



Travel and Accommodation Contribution

for Tasmanian apprentices and trainees

What is the Travel and Accommodation Contribution?

The Travel and Accommodation Contribution assists with the costs for eligible apprentices and trainees required to travel to attend training and/or assessment with their Registered Training Organisation (RTO). Contribution amounts are explained in the 'Apprentice and Trainee Travel and Accommodation Contribution Policy and Payment Rates' on the Skills Tasmania website.

What does the Contribution cover?

- ☐ Travel from your home to your RTO for training if the distance is more than 21km one way
- ☐ Accommodation contribution if you are more than 61km from home
- ☐ Air flights and airport transfers if you are required to travel from your home to/from Flinders, King and Cape Barren Islands or to/from mainland Australia. *(Please note that contributions will not be paid if the training and/or assessment is available in Tasmania)*

To be eligible you will need to meet all the below:

- ☐ I am a Tasmanian resident
- ☐ I have an active registered training contract under the *Training and Workforce Development Act 2013* in an entry level qualification for my occupational outcome, which is funded under a Skills Tasmania Funding Program
- ☐ I am required to travel to attend off-the-job training and/or assessment with my RTO that is agreed in my training plan
- ☐ I do not receive an allowance/payment from my employer to cover travel and accommodation under the Award or Agreement that I am employed under

What do I need to do?

- ☐ Book your own accommodation
- ☐ If travelling to/from Flinders, King and Cape Barren Islands or to/from mainland Australia you will receive a travel warrant number and booking instructions via email from Skills Tasmania approximately eight weeks prior to the commencement of your training block
- ☐ Follow the booking instructions sent to you and contact Corporate Travel Management with your travel warrant number to organise your flights
- ☐ Complete a 'Travel and Accommodation Contribution Claim Form' found on the Skills Tasmania website and have your RTO sign and submit the form to Skills Tasmania on your behalf

Scan the QR code to see the full policy and contribution amounts or contact Skills Tasmania via email at TravelClaims@skills.tas.gov.au

