



centrelink

Fares Allowance Claim

When to use this form



Use this form if you are a student, educational institution or third party and you wish to claim Fares Allowance for an eligible student receiving ABSTUDY or ABSTUDY Pensioner Education Supplement. ABSTUDY Fares Allowance helps with the cost of approved travel.

If you are claiming Fares Allowance, you must be the person who has incurred the costs of travel and associated expenses.

Important information

Claims must be lodged before **1 April** following the relevant year of study or within 12 months after the date of travel. Be sure to provide all supporting evidence or receipts.

Online account



Completing this form online is faster and easier.

Many of our customers find it easier to update their details using their Centrelink online account or Express Plus Centrelink mobile app.

You need a myGov account to link and use your Centrelink online account or Express Plus Centrelink mobile app. If you do not have a myGov account, go to **my.gov.au** and create one.

For help, go to servicesaustralia.gov.au/onlineguides

Eligibility for Fares Allowance

You can get ABSTUDY Fares Allowance if:

- you are receiving ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are either:
 - an intending student needing to undertake a testing or assessment activity/interview
 - a secondary student
 - a tertiary student
 - a master's or doctorate student who does not get Relocation Allowance
- the travelling time and/or distance between your permanent home and the term address or the examination address can be considered to be unreasonable.

Fares Allowance may not cover the entire cost of your travel. We work out reasonable costs when you claim. When we work out the most reasonable travel we consider the following things:

- cost what was the cheapest option available at the time
- duration how long you travelled, and the most direct route for the approved travel
- services what transport options you had
- your personal circumstances.

Fares Allowance may also pay for additional travel costs during your trip, such as:

- transport terminal transfers
- excess baggage
- overnight accommodation and meals.

Fares Allowance for additional expenses does not cover:

- · mini-bar charges
- extra cleaning expenses
- room damage, additional meals.

For more information

Go to **servicesaustralia.gov.au/abstudyfaresallowance** or visit one of our service centres.

Call us on 1800 132 317.



Information in your language

To speak to us in your language, call 131 202.

Call charges may apply.



Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service 1800 555 660, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to **servicesaustralia.gov.au** and search 'other support and advice'.

Definitions

Publicly available transport — is defined as air, train, tram, bus or ferry passenger transport services that are usually run to a timetable.

Living necessities – are household goods that are essential to living at your study accommodation (such as kitchenware and bedding).

Study necessities – are items essential to undertaking your study (such as a musical instrument when studying a music course).

Private transport – is the type of transport used that may be owned by the student, parents/guardians or family members.

Non-student travellers – may include parents/guardians, Education representative or supervisor, family members, dependants.

Types of approved travel

Qualifying students may undertake the following types of travel.

Secondary students – start of year and end of year travel, school vacation travel, compassionate travel, orientation travel and special purpose visit travel.

Tertiary – start and end of studies travel, graduation travel, examination travel, orientation travel, mid year travel, compassionate travel, Away From Base activities travel, and Master and doctorate relocation travel.

Away From Base activities

Residential schools – for students studying via distance education to attend face to face lectures, tutorials and facilities on campus or secondary VET students in remote locations to undertake accredited studies on campus.

Tertiary placements – a mandatory course component for students to do practical training in a work environment as part of their course.

Field trips – for travel by a tertiary student to attend a field trip to provide practical activities or experiences.

Testing and assessments activity – travel for a tertiary student to attend an education providers interview, test or similar to determine academic suitability.



ABSTUDY

Fares Allowance Claim (SY032)

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Filling in this form You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it. If you have a printed form: • Use black or blue pen. Print in BLOCK LETTERS. Where you see a box like this **Go to 1** skip to the question number shown. Are you providing details for, or as, an Australian Apprentice? Go to next question You are not eligible for Fares Allowance. For more information, go to servicesaustralia.gov.au/apprenticeship or call us on 1800 132 317. 2 Is your travel request for pre-paid travel For pre-paid travel call us on 1800 132 317 at least 7 days before your travel. reimbursement If you are an educational institution or third party organisation, you will need to supply an ABSTUDY reimbursement authorisation form with this claim. If you do not have this form, go to servicesaustralia.gov.au and search for 'ABSTUDY Fares Allowance', then 'How to claim a reimbursement'.

