

ATF-004

Air travel application for apprentices and trainees (not for school-based)

Please note: SCHOOL-BASED APPRENTICES AND TRAINEES should speak to their school about subsidy assistance or visit the [Department of Education \(Queensland\) website](#).

Conditions of Air Travel

The Department of Youth Justice, Employment, Small Business and Training (DYJESBT) provides financial assistance to subsidise additional costs incurred by apprentices and trainees who travel specified distances to attend **off-the-job training with their registered training organisation (RTO)**, which is undertaken by them as part of their apprenticeship or traineeship training contract.

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 and accommodation will be subject to audit. DYJESBT 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 training at the RTO as claimed.

Are you eligible?

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

1. is attending the **closest** RTO offering your course – your closest RTO is the one nearest to your usual place of residence; and
2. has to travel 1,100 kilometres or more return to attend your closest RTO; or
3. resides in Cape York Peninsula or Torres Strait Islands.

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 Australian Government, this is defined as the 'Away from Home' address.

Calculation of subsidy payments

1. Air travel is only to be booked by DYJESBT officers.
2. Once booked, airfares are NON TRANSFERABLE and NON REFUNDABLE, except in cases where the designated training dates are cancelled or changed by the RTO. Only DYJESBT officers may make any changes to flights.
3. The travel distance is calculated from your usual place of residence to the RTO's campus address.
4. The most direct air travel route will be used to determine your eligibility for travel subsidies.
5. If you are registered in Queensland and reside 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.
6. Requests for flight booking will only be accepted via this DYJESBT form or via Travel and Accommodation Online.
7. DYJESBT will only book economy class air tickets.
8. Applications for air travel must be received by DYJESBT at least 28 days prior to the training block commencement. If applications are not received in this time frame you may be required to book and pay for your own air travel.
9. DYJESBT will not provide assistance for alternative travel arrangements if you fail to show for a flight.
10. DYJESBT will fax or email a confirmation of the air travel booking and itinerary to you as soon as the flight is booked.
11. An 'E-ticket' will be issued for the booking. You **must** produce your student identification card or photographic identification (**for example: driver's licence**) at check-in in order to obtain your flight boarding pass.
12. A parent or guardian may wish to accompany an apprentice or trainee who is under the age of 18 on a flight when having to attend off-the-job training. Upon request, DYJESBT may also book a return flight for a parent or guardian where required.

Apprentices and trainees whose training contracts are cancelled

If your training contract is cancelled you must seek permission from DYJESBT prior to attending any training relevant to your apprenticeship/traineeship. If you do not seek prior approval, your claim for travel and accommodation to attend training while 'cancelled' may not be approved. For further information, visit www.apprenticeshipsinfo.qld.gov.au or contact Apprenticeships Info on 1800 210 210.

Accommodation subsidy

Apprentices and trainees who are eligible for air travel may also be entitled to claim accommodation subsidies. For information, visit www.apprenticeshipsinfo.qld.gov.au or contact Apprenticeships Info on 1800 210 210



ATF-004

Air travel application for apprentices and trainees *(not for school-based)*

IMPORTANT Note to Training Organisations: If you provide a print out of this form to apprentices and trainees please ensure that **BOTH** pages of this form are provided to the apprentice or trainee as they **MUST** read *Conditions of Air Travel* before signing the declaration.

This form **MUST** be received by the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) at least 28 days prior to commencement of your training block or you may be required to book your own flight.

APPRENTICE OR TRAINEE DETAILS (Please use BLOCK letters)

Training contract registration number:	(This 9 digit number starting with 20 will appear on any documentation received from the department or your Australian Apprenticeship Support Network provider.)		
Apprentice or trainee's name:			Date of birth:
Residential address:			Postcode:
Postal address:			Postcode:
Mobile (MANDATORY):		Fax number:	
Alternative phone number:		Email:	
Employer trading name:			

REGISTERED TRAINING ORGANISATION (RTO) DETAILS (Please use BLOCK letters)

Will you be attending your closest registered training organisation? <input type="checkbox"/> Yes <input type="checkbox"/> No*			
*If you tick No, you must attach a letter of explanation to this claim or your claim will be refused.			
Name of RTO:			
Campus attending:	Attendance dates		
	From:		To:
You MUST attach the TRAINING NOTICE from your RTO which confirms your ENROLMENT dates. If your training notice is not attached your claim will be returned to you and you may be required to book your own flight.			
I have attached my RTO training notice (MANDATORY) <input type="checkbox"/>			

FLIGHT DETAILS (Please use BLOCK letters)

Airport you will travelling from:			
Departure date:		Return date:	
DYJESBT will contact you before booking a flight if it is on a different date to what you have requested. DYJESBT will only pay the minimum checked baggage fees.			

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 Air Travel on page 1 of this form. I understand no changes will be made to flights once they are booked by DYJESBT, and if I do not show for a flight, I may no longer be eligible for air travel flights to be booked and paid for me by DYJESBT and I may have to repay any costs.

Signature:		Date:	
------------	--	-------	--

How to return this completed and signed form

- Email travel.accommodation@desbt.qld.gov.au

