



# 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 and required to stay away
- ☐ 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
- ☐ 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](mailto:TravelClaims@skills.tas.gov.au)**

