



CLAIM FOR PAYMENT FOR STUDENT TRAVELLING ALLOWANCE

PLEASE READ THE INSTRUCTIONS ON PAGE 2 CAREFULLY BEFORE COMPLETING THIS CLAIM FORM

1. APPLICANT DETAILS (to be completed by Parent / Guardian)

MARK ☒ ONE BOX

Mr ☐

Mrs ☐

Miss ☐

Ms ☐

Family Name

Given
Names

Residential Address

Postcode

Postal Address

Postcode

2. CLAIM DETAILS

Please mark ☒ the appropriate box below to indicate the type of claim you are making.

Public Passenger Transport Grant

☐

Complete line * only

Car Allowance

☐

Private Bus Fare Allowance

☐

⇒ \$ per day

Name/s of Student/s			School Attending	Approval No. Quoted on Approval Advice	Term & Year Details		No. of Days Student Travelled by the Approved Means ie Bus, Car, etc.	
	Family Name	First Name			Term	Year	Primary	Secondary
1								
2								
3								
4								
5								
6								
*					Year		Public Transport Grant	

3. APPLICANT DECLARATION

I certify that:

- the above information is correct;
- I am eligible to claim payment;
- I incurred expense for the transport of the student/s named to and from school; and
- this expense is of a private nature only.

Date: / /

Signature of Applicant

4. PRINCIPAL DECLARATION

I certify that the above information contained in this claim is correct and that the student/s has/have attended school on the number of days shown above.

School No.

Date: / /

Principal, Primary School

School No.

Date: / /

Principal, Secondary/Area School

FOR OFFICE USE ONLY

TERM	YEAR	PARTICULARS
	 Days @ \$ \$
	 Days @ \$ \$
	 Days @ \$ \$
	 Days @ \$ \$

INSTRUCTIONS FOR CLAIMANTS

1. **BLOCK LETTERS must be used in completing this claim.**
2. This form can only be used by individuals for private expenditure on student travel.
3. This form is not to be completed until a Notification of Approval of Student Travelling Allowance has been received.
4. All students being conveyed by car, or claiming Public Passenger or Private Bus Allowance must be listed in Section 2 "Claim Details".
5. Car and Private Bus Allowances claims should be submitted at the end of each school term.
6. Public Passenger Allowance claims are payable on an annual basis and only one (1) claim per year is to be submitted. Note that only line * is to be completed in Section 2 "Claim Details" and a separate form is required for each student claiming the Public Passenger Transport Grant.

Claimants are reminded of their obligation to advise the Principal of any change in the details provided in the original application.

7. Completed claims must be forwarded to the Principal of the school attended for certification. If approved students do not attend the same school, only **one** (1) claim is to be completed and must be signed by the Principals of the schools the students are attending. **DO NOT submit 2 separate claim forms.**
8. Claim forms are to be forwarded to:
Department for Education
Transport Services Unit
GPO Box 1152
ADELAIDE SA 5001

Department Internal Courier: R11/14
9. If appropriate, the Claim Form may be used to claim for more than one type of travelling allowance per student.
10. Failure to complete all details will result in the claim being returned to the school or applicant.