Travel and Accommodation Allowance Guidelines

Effective Date: 11 November 2025

The Travel and Accommodation Allowance (**TAA**) is a contribution by Skills SA to the costs incurred by employers when apprentices or trainees are required to travel long distances to a Registered Training Organisation (**RTO**) that delivers their qualification.

This allowance is a **contribution only** and is not intended to cover the total travel and accommodation costs. Any additional travel and accommodation costs incurred as a result of an apprentice or trainee attending off the job training may be the responsibility of the employer (see **Provisions under modern awards** below).

Eligibility criteria

To be eligible to receive an allowance, an employer must employ an apprentice or trainee that:

- has an approved Training Contract registered in South Australia, under the *South Australian Skills Act 2008* (SA);
- is required to travel to attend training for their apprenticeship/traineeship qualification, where this qualification is a vocational education and training course; and
- is required to travel in excess of 150 km (round trip) between their normal place of residence and the nearest training venue delivering the apprenticeship/traineeship qualification; and
- resides within a non-metropolitan area of South Australia, unless the travel allowance relates to interstate travel pre-approved by Skills SA. The list of pre-approved qualifications is provided at **Schedule A – Travel and Accommodation Allowance Interstate Delivery List**.

Guidelines

- Employers must lodge an application online **after** the apprentice/trainee has attended the training block being claimed. Employers should make this claim as soon as possible after the training block, but Skills SA will only accept claims submitted within six months of the last day of the training block. The call up notice issued by the RTO must be attached to the application.
- **Travel allowances** are a pre-determined rate based on the distance travelled from the place of residence (Residential Address) of the apprentice or trainee to the closest contracted RTO able to deliver the off-job training:
    - **Intrastate** – 30c per kilometre for the shortest practical route
    - **Interstate** – calculated on a set rate based on an economy airfare

  Note: Residential Address is where the apprentice or trainee normally resides. Residential Address is not the address where the apprentice or trainee lives while away working. For example, if an apprentice resides in Norwood, Adelaide and lives in Olympic Dam while working (works for two weeks at Olympic Dam and one week off home at Norwood, Adelaide), then Norwood, Adelaide is the Residential Address).

Guidelines (cont'd)

- **Accommodation allowances** (weekends and public holidays that occur within a training block will be included for calculating entitlement)
    - **Intrastate** – $60 per day
    - **Interstate** – $110 per day for pre-approved training delivered in other states
- No receipts are required for travel and accommodation costs incurred.
- The maximum allowance payable for each apprentice or trainee per calendar year is limited to eight return trips and accommodation for 48 days.
- If the employer together with the apprentice or trainee selects an RTO that is not the closest contracted RTO delivering the qualification, an allowance will only be paid for the distance that would be travelled to attend the closest contracted RTO.
- Allowances to attend off the job training interstate will only be paid where there is no RTO scoped and able to the deliver the qualification in South Australia. Qualifications approved for travel interstate can be viewed in **Schedule A – Travel and Accommodation Allowance Interstate Delivery List**.
- Employers will only be eligible for an allowance where the apprentice or trainee has attended the training block being claimed. If an upcoming training block is cancelled or postponed after accommodation has been booked and a deposit paid, the employer and/or the apprentice/trainee should pursue a refund with the accommodation provider. The TAA cannot pay for a deposit that is lost through cancellation. As a due diligence measure, it is suggested that the accommodation provider's refund policy be carefully checked prior to booking.
- All allowances must be paid into a bank account held in the employer's legal or trading name. Payments cannot be made directly to an apprentice or trainee.
- Payments for eligible training blocks will be transferred to the employer's nominated bank account within 10 business days of application receipt.

Provisions under modern awards

Many modern awards require employers to reimburse apprentices for the full cost of them being required to travel to and attend off-the job training, so long as the apprentice makes satisfactory progress. Employers should refer to the award or other industrial agreement on the Training Contract.

The amount payable by an employer can be offset by the amount received through Skills SA's Travel and Accommodation Allowance.

If the award or other industrial agreement in operation is silent on the provision of travel and accommodation arrangements, responsible employers will ensure that their apprentice or trainee is fully supported and is not out of pocket as a result of having to travel to attend off the job training.

Further information on apprentice or trainee entitlements is available on the Fair Work Ombudsman website. Enquiries on apprentice travel, accommodation and other related expenses under modern awards may be directed to the Fair Work Infoline on 13 13 94.

Goods and Services Tax (GST)

GST does not apply to the Travel and Accommodation Allowance.

