

Apprenticeships Info

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Apprentice and Trainee, Land Travel and Accommodation Subsidy Claim Form

This form is not for school-based apprentices or trainees

Version 12
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Please note: this form should not be used by school-based apprentices and trainees. School-based apprentices and trainees may obtain the appropriate *Travel and Accommodation Subsidy Claim Form or Application for Air Travel* from their school or from the internet at: <http://education.qld.gov.au/students/placement/vet/html/apprent.html>.

Types of assistance available via this application form are:

1. Accommodation Subsidy; and
2. Land Travel Subsidy

Financial assistance is available to Queensland registered apprentices and trainees to help subsidise the cost of travelling to and from their closest off-the-job training organisation, and to assist with accommodation for those who are required to live away from their usual place of residence during this attendance. This claim form must be verified by your training organisation to confirm the apprentice/trainee attendance before submitting to the Department. Departmental Policy and Guidelines are available at: www.trainandemploy.qld.gov.au/client/funding_and_incentives/individuals/travel_accommodation.html

1. Accommodation Subsidies:

- Accommodation Subsidy is available to apprentices/trainees who have to live away from home during their college attendance. This subsidy is available on a flat rate of \$22.00 per day (may include connecting weekends for multiple block training).

2. Land Travel Subsidies:

- Travel subsidy is paid on a kilometric basis as follows:

Zone 1	(up to 99 km return)	- no subsidy
Zone 2	(between 100 km and 649 km return)	- 15 cents per km
Zone 3	(between 650 km and 1400 km return)	- 19 cents per km



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Please return the claim form to:

Travel and Accommodation Program Officer
Training Services
Department of Education, Training and the Arts
LMB 527
GPO BRISBANE QLD 4001

Or contact:

General Enquiries: 1800 210210
Claims: 323 71321
Flights: 323 71835
Facsimile: 323 70348

CONDITIONS OF TRAVEL AND ACCOMMODATION SUBSIDIES

1. Please ensure you have read and understood the following Conditions before submitting your claim form. By submitting your claim form you have agreed to these Conditions.
2. The application form will be returned if it is incomplete. If the apprentice's or trainee's bank details are not clear, or the electronic payment will not go through, a cheque will automatically be sent to the postal address nominated on the form. Incomplete or incorrect information will result in delays in processing the payment. For security purposes, subsidies will only be paid into a bank account bearing the name of the apprentice or trainee.
3. Correct claim forms must be completed and forwarded to the Department of Education, Training and the Arts ("DETA") prior to decisions on subsidy approvals being made on the following: *Apprentice and Trainee Land Travel and Accommodation Subsidy Claim Form*, *Apprentice and Trainee Land Travel and Accommodation Subsidy Advance Claim Form*, or *Application for Air Travel Form*.
4. Allow up to four weeks for processing of claims at which time a payment slip will also be sent.
5. The apprentice or trainee will only be entitled to subsidies for attendance at the closest training organisation to their usual place of residence (from where they travel to work each day) that provides the course of instruction for the particular training program.

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6. Apprentices or trainees who are registered in Queensland and reside interstate, will only be eligible for a travel subsidy for the distance travelled that is in excess of the distance they are required to travel to their usual place of work.
7. Apprentices/trainees whose contracts are cancelled must seek permission from the Department of Education, Training and the Arts prior to attending any college training relevant to their apprenticeship/traineeship. Otherwise, claims for travel and accommodation to attend college while 'cancelled', may not be approved. They should also enquire about *Financial Assistance for Apprentices and Trainees (FAAT)* program offered by the Department to cancelled apprentices/trainees. For more information telephone Apprenticeships Info on 1800 210 210 or access http://www.trainandemploy.qld.gov.au/partners/fact_sheets_and_resources/factsheets/appships_tships/fs111.html
8. The distance will be calculated from the usual place of residence (from where they travel to work each day) of the apprentice/trainee to the training organisation location and return.
9. The most direct road route will be used to determine eligibility for land travel subsidies and the distance will be calculated electronically via MAPINFO.
10. Where the apprentice/trainee is attending college for one day only, regardless of the distance, they are eligible for travel subsidy for one return trip but are not entitled to accommodation subsidy.
11. If the apprentice/trainee travels for more than 300 kilometres return from their residence to their training organisation, and the training is for more than one day, they will receive subsidy for one return trip only and accommodation for the number of days they attend the training organisation.
12. Apprentices/trainees approved to receive Living Away From Home Allowance (LAFHA) from the Commonwealth Government may only claim from the "Away from Home" address.
13. Apprentices/trainees who are required to attend their training organisation to re-sit exams (due to failing an assessment of a unit of competency), are eligible to claim travel and accommodation subsidies for that event, only if the employer has not paid for all the maximum number of hours approved by the Training and Employment Recognition Council.
14. The information provided by apprentices and trainees in their applications for air travel may be subject to audit.
15. Any claims for subsidy payment deemed to be fraudulent, or if the information provided is false, or the apprentice/trainee did not attend college as claimed, DETA reserves the right to reclaim any monies paid to the apprentice, trainee or employer.

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Section 1. Apprentice or Trainee Personal Details

Name: _____ Date of Birth: ____/____/____
(dd-mm-yyyy)

Training Contract Registration Number: 2 0 0 _____

Your Current Residential Address: _____ Your Postal Address: _____

_____ Post code: _____ _____ Post code: _____

Your contact phone numbers:

(H) _____ (M) _____ (W) _____

Section 2. Training Organisation Attendance Details

Training Organisation attended: _____

Campus attended: _____ No. of days at college: _____

Date college training started: ____/____/20____ Date finished: ____/____/20____

Did you attend the closest training organisation that offers your course? Yes / No

If no, give reason? _____

Please note that if you did not attend you closest RTO you may not be entitled to this subsidy

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 your name.** A remittance slip will be forwarded after the payment is made.

Bank / Financial Organisation: _____

BSB: _____ - _____

Account Number: _____

Please note that if bank account details are incorrect it may take up to 3 months for processing.

Section 4. Land Travel and Accommodation Claim Type

(Choose A or B or C, or A & B but not all three)

A. ACCOMMODATION SUBSIDY AND 1 RETURN LAND TRAVEL CLAIM

I am claiming accommodation for _____ days, including weekends.
(Block Release)

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. (Day Release)

C. Accommodation Subsidy Only – Travel by Air

I am claiming accommodation whilst attending college for _____ days. (Must be more than 1 day)

Section 5. Apprentice or Trainee Declaration

I declare the information I have provided is true and accurate, and I have read and agree to the Conditions of Travel and Accommodation Subsidies.

Signed: _____ Date: ____/____/20____

Section 6. Training Organisation must complete this section –

At the completion of your training block except for advance claims

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

Started: ____/____/20____ Finished: ____/____/20____ No. of days _____

Name: _____ Phone: _____

Signed: _____ Date: ____/____/20____

Training Organisation Stamp

TRACC Office Use Only

Initial _____

Date: ____/____/20____

Number: _____

Approved: _____

