



VTAS is a program which provides ELIGIBLE apprentices and trainees with monetary assistance to attend off-the-job training during the term of their apprenticeship/traineeship.

CLAIMANT DETAILS

Apprenticeship/Traineeship Registration No. _____

Surname _____ Given Names _____

Address (at which you reside while working) _____

Postcode _____ Date of Birth _____

Home Phone _____ Work Phone _____

Are you receiving Living Away From Home allowance (LAFHA)? Yes/No

Employer's Name _____

Address where you work _____

Postcode _____

College _____ Course _____

Year of Apprenticeship (tick or cross box) 1 2 3 4

Dates attended college Block Release Dates

Day & 2 Day Release Dates (Maximum 4 dates)

First Date ___/___/___ to ___/___/___

Last Date ___/___/___ to ___/___/___

Total number of days in this block _____

_____ to ___/___/___

Travelled From _____ To _____ (Home address) (College)

Type of transport used, e.g. Car / Coach / Rail _____

Total Distance travelled return _____ km

If most direct route was not used give details and state reason _____

NOTES: Only one return trip will be paid for each block and if living in the CityRail area a Statutory Declaration is required for each form or group of forms outlining reasons for not using Half Fare concession passes provided.

DECLARATIONS: These MUST BE SIGNED and STAMPED or your form will be returned for completion

I _____ the undersigned, declare that the above information is correct and I am currently employed as an Apprentice/Trainee and have not yet completed my Traineeship/Apprenticeship.

Apprentice's/Trainee's Signature _____ Date _____

TRAINING ORGANISATION DECLARATION

I verify that the above Apprentice/Trainee attended college on the dates indicated above.

Signature of Teacher/Principal _____

Official Stamp of College



Date _____

OFFICE USE ONLY

Days _____

Trips _____

Distance _____

CLAIM TOTAL

\$ _____

Certified correct under Sec 13 of the Public Finance and Audit Act Entered in Voucher Register

Discount allowed _____

Marked off against Authority and/or Order _____

Checked against double payment _____

Performance of service _____

Rates of Charge _____

Computations and castings _____

Appropriations correct and funds available _____

Approved for payment under Sec 12 of the Public Finance and Audit Act, 1983

Delegate Officer _____

Date _____

Designation _____

CSP _____

I authorised the payment of this account under Sec 13 of the Public Finance and Audit Act, 1981

Authorising Officer (Financial Services Branch Only)



<p>Sydney City & Northern Sydney STC Level 13, 12 Help Street, Chatswood NSW 2067</p> <p>Ph (02) 9242 1700 Fax (02) 9415 3979</p>	<p>Hunter & Central Coast STC Locked Bag 17, Hamilton DC, NSW 2303</p> <p>Ph (02) 4974 8570 Fax (02) 4925 2139</p> <p>State Office Block, Level 1, 117 Bull Street Newcastle West NSW 2302</p>
<p>Southern & South Western Sydney STC PO Box 1214, Bankstown, NSW, 2200</p> <p>Ph (02) 9707 9600 Fax (02) 9709 5356</p> <p>Level 2, 41-45 Rickard Rd, Bankstown NSW 2200</p>	<p>Illawarra STC PO Box 469, Wollongong East, NSW, 2520</p> <p>Ph (02) 4224 9300 Fax (02) 4224 9334</p> <p>State Office Block, Level 1, Block E, 84 Crown St Wollongong East NSW 2520</p>
<p>Western Sydney & Blue Mountains STC PO Box 1007, Parramatta, NSW, 2124</p> <p>Ph (02) 9204 7400 Fax (02) 9635 9775</p> <p>Ground Floor, 16-18 Wentworth St, Parramatta NSW 2150</p>	<p>New England STC PO Box 399, Tamworth, NSW, 2340</p> <p>Ph (02) 6755 5099 Fax (02) 6766 4120</p> <p>Level 2, Noel Park House, 155-157 Marius Street Tamworth NSW 2340</p>
<p>Western NSW STC PO Box 53, Orange, NSW, 2800</p> <p>Ph (02) 6392 8500 Fax (02) 6392 8539</p> <p>Lvl 1, State Office Building, Cnr Anson and Kite Sts Orange NSW 2800</p>	<p>North Coast STC PO Box 575, Lismore, NSW, 2480</p> <p>Ph (02) 6627 8400 Fax (02) 6621 9994</p> <p>Lvl 4, St 3, 29 Molesworth St, Lismore NSW 2480</p>
	<p>Riverina STC PO Box 2304, Wagga Wagga, NSW, 2650</p> <p>Ph (02) 6937 7600 Fax (02) 6921 0724</p> <p>87 Forsyth Street, Wagga Wagga, NSW, 2650</p>
	<p align="center">NSW WIDE LOCAL CALL NUMBER</p> <p align="center">13 28 11</p>

Note: Assistance under VTAS is only available to **registered** apprentices and trainees, **post trade** courses are **not** eligible. Apprentices and trainees who travel in excess of 120 km return (home address to college) to attend approved trade or off-the-job training courses are paid an accommodation assistance of \$28.00 per day (from 1/7/2005) while attending block release. In addition, **outside the City Rail** area, a subsidy of 12c per km travelled is paid, regardless of the type of transport used. Apprentices and trainees within the City Rail area who do not use Government transport should provide a statutory declaration outlining the reason with each claim made in order to qualify for the 12c per km travel assistance.

Please **COMPLETE ALL QUESTIONS** otherwise payment will be delayed as claims will be returned for completion.