



# Travel and accommodation allowance application/claim form for lecturer travel

Eligibility requirements and payment rates can be found in the Travel and accommodation allowance procedures for apprenticeships which is available at <https://www.dtwd.wa.gov.au/about-us#guidelines>.

Training providers requesting travel and accommodation for lecturer/s travelling to an onsite location to deliver off the job training must provide the information below and submit it prior to travel for approval. A final tax invoice\* excluding GST should be sent to the Department after training has been conducted along with this form and receipts for travel and accommodation equaling the amount on the tax invoice.

This claim must be submitted to the travel and accommodation officer at [taarto@dtwd.wa.gov.au](mailto:taarto@dtwd.wa.gov.au) for approval prior to travel

## SECTION ONE - TRAINING PROVIDER DETAILS

Please complete:

1.1 Training provider:

1.2 Contact name:  Contact number:

1.3 Lecturer name:  Dates of travel:

1.4 Site of delivery:

1.5 Ticket cost\*:  Accommodation cost\*:

1.6 Training dates:

## SECTION TWO - TRAINING DELIVERY DETAILS

Please complete:

TRS ID	Apprentice/ trainee name	Off the job**		Residential address (apprentice/trainee)	Qualification	Delivery site	KMs – from normal residence to training venue
		Yes	No				

*\*\*Lecturers are only eligible to claim to travel to deliver off the job training to a group of apprentices*

I certify that these apprentices are required to attend off the job training

Signature ..... Date .....

This application must be submitted to the travel and accommodation officer at [taarto@dtwd.wa.gov.au](mailto:taarto@dtwd.wa.gov.au) for approval.  
For queries regarding the travel and accommodation allowance please telephone 6551 5494 or email [taarto@dtwd.wa.gov.au](mailto:taarto@dtwd.wa.gov.au)

### OFFICE USE ONLY

Approved by ..... Signature ..... Date .....

Date returned to training provider .....

*\* Quotes are to be attached when the application is submitted. Receipts must be provided with the tax invoice when submitting a claim for payment.*