



# Application for Travel Voucher or Reimbursement – Student Travel Subsidy

**When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE**

Complete this form to apply for a travel voucher (air/bus/train) or to request reimbursement for air/bus/train travel under the Student Travel Subsidy Scheme.

A separate form must be completed for each child listed on the *Student Registration Form* (ODT55).

To apply for a travel voucher, this form must be submitted at least one month before the first intended date of travel. A request for reimbursement must be submitted no later than one month after the last date of travel.

For more information, visit the Department of Transport website: [www.transport.wa.gov.au/aboutus/student-travel-subsidies.asp](http://www.transport.wa.gov.au/aboutus/student-travel-subsidies.asp)

## STUDENT DETAILS

GIVEN NAME/S

FAMILY NAME

DATE OF BIRTH

 /  / 

EDUCATIONAL INSTITUTION

GRADE/LEVEL

## TRAVEL DETAILS

AIR  BUS  TRAIN

TRAVEL DATE	FROM	TO

Please provide your email address below, to receive the approved travel voucher.

EMAIL ADDRESS

If you have not received reimbursement in the past, or your bank account details have changed, please ensure you submit the *Supplier Creation/Maintenance Form* (ODT58) with this application.

## CONFIRMATION OF ENROLMENT

This section must be completed by the principal, registrar or enrolment officer at the educational institution the student is attending.

**Declaration:** To the best of my knowledge, the student named above was attending our educational institution in a full-time capacity on the dates listed above, and the journey(s) was required for the student to travel to and from the nominated educational institution.

PRINCIPAL, REGISTRAR OR ENROLMENT OFFICER SIGNATURE

DATE

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SCHOOL STAMP

## CONDITIONS

- Only forms with the original school stamp affixed will be accepted.
- The application for a travel voucher must be submitted at least one month prior to the intended date of travel.
- Reimbursements will not be processed until after the return travel date.
- If you do not use the travel voucher as indicated, you must inform the Department of Transport immediately or you may lose your entitlement and/or be charged for the voucher.
- Reimbursement requests received more than one month after the last date of travel will not be accepted.
- If you are applying for a refund, please attach the e-Ticket itinerary or tax invoice from the airline, or invoice and receipt from a travel agent.

## APPLICANT DECLARATION

I declare that the information on this form is true and correct.

I confirm that I am authorised to provide the personal details presented above and I consent to the information being checked with the document issuer or official record holder via third party systems for the purpose of confirming the information.

I confirm that the student meets all eligibility criteria for the STSS, including:

- The student is an Australian citizen or holds a current permanent residency visa.
- The student's usual place of residence must be within the defined remote area (link below) of Western Australia.
- The student is younger than 26 years of age.
- The student is dependent on their parent(s)/guardian(s).
- The student is not receiving Youth Allowance, Austudy (older than 25 years) or ABSTUDY payments from Centrelink.
- The student is considered to be enrolled full-time in their course or study.
- For tertiary students with a gap between their secondary and tertiary studies, the gap must not be longer than 12 months.

APPLICANT (PARENT ONE) SIGNATURE

DATE

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## ADDITIONAL LINKS

To download a map of the defined remote area of Western Australia and other STSS documents, visit the Student travel subsidies: Documents tab: [www.transport.wa.gov.au/aboutus/student-travel-subsidies.asp](http://www.transport.wa.gov.au/aboutus/student-travel-subsidies.asp)

## SUBMISSION

Please email this form and copies of any required documents to On-demand Transport at [ondemandtransport@transport.wa.gov.au](mailto:ondemandtransport@transport.wa.gov.au).