All claimed amounts must be exclusive of GST.

Find out more about travel allowances and PAYG withholding on the ATO website.

Calculation of Travel and Accommodation Allowance payment rates

The Travel and Accommodation Allowance amounts payable are calculated based on the distance from the apprentice's residential address to the training venue of the closest contracted RTO able to deliver the off the job training.

Residential Address	**Training venue of closest contracted RTO**	**Travel allowance**	**Accommodation allowance**
Metropolitan	Metropolitan	Nil	Nil
Metropolitan / Regional	Interstate - round trip (refer **Schedule A – Travel and Accommodation Allowance List**)	Adelaide-Melbourne $350. Adelaide-Sydney $400. Adelaide-Queensland $550.	$110/night.
Regional	Metropolitan/regional - round trip Distance **150km or less**	Nil	Nil
Regional	Metropolitan/regional - round trip Distance greater than **150km**	30c per kilometre for the shortest practical route	$60/night
Regional (Kangaroo Island)	Metropolitan/regional - round trip Distance greater than **150km**	Kangaroo Island Ferry return $330	$60/night

For more information about the Travel and Accommodation Allowance, contact the Skills Infoline on 1800 673 097 or email DSD.Travel@sa.gov.au.

Examples of Travel and Accommodation Allowance payment rates

1. Apprentice A – Interstate travel

Apprentice A is a locksmith apprentice whose normal place of residence is Prospect, which is in the Adelaide metropolitan area. The closest contracted RTO who delivers the required training is in Melbourne and the Department has pre-approved this travel.

After Apprentice A attends each 2-week training block, the employer may claim the following:

Accommodation – 12 nights @ $110/night	$1,320.00
Travel allowance (Adelaide to Melbourne) – set rate based on economy airfare	$350.00
Total	**$1,670.00**

2. Apprentice B – Nearest contracted RTO

Apprentice B's normal place of residence is Port Lincoln and has selected an RTO in Adelaide. However, the closest contracted RTO who delivers the training is at Port Augusta. Accordingly, Apprentice B is entitled to allowances based on travel from Port Lincoln to Port Augusta. For a 2-week training block, then, the employer of Apprentice B may claim the following:

Port Lincoln to Port Augusta

Accommodation – 12 nights @ $60.00/night	$720.00
Travel allowance (341km x .30 Cents) X 2 = $205	$205.00
Total	**$925.00**

However, had the closest contracted RTO been in Adelaide, the employer of Apprentice B would have been able to claim:

Port Lincoln to Adelaide

Accommodation – 12 nights @ $60.00/night	$720.00
Travel allowance (650km x .30 Cents) X 2 = $390.00	$390.00
Total	**$1,110.00**

Schedule A – Travel and Accommodation Allowance Interstate Delivery List

Eligibility extends to any superseded or replacement versions of the below qualifications listed on the most current Traineeship and Apprenticeship Pathways Schedule (available here).

Qualification Code	Qualification Name
MEA20518	Certificate II in Aircraft Line Maintenance
CPP20521	Certificate II in Fire Protection Inspection and Testing
CPP30821	Certificate III in Fire Protection Inspection and Testing
MEA30118	Certificate III in Aircraft Surface Finishing
UEE32125	Certificate III in Appliance Service
AUR32320	Certificate III in Automotive and Marine Trimming Technology
AUR30220	Certificate III in Bicycle Workshop Operations
UEE30625	Certificate III in Electrical Machine Repair
MEM31719	Certificate III in Engineering – Casting and Moulding Trade
CPC32820	Certificate III in Fire Protection
AHC32424	Certificate III in Irrigation Technology
MEM30619	Certificate III in Jewellery Manufacture
CPC31920	Certificate III in Joinery
MEM30819	Certificate III in Locksmithing
CPC30820	Certificate III in Roof Tiling
FWP31021	Certificate III in Sawdoctoring
MSM30216	Certificate III in Surface Preparation and Coating Application
MSF30722	Certificate III in Upholstery
CPP30119	Certificate III in Urban Pest Management
MEM31019	Certificate III in Watch and Clock Service and Repair
FWP31121	Certificate III in Wood Machining
MEA40618	Certificate IV in Aeroskills (Avionics)
MEA40718	Certificate IV in Aeroskills (Mechanical)
UEE41223	Certificate IV in Electrical - Rail Signalling
MEA50118	Diploma of Aeroskills (Avionics)
MEA50219	Diploma of Aeroskills (Mechanical)