

ATF-022

Travel and accommodation subsidy claim form – apprentice and trainee (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 Travel and Accommodation Subsidies

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. attended the closest RTO offering your course – your closest RTO is the one 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 Australian 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 RTO campus location.
2. The most direct road route will be used to determine your eligibility for travel subsidies.
3. Where you attend training 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 RTO, 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 RTO.
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.
6. Claim forms must be submitted to DYJESBT within six (6) months of the completion of the training block or attendance period being claimed for.

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.
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.

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.



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

SECTION 1: APPRENTICE OR TRAINEE PERSONAL DETAILS					SECTION 4: TRAVEL AND ACCOMMODATION CLAIM TYPE – choose one option <u>ONLY</u>				
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received from the department.			<input type="checkbox"/> I am claiming accommodation and 1 return trip.		No of days (incl weekends):		
Name:		Date of birth:			<input type="checkbox"/> I am claiming for travel only, over 100kms but less than 300kms (return trip) per day.		No of days I am claiming daily travel costs for:		
Residential address: (from where you travel to work each day)		PC:			<input type="checkbox"/> I am claiming accommodation whilst attending training.		No of days:		
Postal address:		PC:			<input type="checkbox"/> I am claiming reimbursement of flight costs – a copy of my itinerary / tax invoice is attached.				
Home phone:		Work phone:		Mobile:		SECTION 5: APPRENTICE OR TRAINEE DECLARATION			
Email:					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, DYJESBT reserves the right to recover payment.				
SECTION 2: TRAINING ATTENDANCE DATES – must be within the last 6 months					I am submitting this form to DYJESBT within 6 months of the completion of my training attendance.				
Name of RTO attended:					If you do not complete every section of this form and/or your RTO does NOT complete and stamp Section 6 below, your claim will be returned to you or your RTO which will delay your payment.				
Campus attended:					Signature:		Date:		
Training start date:		Finish date:		No of days at training:		SECTION 6: REGISTERED TRAINING ORGANISATION OFFICER TO COMPLETE THIS SECTION			
Did you attend your closest RTO campus that offers your course? <input type="checkbox"/> Yes <input type="checkbox"/> No					I declare the above apprentice or trainee attended training between these dates. <u>I have provided the RTO stamp below.</u>				
IF YOU TICK NO, YOU MUST ATTACH A LETTER OF EXPLANATION TO THIS CLAIM OR YOUR CLAIM WILL BE REFUSED.					Started:		Finished:		No of days
SECTION 3: PAYMENT DETAILS – please allow up to <u>four (4) weeks</u> for processing					RTO officer's name:		Phone:		
Payments will only be made to a financial account which contains the apprentice or trainee's name. A deposit advice will be sent to you once deposit is made. If you provide incorrect account details, your payment may be delayed by up to 3 months.					Signature:		Date:		
Name of account holder:					<h1>RTO stamp</h1>		Return this <u>completed</u> and <u>signed</u> form to: Email travel.accommodation@desbt.qld.gov.au		
Bank/Financial organisation:									
Branch:									
BSB:		Account number:							