Go to next question

Student's details	Number (if Impure)
Customer Reference	ce Number (if known)
Student's name	
Mr Mrs M	liss Ms Mx Other
Family name	
First given name	
Second given name	e
Date of birth (DD M	IM YYYY)
Permanent address	
Termanent address)
	Postcode
Address while living	g away from home to study
	Postcode
Read this before a	nswering the following questions.
	for interstate travel vary according to t
	study being undertaken by the student.
Are you providing o	details to claim Fares Allowance as a:
	Tick one only
Student	Go to 7
incurring expenses your own travel	tor
Parent/Guardian o	or third party Go to next question
person incurring ex	
your own and/or st	udent travel
	ion or Go to 6
Education instituti	
Education instituti third party organis incurring expenses	sation



CLK0SY032 2405

Parent/Guardian or third party person's details	6 Education institution or third party organisation details
Customer Reference Number (if known)	Trading name of organisation
Name	Australian Business Number (ABN)
Mr Mrs Miss Ms Mx Other	
Family name	Organisation Customer Reference Number
First singular and	
First given name	Name of contact person
Second given name	Ocate at above according
	Contact phone number
Date of birth (DD MM YYYY)	
	Third party traveller(s) details
	(for example, education representative or supervisor)
Permanent address	Customer Reference Number (if known)
	Name of third party traveller
Postcode	Mr Mrs Miss Ms Mx Other
Contact phone number	Family name
Go to 7	First given name
	Second given name
	Date of birth (DD MM YYYY)

If there is more than 1 third party traveller, provide a separate sheet with details.

7	Did you use private transport?		9			STUDY students, other	than the
	No Go to 10				ed in question 3?		
	Yes Give details below				ve details below		
	Engine capacity (in litres or cubic ce	•					
	Non-rotary engine Rotary engin	l e			udent details	(15.1	
				Customer	Reference Number	(If Known)	
	Make and model of vehicle	Year					
				Name of A	BSTUDY student		
	Name of owner of this vehicle			Mr Mr	s Miss M	s Mx Other	
				Family nar	ne		
	Number of kilometres travelled						
	(include return travel if applicable)			First given	name		
	kilometres						
	Provide evidence of all cost	s associated with this		Second giv	ren name		
	travel.						
_				Date of bir	th (DD MM YYYY)		
8	Did you travel using private transport Tick	rt due to: a one only					
	Public transport not being available for the journey	Go to next question			nore than 1 addition	onal ABSTUDY student,	provide a
	Living and/or study necessities not able to be transported by public transport	Go to next question	10	Read this b	efore answering th	e following questions.	
	Injury, disability or other circumstances beyond your control	Give details below		 transpo 	costs include: rt terminal transfer baggage	rs	
	Other reasons	Give details below		overnig	nt accommodation		
						ed with booking travel. fers and all travel that h	ias heen
					, may be eligible fo		ias been
				Did you incu	ır any additional co	osts associated with thi	is travel?
					o to next question		
				Yes G	ve details below		
						lence of all additional ovith this travel.	costs
				Date DD/MM/Y	Y Expense	Cost	Tick if with receip
				01 /02 /2	24 Meals	\$15.00	~
				/ /		\$	
	If you need more space, provide a	separate sheet with details.		/ /		\$	
				/ /		\$	
				/ /		\$	
				/ /		\$	
				/ /		\$	
				/ /		\$	

If you need more space, provide a separate sheet with details.

