



centrelink

Fares Allowance claim

When to use this form



Use this form if you are a student, educational institution or third party that wants 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.

You must have paid for the costs yourself to claim Fares Allowance.

Important information

Claims must be lodged before **1 April** following the relevant year of study or within 12 months after the date of travel.

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 receive ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are either:
 - a student who intends to do a test, interview or assessment activity
 - a secondary student
 - a tertiary student
 - a master's or doctorate student who does not get Relocation Allowance
- either or both of the travelling time and 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:

- 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 extra travel costs during your trip, such as:

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

Extra travel costs does not cover:

- · mini-bar charges
- extra cleaning
- room damage or extra 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.

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 usually run to a timetable.

Living necessities – are household goods that you must have to live at your study accommodation (such as kitchenware and bedding).

Study necessities – are items you must have to do 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 or dependants.

Types of approved travel

Qualifying students may take 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 masters and doctorate relocation travel.

Away From Base activities

Residential schools – students studying through distance education to attend face to face lectures, tutorials and facilities on campus or secondary VET students in remote locations doing 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 – 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 provider's interview, test or similar to work out academic suitability.



ABSTUDY

Fares Allowance claim (SY032)

centrelink

Filling in this form You can complete this form on your computer using Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form. 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. Is your travel request for pre-paid travel For pre-paid travel, call us on 1800 132 317 at least 10 days before your travel. reimbursement If you are an educational institution or third party organisation, you need to complete 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

	's details
Custome	r Reference Number (if known)
Student'	s name
Mr 🔃	Mrs Miss Ms Mx Other
Family n	ame
First give	en name
Second (given name
Date of I	pirth (DD MM YYYY)
Dormone	ent address
Permane	in address
	Postcode
Address	while living away from home to study
	D. I. I.
	Postcode
Dood thi	s before answering the following questions.
of study	erstate travel rules are different for each type and leve /.
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Alc you	Tick one only
Student	Go to 7
who paid	d for your own travel
	guardian or third party Go to next question d for your own or a s travel
third pa	on institution or Go to 6 rty organisation If for a third party or stravel



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Parent, guardian or third party person's details Customer Reference Number (if known)	6 Education institution or third party organisation details Trading name of organisation
	Taxing name or organisation
Name	Australian Business Number (ABN)
Mr Mrs Miss Ms Mx Other	
Family name	Organisation Customer Reference Number
First siven name	
First given name	Name of contact person
Second given name	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)
	Castollior Holoronice Hallinger (in Micwill)
	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)
	Date of Share (DD Will 1111)

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

7	Did you use private transport?		9	Did you transp student listed i		STUDY students, other	than the	
	No Go to 10				•			
	Yes Give details below Engine capacity (in litres or cubic centimetres)			No Go to next question Yes Sive details below ABSTUDY student details				
	Non-rotary engine Rotary engir	<u>le</u>				('51		
				Customer Rei	erence Number	(IT KNOWN)		
	Make and model of vehicle	Year						
				Name of ABS	TUDY student	_		
	Name of owner of this vehicle			Mr Mrs	Miss Ms	Mx Other		
				Family name				
	Number of kilometres travelled							
	(include return travel if applicable)			First given na	me			
	kilometres							
	Provide evidence of all cos	s associated with this		Second given	name			
	travel.	is associated with the						
				Date of birth	(DD MM YYYY)			
8	Did you travel using private transpo					1		
		c one only						
	Public transport not being available for the journey	Go to next question			add more ABST et with details.	UDY students, provide	a	
	Living or study necessities not able to be transported by public transport	Go to next question	10	Read this befo	re answering the	e following questions.		
	Injury, disability or other	Give details below		Extra costs in				
	circumstances beyond your control	y dive detaile seleti		transport texcess bag	erminal transfers naage	5		
	Other reasons	Give details below		• overnight	accommodation			
			 credit card costs associated with booking travel. Accommodation, meals, transfers and all travel that has been 					
			taken, may be eligible for reimbursement.					
				Did you pay fo	r any extra costs	for this travel?		
				No Go to	next question			
				Yes Give	details below			
				G	Provide evide travel.	ence of all extra costs	for this	
				Date			Tick if	
				DD/MM/YY	Item	Cost	with receip	
				01 /02 /25	Meals	\$15.00	V	
				/ /		\$		
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SY032.2503

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

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	ner evidence to supporting for reimbursement of	•	•	1 Travel from location
•	ain why you cannot prov		00:	
	an willy you cannot prov	ilue evidence		Date of departure (DD MM YYYY) Time of departure
				: am pm
				Travel to location
				Date of arrival (DD MM YYYY)
	ou need more space, pro	ovide a separat	e sheet	Time of arrival Method of travel
	o to 12			: am pm
Voo Civo	dataila balaw			Cost of travel
Yes Give	details below Provide evidence of	all iournove voi	u are	\$
	claiming for reimbur Allowance.	sement of Fare	es l	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	Item	Cost	with receipt	
01 /02 /25	Rail ticket to city	\$55.00	✓	Date activity ended (DD MM YYYY)
/ /		\$		
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If you need more space, provide a separate sheet with details.

\$

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

13	Did an employer or education institution help with	the costs of	15	Read this before answering the following question.	
	travel, meals or accommodation? For more information, go to servicesaustralia.gov.au/abstudyfaresallowance or call us			Payments cannot be made to a dependent student until their 16th birthday. A parent or guardian may choose to receive payments if the	
	on 1800 132 317 . No Go to next question Yes Help provided:			student is younger than 18. 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	
	Accommodation			party's name. A joint account is acceptable. Payments cannot be made into an account used exclusively	
	Give details below			for funding from the National Disability Insurance Scheme.	
				Tick one only	
			Parent or guardian account Student account		
				Third party account	
				Name of bank, building society or credit union	
	If you need more space, provide a separate shee	t with details		Branch number (BSB)	
	ii you need more space, provide a separate snee	t With uctails.			
14	What type of travel activity did you do?			Account number (this may not be your card number)	
	For more information, go to				
	servicesaustralia.gov.au/abstudyfaresallowan	ce		Account held in the name(s) of	
	Help provided	Tick all that apply			
	Start or 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				
	Masters and doctorate relocation travel				
	* Provide evidence for this type of travel				
	** Provide proof of attendance and compl Away From Base activity.	letion 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 either question 10 or 11)	
Evidence of compassionate, orientation or special purpose visit travel details (if needed at question 14)	
Away Form Base activity attendance confirmation (if needed 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.

The claim mus	st be dated an	d lodged aft	er travel ha	s started

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)
dr.

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

P0 Box 7804

CANBERRA BC ACT 2610

 by email to the ABSTUDY Travel Team, if you are an educational institution or third party, at

ABSTUDY.TRAVEL@servicesaustralia.gov.au

There may be risks with sending personal information through unsecured networks or email channels.

in person at one of our service centres.