

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:						na	Give						
1.2	DOB:	1		/	and/or	TC ID								
1.3	Current year	of apprentice	eship/trai	neeships	(please cir	rcle): 1	12		Example: 4	234567T2,	987654/	41,1123	456A1	
1.4	Mobile no.:													
1.5	Email:													
1.6	Current perm	anent reside	ntial add	ress (not	PO Box ac	ddress):								
	Street address:													
	Suburb/town:									Postco	ode:			
1.7	Postal addres	s (if differen	t from ab	oove):										
	Street address:													
	Suburb/town:									Postco	ode:			
SECTI	ON TWO: TR		ETAILS											
2.1	Name of train	ing provider	:											
2.2	Location of "c	off the job" tra	aining ca	mpus (su	burb/town)):								
2.3	Period of atte	ndance:		/	/		to		/		/			
2.4	Date of first training day Date of last training day Date of first training day Date of last training day 2.4 Type of training release pattern (please tick): DAY RELEASE (non-consecutive days) (non-consecutive days) (consecutive days)													
SECTI	ON THREE:	TRAVEL A	ND AC	соммо	DATION	DETAII	LS							
Note: Tra	tion applies to trave avel between the te Travel and Accor	emporary accor	nmodation	address sta										1
3.1 If air/bus	Mode of trans	• •	,	rainee is elig	Private		ccommo		s/rail n Transf	er Subsia	☐ Ai ly (rece		uired).	
3.2 Copies o	If you paid for f tickets or itinerari							e the r	netro ar	ea or you	ır local	area.		
3.3	Private transp	port may only	/ be clair	ned by the	e owner/dr	iver of th	ne vehi	cle. I	Reg N	o#:				
	If claiming for	private tran	sport, are	e you, or a	a member	of your f	amily, t	the c	wner/	driver?	ר 🗌 ו	/ES		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		e circle of day	Travelled from home	Travelled to home	Accommodati claimed
Day 1		Training	Non Training			
ay 2		Training	Non Training			
ay 3		Training	Non Training			
ay 4		Training	Non Training			
ay 5		Training	Non Training			
ay 6		Training	Non Training			
ay 7		Training	Non Training			
ay 8		Training	Non Training			
iy 9		Training	Non Training			
iy 10		Training	Non Training			
y 11		Training	Non Training			
y 12		Training	Non Training			
y 13		Training	Non Training			
y 14		Training	Non Training			
y 15		Training	Non Training			
y 16		Training	Non Training			
y 17		Training	Non Training			
y 18		Training	Non Training			
y 19		Training	Non Training			
y 20		Training	Non Training			
y 21		Training	Non Training			
y 22		Training	Non Training			
y 23		Training	Non Training			
y 24		Training	Non Training			
y 25		Training	Non Training			
y 26		Training	Non Training			
y 27		Training	Non Training			
y 28		Training	Non Training			
y 29		Training	Non Training			
y 30		Training	Non Training			
	mber of trips travelled to traini mber of trips travelled to perm	-		e claims claiming trav	el allowance)	
otal nu	mber of accommodation night	S (only relate	es to those claims whe	re 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.

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:	
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.

Checkli	ist:
	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