



Travel and Accommodation Allowance – Private accommodation receipt template

To claim the travel and accommodation allowance for private accommodation make sure that all sections of the receipt template are completed, including sign off by the private accommodation provider.

This receipt must NOT be signed in advance of accommodation stay. Be sure to keep a copy for your records.

SECTION ONE: APPRENTICE/TRAINEE DETAILS

1.1 Surname: Given name(s):

1.2 DOB: / / Student No:
Example: 234567T2, 987654A1

1.3 Mobile No:

1.4 Email:

SECTION TWO: PRIVATE ACCOMMODATION DETAILS

2.1 Accommodation provider name:

2.2 Accommodation provider contact number:

2.3 Accommodation address:

2.4 Arrival date: / /

2.5 Departure date: / /

2.6 Total number of nights to be claimed:

2.7 Cost per night:

2.8 Total cost:

SECTION THREE: CONFIRMATION OF PRIVATE ACCOMMODATION

3.1 Accommodation provider:

_____/_____/_____
Signature of accommodation provider contact Date

3.2 Apprentice/trainee:

_____/_____/_____
Signature of apprentice/trainee Date

Send your completed form to:

Email address: TAA@dtwd.wa.gov.au

Postal address:

TAA Administration Officer
Department of Training and Workforce Development
Locked Bag 16, Osborne Park Delivery Centre
WA 6916