	r other evidence to support th iming for reimbursement of Fa			1 Travel from location
_	Explain why you cannot provid			
				Date of departure (DD MM YYYY)
				Time of departure
				: am pm
-				Travel to location
-				
				Date of arrival (DD MM YYYY)
	If you need more space, provi	de a separate	sheet	
	with details. • Go to 12			Time of arrival Method of travel
L	y do to 12			: am pm
Yes (Give details below			Cost of travel
	Provide evidence of all claiming for reimburse	journeys you	are	\$
	Allowance.	mont of raide	·	For students who have travelled for an Away From Base activity, provide the specific dates of the activity attended
Date			Tick if	Date activity started (DD MM YYYY)
DD/MM/	YY Expense	Cost	with receipt	
01 /02 /		\$55.00	V	Date activity ended (DD MM YYYY)
/ /	,	\$		
/ /	,	\$		2 Travel from location
/ /	,	\$		1010110111000101
/ /	,	\$		Date of departure (DD MM YYYY)
//	,	\$		
//	,	\$		Time of departure
/ /		\$: am pm
/ /		\$		Travel to location
/ /		\$		
				Date of arrival (DD MM YYYY)
/ /		\$		
/ /		\$		Time of arrival Method of travel
/ /		\$: am pm
/ /	,	\$		Cost of travel
/ /	7	\$		\$
/ /	,	\$		For students who have travelled for an Away From Base
/ /	,	\$		activity, provide the specific dates of the activity attended Date activity started (DD MM YYYY)
/ /	,	\$		
/ /	,	\$		Date activity ended (DD MM YYYY)
/ /	,	\$		

12 Travel details

11 Can you provide tickets, dockets, receipts, proof of private

If you need more space, provide a separate sheet with details.

\$

If you need more space, provide a separate sheet with details.

13	Was any assistance provided by an employer or ed		15	Read this before answering the following question.				
	For more information, go to servicesaustralia.gov.au/abstudyfaresallowane on 1800 132 317.			Payments cannot be made to a dependent student until their 16th birthday. A parent/guardian may choose to receive payments if the student is younger than 18 years.				
	No Go to next question Yes Assistance provided:			If you are a secondary school student, and are either 16 or 17 years old and dependent on your parent(s), your parent(s) can nominate either their account or your account.				
	Paid study leave			Which account would you like the payments to be made to?				
	Travel Meals			The account must be in your name, student's name or third party's name. A joint account is acceptable.				
	Accommodation			Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.				
	Give details below							
				Tick one only Parent or guardian account				
				Student account				
				Third party account				
				Name of bank, building society or credit union				
	[6]	Leading description		Branch number (BSB)				
	If you need more space, provide a separate shee	t with details.						
14	What type of travel activity did you do?			Account number (this may not be your card number)				
14								
	For more information, go to servicesaustralia.gov.au/abstudyfaresallowane	ce		Account held in the name(s) of				
	Assistance provided	Tick all that apply						
	Start of year/end of year travel							
	School vacation travel							
	Compassionate travel *							
	Orientation travel *							
	Special purpose visit travel *							
	Graduation travel							
	Examination travel							
	Away From Base activities travel **							
	Residential block							
	Placement							
	Field trip							
	Testing and assessment							
	Master and doctorate relocation travel							
	* Provide evidence for this type of travel.							
	** Provide proof of attendance and compl Away From Base activity.	etion of the						

Checklist

16 Which of the following documents are you providing with this form?

Where you are asked to supply documents, provide original documents.

If you are not sure, check the question to see if you should provide the documents.

Evidence of all costs associated with this travel (if you answered Yes at question 7)	
Receipts tickets, dockets, ticket stubs or other evidence of travel (if you answered Yes at question 10 and/or 11)	
Evidence of compassionate, orientation or special purpose visit travel details (if required at question 14)	
Away Form Base activity attendance confirmation (if required at question 14)	

Privacy notice

17 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacypolicy

Claimant's declaration

18 I declare that:

 the information I have provided in this form is complete and correct.

I understand that:

- Services Australia may collect my personal information from third parties, including other government agencies, to ensure payment accuracy.
- giving false or misleading information is a serious offence.

Th	ıe	claim	ı must	be	dated	and	lodged	after	travel	has	starte	ed.

I have read, understood and agree to the above.
Date (DD MM YYYY) (you must date this declaration)
Claimant's signature (only required if returning by fax, post or in person)

Returning this form

Return this form and any supporting documents:

- **online** using your Centrelink online account. For more information, go to
 - servicesaustralia.gov.au/centrelinkuploaddocs
- by fax 1300 786 102
- by post to

Services Australia

Student Services

PO Box 7804

CANBERRA BC ACT 2610

• in person at one of our service centres.