



Skills Tasmania Use Only

Registration No: _____

Claim No: _____

Return to:
Skills Tasmania
GPO Box 169
Hobart 7001

Phone: (03) 6233 7750
Fax: (03) 6233 0588

Information.Support.Services@
education.tas.gov.au

**Travel and Accommodation Allowance
Claim Form**

**NOTE: Payment cannot be made unless all details are complete
and your training contract has been approved.**

Section 1: Apprentice / Trainee Personal Details

Full Name:DOB:

Home Address: Suburb: P/Code:

Postal Address: Suburb: P/Code:
(If your postal address is the same as your home address, write 'As Above')

Home Telephone: Mobile:

Current Employer: Telephone:

Section 2: Training Details

Qualification:

Training Organisation Attended:

Suburb/Town Attended:

Date RTO Training Started: Date RTO Training Finished:

Dates Claimed:

Section 3: Accommodation Details (To be completed only if claiming accommodation allowance)

I am staying at a Student Residence.

I am staying at alternative accommodation (please specify):

Please note, the accommodation allowance is limited to \$30 per day or \$150 per week regardless of whether you choose to stay at a Student Residence or alternative accommodation.

Section 4: Payment Details (If details have been provided previously, leave section blank).

Financial Institution and Branch:

BSB No: - Account Number:

(Regular ATM or Credit Card details cannot be accepted)

Section 5: Apprentice/Trainee Declaration (Please ensure you have completed all relevant sections)

I declare all information on this form to be true and correct.

I agree to repay any overpayment of allowances either by adjusting future claims or refunding the additional amount.

Signed: Date:

Section 6: Registered Training Organisation Declaration

I declare that the above apprentice/trainee is currently attending between these dates.

Signed: Date:

Name: Telephone: