



Travel and Accommodation Allowance Guidelines

Effective Date: 24 September 2018

The Travel and Accommodation Allowance (TAA) is a contribution by the Department for Innovation 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. The list of pre-approved qualifications is provided at Schedule A – Travel and Accommodation Allowance List.

Guidelines

- Employers must lodge an Application on <https://www.skills.sa.gov.au/business/hiring-an-apprentice/apply-travel-allowance> 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 an 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.
- An apprentice will only be provided to attend off the job training interstate where there is no registered training provider scoped and able to deliver the qualification in South Australia. The list of qualifications that are approved to travel interstate is provided at Schedule A – Travel and Accommodation Allowance List.
- 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.

Good and Services Tax (GST)

On advice from the Australian Taxation Office, GST does not apply to this allowance.

All claimed amounts must be exclusive of GST. The only exception to this is if the organisation that paid these expenses is not registered for GST.

There are some simple exceptions. Find out more about [travel allowances](#) and [PAYG withholding](#) on the ATO website <https://www.ato.gov.au/business/payg-withholding/payments-you-need-to-withhold-from/payments-to-employees/allowances-and-reimbursements/travel-allowances/>



APPENDIX A - SUMMARY OF TRAVEL AND ACCOMMODATION ENTITLEMENTS

The amount apprentices are entitled to is calculated based on the distance from the apprentice's residential address to the training venue of the closest training provider able to deliver the off the job training.

Normal place of residence	Training venue of closest contracted RTO	Travel allowance	Accommodation allowance
Metropolitan	Metropolitan	Nil	Nil
Metropolitan/Regional	Interstate - round trip distance greater than 1000 km (only for pre-approved exceptional circumstances)	Adelaide-Melbourne \$350. Other States to be determined.	\$110/night.
Metropolitan/Regional	Intrastate - round trip distance greater than 150 km and less than 1000 km	Allowance as determined by Department (based, as far as possible, on equivalent of return bus fare)	\$60/night
Regional	Metropolitan/regional - round trip distance 150km or less	Nil	Nil
Regional	Metropolitan/regional - round trip distance greater than 150km and less than 1000 km	Allowance as determined by Department	\$60/night
Regional – Eyre Peninsula, Outback and Kangaroo Island	Metropolitan/regional - round trip distance 1000 km or greater	Allowance as determined by Department	\$60/night



EXAMPLES OF TRAVEL AND ACCOMMODATION ENTITLEMENT

1 Apprentice A - interstate travel

Apprentice A is a locksmith apprentice whose normal place of residence is Prospect, which is in the Adelaide metropolitan area. The closest contracted training provider (or RTO) who delivers the required training is located in Melbourne and the Department has pre-approved this travel. During the course of the year, he is required to attend 4 training blocks, each of 2 weeks' duration.

Accordingly, for each training block Apprentice A will be entitled to the following:

Accommodation – 12 nights @ \$110/night	\$1,320.00
Travel allowance (Adelaide to Melbourne) – set rate based on economy airfare	\$350.00
Total	\$1,670.00

2 Apprentice B - nearest contracted RTO

Apprentice B's normal place of residence is Port Lincoln and has selected a training provider or an RTO in Adelaide. However, the closest contracted training provider (or RTO) who delivers the training is at Port Augusta. Accordingly, Apprentice B is entitled to allowances based on travel from Port Lincoln to Port Augusta. For a 2-week training block, then, apprentice B would be entitled to:

Port Lincoln to Port Augusta

Accommodation – 12 nights @ \$60.00/night	\$720.00
Travel allowance (341km x .30 Cents) X 2 = \$204.60	\$204.60
Total	\$ 924.60

However, had the closest contracted RTO been in Adelaide, Apprentice B would have been entitled to:

Port Lincoln to Adelaide

Accommodation – 12 nights @ \$60.00/night	\$720.00
Travel allowance (650km x .30 Cents) X 2 = \$390.00	\$390.00
Total	\$1,110.00



Schedule A – Travel and Accommodation Allowance List (Interstate)

Qualification Code	Qualification Name
MEA50218	Diploma of Aeroskills (Mechanical)
MEA40718	Certificate IV in Aeroskills (Mechanical)
UEE30611	Certificate III in Electrical Machine Repair
CPC32813	Certificate III in Fire Protection
MEM30819	Certificate III in Locksmithing
FWP30716	Certificate III in Sawdoctoring
FWP30716	Certificate III in Upholstery