

Travel and Accommodation Claim Form

Financial assistance is available to Northern Territory registered apprentices and trainees to help subsidise the cost of travelling to and from their off-the-job training and to assist those who are required to live away from home during this period.

Policy can be found: [Apprenticeship and traineeship travel and accommodation subsidy scheme policy | Department of Education and Training](#)

In order to claim for Travel and Accommodation subsidy, the following is required:

- All fields must be completed on this form prior to submitting
- A call-up notice must be attached to this claim.
- Should the subsidy be paid to someone other than the apprentice/trainee an authorisation form must be attached.
- The claim Form must be submitted 6 weeks prior to training block occurring or up to 6 months after training block is completed.
- A separate claim form must be submitted for each training block.
- The claim Form is to be emailed electronically to claims@gtntgroup.com.au or handed in to the office.
- **Only one party is eligible to claim the subsidy at any one time**

SECTION 1 – TRAVEL DETAILS

Full Name: _____ Date of Birth: _____

Home Address: _____ Town/Suburb: _____ Postcode: _____

Postal Address: _____ Town/Suburb: _____ Postcode: _____

Contact Number: _____ Email Address: _____

Current Employer: _____

Name of RTO: _____

Location of Training: _____

Dates of Training: From: _____ To: _____

Driving own vehicle? *Please select* **YES** **NO**

SECTION 2 – BANK ACCOUNT DETAILS

Account Name: _____ Bank: _____

BSB: _____ Account Number: _____

Branch: _____

Claimant Name: _____ Signature: _____ Date: _____

SECTION 3 – DECLARATION OF PREVIOUS TRAVEL CLAIM

This declaration must be completed for the Australian Apprentice who have claimed previous travel blocks prior to the above claim. This declaration must be completed in its entirety to allow payment of this claim to be processed. Ensure previous training block dates provided are true and correct before signing this declaration

Previous Training Block Dates: **From:** _____ **To:** _____ Or: This is my first travel

I certify the information provided on this form is true and correct. I declare that I attended trade school during the above previous training block dates and sign this declaration as evidence of receipt of grant paid and attendance.

I make this declaration by virtue of the Oaths Act and conscientiously believe the statements contained to be true in every particular

Claimant Name: _____ Signature: _____ Date: _____

Witness Name: _____ Signature: _____ Date: _____