

Education Queensland – SATs Travel and Accommodation Subsidy Claim Form
 (To be completed by the School-based Apprentice or Trainee and Supervising Registered Training Organisation)

Privacy Statement: The Department of Education and Training is collecting the information on this form in accordance with the [Information Privacy Act 2009 \(Qld\)](#) and [Section 426 of the Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to pay a claim for the SAT travel and accommodation subsidy. The information will only be accessed by authorised employees within the department/school/SRTO. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

<p>Section 1 School-based Apprentice/Trainee (SAT) Details</p> <p>1. Your name: _____</p> <p>2. Your date of birth: _____</p> <p>3. Training Contract Registration No: _____</p> <p>4. Your school: _____</p> <p>5. Your current residential address: _____ _____</p> <p>6. Name of Financial Institution: _____</p> <p>7. Bank Account Details: BSB No: _____ Account No: _____</p> <p>8. Name of Account: _____</p>	<p>Section 3 Supervising Registered Training Organisation (SRTO) Attendance Details</p> <p>1. SRTO attended: _____</p> <p>2. Suburb/Town attended: _____</p> <p>3. Date Training Started: _____</p> <p>4. Date Training Finished: _____</p> <p>5. Total Days spent at Training: _____</p> <p>6. Did you attend the closest SRTO which offers your course? Yes/No</p>																
<p>Section 2 Travel and Accommodation Claim Type – Complete A or B only</p> <p>A. Accommodation Subsidy and Return Journey Claim</p> <ul style="list-style-type: none"> • Accommodation Subsidy I attended training with an SRTO on the dates shown and lived away from home. I am claiming the subsidy for _____ days (include travelling days). • Return Journey Claim My usual place of residence is _____. <p>I attended the SRTO at _____.</p> <p>Total distance (return) between residence and SRTO - _____ km</p> <p>B. Daily Travel Assistance Claim I attended an SRTO at the above dates and travelled daily. I travelled more than 100km return trip per day. My usual place of residence is _____.</p> <p>I attended the SRTO at _____.</p> <p>Total distance (return) between residence and SRTO - _____ km</p>	<p>Section 4 SRTO Attendance Verification</p> <p>I declare that the above school-based apprentice/trainee attended training between the dates specified in Section 2. Signed: _____ Date: _____ Name: _____ Position: _____</p> <hr/> <p>Section 5 Apprentice or Trainee Declaration</p> <p>I hereby declare all information on this form to be true and correct. Signed: _____ Date: _____ Parent/Guardian Signature: _____</p> <hr/> <p>OFFICE USE ONLY:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Accommodation Subsidy</td> <td style="width:10%; text-align: right;">_____ days at \$</td> <td style="width:10%; text-align: right;">= \$</td> <td style="width:20%;"></td> </tr> <tr> <td>Return Journey Claim</td> <td style="text-align: right;">_____ km at _____ c km = \$</td> <td></td> <td></td> </tr> <tr> <td>Daily Travel Assistance Claim</td> <td style="text-align: right;">_____ km at _____ c km = \$</td> <td></td> <td></td> </tr> <tr> <td align="right" colspan="3">TOTAL</td> <td style="border: 1px solid black; text-align: center; width: 10%;">\$</td> </tr> </table>	Accommodation Subsidy	_____ days at \$	= \$		Return Journey Claim	_____ km at _____ c km = \$			Daily Travel Assistance Claim	_____ km at _____ c km = \$			TOTAL			\$
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Daily Travel Assistance Claim	_____ km at _____ c km = \$																
TOTAL			\$														
<p>OFFICE USE ONLY: I authorise payment of \$ _____ from GL A/C 540037</p> <p>Approving Officer's Signature _____ Position: Manager (Senior Phase) Date: _____</p>																	
<p>Cost Centre: 2001085 Tax Code PZ Vendor: 1000135</p>																	