:

Branch:

BSB number:

| | | | | | | |
|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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Account number:

5.2 Employer 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 employer

_____/_____/_____
Date

Travel and Accommodation Allowance Guidelines for Apprentices / Trainees

Full guidelines can be found in the *Travel and Accommodation Allowance Procedures*,
<https://www.dtwd.wa.gov.au/about-us#guidelines>.

Your apprentice 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 ApprentiCentre on 13 19 54;
- listed on the Department's system as an active, suspended or out of contract apprentice or trainee during the claimed period; and
- have a home address within Western Australia.

Your apprentice 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; and
- 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.

The minimum road trip distance must be at least:

- 71 kilometres for travel allowance;
- 200 kilometres for accommodation allowance; and
- 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 apprentices/trainees residential address (regardless of the method of transport used to get to the training venue)

Checklist:

- Have you signed your claim form?
- Has the lecturer signed the claim form?
- Are the Company bank details correct
- Is relevant company documentations attached, eg travel and/or accommodation receipts?
- Have you kept a copy of the claim?

Send your completed form to:

Email:
taa@dtwd.wa.gov.au

Post:
Travel and Accommodation Allowance
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.