

## Apprentice and trainee land travel and accommodation claim form (Not for school-based apprentices and trainees)

**Please note:** Travel and Accommodation assistance for SCHOOL-BASED APPRENTICES AND TRAINEES is available from the schooling sectors. The appropriate application forms are available from your school, or the [Education Queensland website](http://www.education.qld.gov.au).

### Conditions of Travel and Accommodation Subsidies

Please ensure you read and understand all of the following conditions before lodging your application. By lodging your application you are declaring you have agreed to these conditions.

Information provided by you on your claim for travel & accommodation will be subject to audit. The Department of Education and Training (DET) reserves the right to reclaim any monies paid or to deduct monies owed from future subsidies in instances including, but not limited to:

- where claims for subsidy payment are deemed to be fraudulent; or
- where the information provided is false; or
- where the applicant did not attend college as claimed.

#### Are you eligible?

You may be eligible to claim if you are an apprentice or trainee who has:

1. attended the closest college offering your course - your closest college is the one that is nearest to your usual place of residence; and
2. travelled at least 100 kilometres return to attend.

An apprentice or trainee's usual place of residence is defined as the place from which they travel to work each day. For apprentices and trainees approved to receive Living Away From Home Allowance (LAFHA) from the Commonwealth Government, this is defined as the 'Away from Home' address.

#### Calculation of Subsidy Payments

1. The travel distance will be calculated from your usual place of residence to the college campus location.
2. The most direct road route will be used to determine your eligibility for travel subsidies.
3. Where you attend college for one day only you are eligible for travel subsidy for one return trip but you are not entitled to any accommodation subsidy.
4. If you travel for more than 300 kilometres return from your usual place of residence to your college, and the training is for more than one day, you will receive the subsidy for one return trip only and the accommodation subsidy for the number of days you attended the training organisation.
5. If you are registered in Queensland and residing interstate, you will only be eligible for a travel subsidy for the distance travelled that is in excess of the distance you normally travel to your usual place of work.

#### Claim Processing Times and Payments

1. You need to allow up to four weeks for processing of travel and accommodation claims. A payment slip will be sent to you when the subsidy has been processed.

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2. If your application is not fully complete or information is missing, processing of your application may be delayed and/or the application may be returned to you.
3. If the electronic payment will not go through to the financial institution account you nominated, a cheque will automatically be sent to the postal address nominated on your application.
4. For security purposes, subsidies will only be paid into a financial institution account bearing your name.

## Air Travel (Flights)

1. Requests for flight bookings will **NOT** be taken by telephone.
2. DET will book an economy class air ticket upon approval of your application for air travel.
3. Applications for air travel must be received by DET at least 28 days prior to the commencement of the training block. Applications received after this time may not be able to be processed by DET.
4. Once booked, airfares are **NON TRANSFERABLE** and **NON REFUNDABLE**, except in cases where the designated training dates are cancelled or changed by the college.
5. If you fail to show for any flight and, subsequently request a kilometric subsidy to travel by road, your request will not be approved.
6. There is a maximum of three return flights per year. Applications for additional flights must be applied for with a business case from you, your employer, or your college.
7. DET will fax a confirmation of the air travel booking to you.
8. An 'E-ticket' will be issued for the booking. You **must** produce your student identification card or a photographic identification at time of check-in in order to obtain a boarding pass.

## Apprentices and Trainees whose Training Contracts are Cancelled

If your training contract is cancelled you must seek permission from DET prior to attending any college training relevant to your apprenticeship/traineeship. If you do not seek prior approval, your claims for travel and accommodation to attend college while 'cancelled', may not be approved.

DET offers Financial Assistance for Apprentices and Trainees (FAAT) to cancelled apprentices/trainees.

## Claiming for Land Travel and/or Accommodation Subsidy in Advance of Attending College

Applications for advance subsidy payments not received by DET more than 28 days prior to the commencement date of the training may result in the subsidy not being paid prior to commencement of the training.

**Privacy Notice** - The Department of Education and Training (DET) is collecting the information on this form to assess your eligibility for the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Information collected on this form may also be used by DET for generating statistics on the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Where the personal details provided, such as address, differ from the details already held by DET this information will be used to update the personal details held in DET's DELTA database. The information will only be accessed by authorised employees or contractors within DET. Some of the information provided in your application will be given to the registered training organisation (college) nominated in your application to verify your college attendance. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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**IMPORTANT Note to Training Organisations:** Please ensure ALL pages of this claim form are provided to the apprentice/trainee as they MUST read 'Conditions of Travel & Accommodation Subsidies' before signing form.

### Section 1. Apprentice or Trainee Personal Details

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yyyy)

Training Contract Registration Number: 2 0 \_\_\_\_\_

Your Current Residential Address: \_\_\_\_\_ Your Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
P/C \_\_\_\_\_ P/C \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

If you would prefer to receive any correspondence relating to this claim via email please enter your email address below:

Email: \_\_\_\_\_

### Section 2. College Attendance Details

College Attended: \_\_\_\_\_

College Campus Attended: \_\_\_\_\_

Date College Training Started: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Finished: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of Days at College: \_\_\_\_\_

Did you attend the closest college campus that offers your course? Yes / No

**IF YOU DID NOT ATTEND YOUR CLOSEST COLLEGE CAMPUS YOU MUST ATTACH A LETTER OF EXPLANATION TO YOUR CLAIM OR YOUR CLAIM WILL BE REFUSED.**

### Section 3. Payment Details – please allow up to four weeks for processing

Payments will be made direct to your bank account. The bank account must be in the apprentice/trainee name. A remittance slip will be forwarded after the payment is made. If bank account details are incorrect, processing will be delayed up to three months.

Name of Account Holder: \_\_\_\_\_

Bank/Financial Organisation: \_\_\_\_\_

BSB: \_\_\_\_\_ - \_\_\_\_\_ Account Number: \_\_\_\_\_

### DET Use Only

Entered by (Initials): \_\_\_\_\_ Date: \_\_\_\_\_ Number: \_\_\_\_\_ Approved: \_\_\_\_\_

### Section 4. Land Travel and Accommodation Claim Type - choose one option ONLY

#### A. ACCOMMODATION SUBSIDY AND 1 RETURN LAND TRAVEL CLAIM

I am claiming accommodation for \_\_\_\_\_ days, including weekends and 1 return trip.

#### B. DAILY LAND TRAVEL ASSISTANCE CLAIM

I travelled over 100 kms but less than 300 kms (return trip) per day. I am claiming daily travel costs for \_\_\_\_\_ days.

#### C. ACCOMMODATION SUBSIDY ONLY

I am claiming accommodation whilst attending college for \_\_\_\_\_ days.

### Section 5. Apprentice/Trainee Declaration

I certify I have read the conditions of travel and accommodation and the details entered on this application form are true and correct. I understand if a subsidy is granted based on fraudulent information received or an ineligible or incorrect subsidy claim is made, DET reserves the right to recover payment.

If you do not complete every section of this application, your claim will be returned to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section 6. College Attendance Confirmation

(to be completed by your college at the completion of your training block)

I declare the above apprentice/trainee attended college between these dates.

Started: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finished: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ No. of days: \_\_\_\_

Officer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### College Stamp

Please send completed paperwork to:

Travel & Accommodation  
Department of Education and Training,  
LMB 527  
GPO BRISBANE QLD 4001  
Fax: (07) 3237 0348  
Email: [Travel.Accommodation@deta.qld.gov.au](mailto:Travel.Accommodation@deta.qld.gov.au)