



Travel and Accommodation Allowance Guidelines

Effective Date: 24 September 2018

The Travel and Accommodation Allowance (TAA) is a contribution by the Department for Industry and Skills (DIS) to the costs incurred by employers when apprentices and trainees are required to travel long distances to a Registered Training Organisation (RTO) that delivers their qualification.

This allowance is a **contribution only** and is not intended to cover the total travel and accommodation costs. Any additional travel and accommodation costs incurred as a result of an apprentice or trainee attending off the job training may be the responsibility of the employer. Check the award or enterprise agreement stipulated in the Training Contract (see *Provisions under modern awards* below).

Eligibility Criteria

To be eligible to receive an allowance, an apprentice or trainee must:

- Have an approved Training Contract registered in South Australia, under the *Training and Skills Development Act 2008* (SA).
- Be required to travel in excess of 150 km (round trip) between his/her normal place of residence and the nearest training venue offering the apprenticeship/traineeship qualification.
- Reside within a non-metropolitan area of South Australia, unless the travel allowance relates to interstate travel pre-approved by DIS. Contact DIS prior to interstate travel occurring to discuss eligibility and seek pre-approval by telephoning Traineeship and Apprenticeship Information Service on 1800 673 097.

Guidelines

- Employers must lodge an [Application for Travel and Accommodation Allowance for Apprentices and Trainees](#) at the commencement of the semester/year, or no later than 60 (sixty) days after completing the training for which the allowance is being claimed. The call up notice issued by the RTO must be attached to the application. Applications can only be submitted via email to dis.travel@sa.gov.au.
- **Travel allowances** are based on a pre-determined rate depending on the distance travelled from the place of residence (Residential Address) of the apprentice or trainee:

Intrastate - 30c per kilometre for the shortest practical route

Interstate – calculated on a set rate based on an economy airfare

Note: Residential Address is where the apprentice or trainee normally resides. Residential Address is not the address where the apprentice or trainee lives while away working i.e. resides in Norwood, Adelaide (**Residential Address**) and lives in Olympic Dam while working (works for two weeks at Olympic Dam and one week off home at Norwood, Adelaide).

- **Accommodation allowances** (weekends and public holidays that occur within a training block will be included for calculating entitlement).

Intrastate - \$60 per day

Interstate - \$110 per day for pre-approved training delivered in other states

- No receipts are required for travel and accommodation costs incurred.
- The maximum allowance payable for each apprentice or trainee per calendar year is limited to eight return trips and accommodation for 48 days.

- If the employer together with the apprentice or trainee selects a RTO that is not the closest provider offering the qualification, an allowance will only be paid for the distance that would be travelled to attend the closest provider.
- Most eligible claims will be paid two to four weeks prior to the training being delivered.
- All allowances will be paid via electronic funds transfer.

Provisions under modern awards

Many modern awards require employers to reimburse apprentices for the full cost of them being required to travel to and attend off-the job training, so long as the apprentice makes satisfactory progress. Employers should refer to the award or other industrial agreement on the Training Contract.

The amount payable by an employer can be offset by the amount received through the DIS travel and accommodation allowances.

If the award or enterprise agreement in operation is silent on the provision of travel and accommodation arrangements, responsible employers will ensure that their apprentice or trainee is fully supported and is not out of pocket as a result of having to travel to attend off the job training.

Further information on apprentice or trainee entitlements is available at www.fairwork.gov.au/find-help-for/apprentices-and-trainees/apprentice-entitlements. Enquiries on apprentice travel, accommodation and other related expenses under modern awards may be directed to the Fair Work Infoline on **13 13 94**.

For more information about the Travel and Accommodation Allowance, contact **Traineeship and Apprenticeship Information Service** on **1800 673 097** or email dis.travel@sa.gov.au.