



# Travel and Accommodation Allowance (TAA) – 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 the declaration sign off by the apprentice/trainee and 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):

1.3 DOB:  ID No: 

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Example: 234567T2, 987654A1

1.4 Mobile No:  Email:

## SECTION TWO: PRIVATE ACCOMMODATION DETAILS

2.1 Accommodation provider name:

2.2 Contact number:  2.3 Email address:

2.4 Accommodation address:

2.5 Accommodation website (if applicable):

2.6 Accommodation room type:

2.7 Arrival date:  /  /  2.8 Departure date:  /  /

2.9 Total number of nights:  2.10 Cost per night: \$

2.11 Payment method type (please tick the applicable): 2.12 Total cost: \$

Cash:  Card:  Bank Transfer:

## SECTION THREE: DECLARATIONS

### 3.1 Apprentice/Trainee Declaration

I declare that I the apprentice/trainee stayed in the private accommodation for the full duration and paid the total cost, as stated on this receipt. I certify that all the details stated on this form, as provided by me, are true and correct. I understand that it is a serious offence under the *Criminal Code Act 1913* to provide a false or misleading statement to gain entitlement to the Travel and Accommodation Allowance.

Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature of apprentice/trainee contact Date

### 3.2 Accommodation Provider Declaration

I declare that I the accommodation provider charged the apprentice/trainee and received the total cost, as stated on this form, to stay in the private accommodation stated above. I certify that all the details stated on this receipt, as provided by me, are true and correct. I understand that it is a serious offence under the *Criminal Code Act 1913* to provide a false or misleading statement to gain entitlement to the Travel and Accommodation Allowance.

Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature of accommodation provider contact Date