**ABSTUDY guide for providers: How to change a travel booking transcript**

If you need to change the travel for your students, you need to use the ABSTUDY Travel Authorisation Booking Form. This is the same form you used to make the initial travel booking. You may need to fill out a new form.

The first tab of the booking form is the QBT Booking Information Sheet. This is where you tell us if you’re booking, cancelling or amending a trip as well as the reason for the travel.

Let’s look at a scenario. Samson is a 15-year-old student getting ABSTUDY who was booked to go home to visit family during the school holidays with his uncle as supervisor. Samson has recently been selected to play in the state rugby league championship and will stay at school an extra week to participate. You’re Samson’s boarding provider. You have previously booked travel for Samson and his uncle, and you need to change Samson’s and his uncle’s first travel dates.

Start with the Booking Information Sheet.

In the box next to **Action**, choose **Amendment** to change travel that has already been requested.

In the box next to **Travel Reason**, choose **School Vacation** to book travel for Samson’s school holidays.

You don’t need to choose an option for **Restricted Booking**, **Student Authorised to call** or **Unrestricted Booking**. These will be pre-filled for you.

In **Institution Contact Section** you need fill out your contact details. You must put a contact for business hours and after hours.

The **ABSTUDY Travel Team Contact Information** section will be pre-filled for you. There’s no need to make any changes.

The second tab is the Travel Arrangement Sheet. This is where you tell us all the information about your student and their travel.

Here, you need to enter all the details of the people traveling as you would have when you booked their travel.

In our scenario we are amending the forward travel. Update the new date in **Travel Date** and amend the supervisor’s forward trip **Travel Date** and **Return Date.**

If you’re only changing one of the dates, keep the other date the same as in the initial booking.

If the travel destinations are changing, enter the new destinations in **Travel From** or **Travel To.**

Add any new information about accommodation, transfers or meal requirements in the comments section or keep it the same as the initial booking.

You must advise in the comments section what changes you’re requesting, the specific dates or destinations you’re changing and the reason why.

In our scenario the notes would advise: Forward travel date changed from 24 June 2022 to 1 July 2022 as student is attending a football carnival.

You also need to make these notes in the comments section for the supervisor.

As the uncle was booked to return with the Samson as supervisor, there is no change to the return travel date. Make a note in comments to advise no changes required.

The details in the Linked Travellers sheet should be the same as the original booking, unless there’s a new travel supervisor.

The updated travel request is now ready to be sent to the ABSTUDY Travel team by email to ABSTUDY.travel@servicesaustralia.gov.au. Include the reason for changing or cancelling the travel in the body of the email.

If you need help filling out the spreadsheet, call the National Business Gateway on 13 11 58 to talk to an ABSTUDY travel officer.