



Travel and Accommodation Allowance – User Guide for Registered Training Organisations

The Department assists apprentices and trainees who travel more than 70km to attend off the job training, by contributing to the travel and accommodation costs associated with this training.

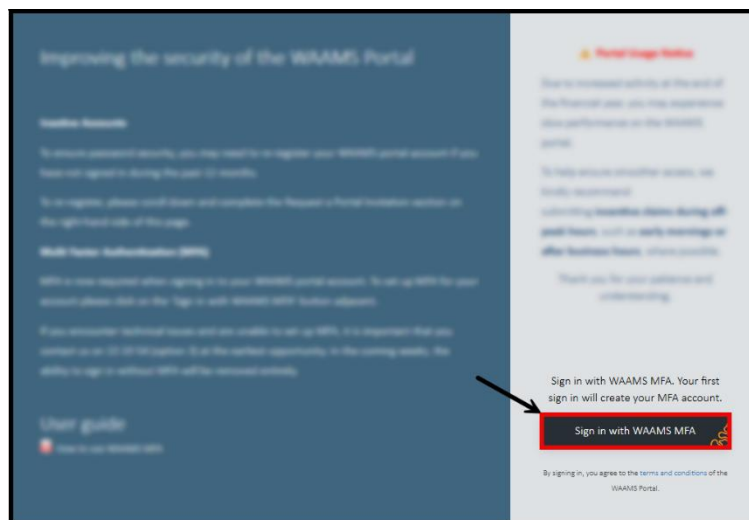
All claims **must be submitted within 60 days** of:

- the date of the last day of **each block of training** the apprentice or trainee attends; or
- the date of attendance at **each day release** training session.

Claims submitted outside of the **60 day limit** are ineligible to receive the TAA.

1. Submitting a TAA Claim

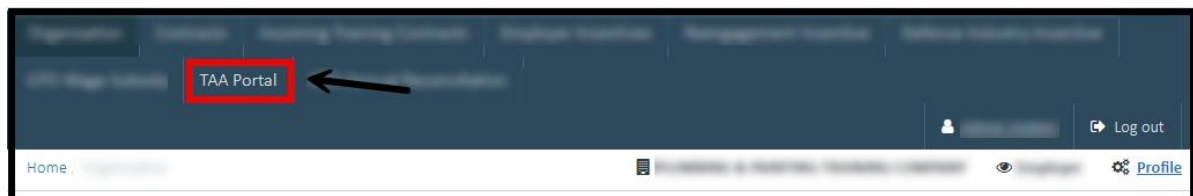
1. **Log in** to the WAAMS portal.



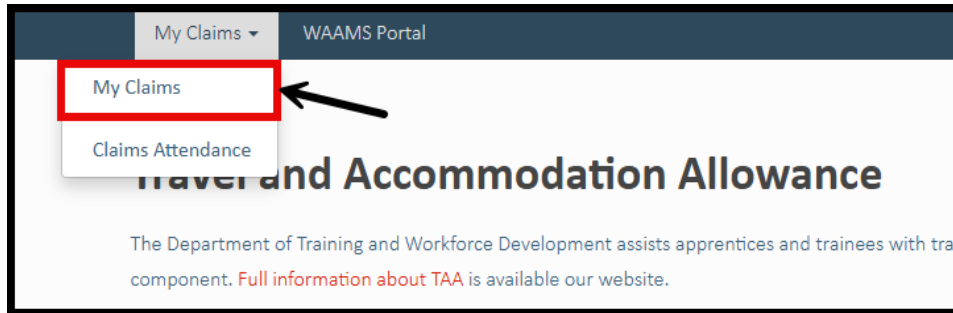
If you do not have a WAAMS portal user account, please contact the State Government Incentives team for assistance:

- by phone: 13 19 54 (option 2) or;
- by email: employerincentive@dtwd.wa.gov.au

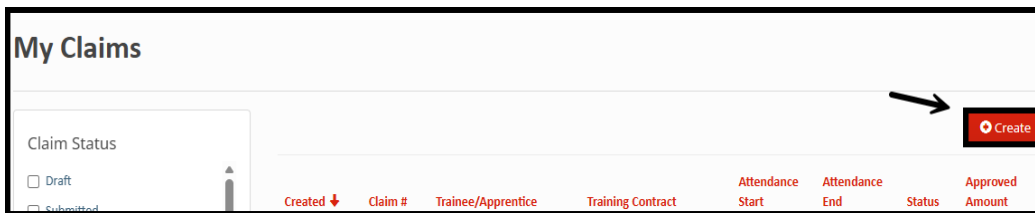
2. Click the **TAA Portal** tab.



3. Click on the **My Claims** tab.



4. Select **Create** to start a new claim, then click **Start Claim**.



Start New Claim

Before starting the claim process, please ensure that you have reviewed the [Procedures for the Travel and Accommodation Allowance \(TAA\) for Apprenticeships](#) document, which outlines eligibility requirements and payment rates.

Amounts payable for a claimed period are determined by the information provided on this form. Non-compliant or incomplete claims may be returned without payment.

ALL RECEIPTS for paid accommodation must be attached. Application will be returned if incomplete information is provided.

This claim must be submitted within **60 days** of the last nominated training day.

Start Claim

5. (a) **Select** the apprentice's training contact details.
1. **Enter** their training attendance start and end dates, and the training location.
 2. **Select** day or block release.
 3. Click **Next**.

Training Contract **Training Contract Details**

Training Contract *

Training Details

Attendance Start *

DD-MM-YYYY

Attendance End *

DD-MM-YYYY

Training Location *

Training Release Pattern *

☐ Day Release ☐ Block Release

Next

6. (a) Click on each tab at the top of the screen and complete the required information.

Process Claim

1 Training Details 2 Applicant Review 3 Travel Log 4 Accommodation 5 Bank Details 6 Claim Evidence 7 Summary

Next

Please note:

- When claiming a private travel allowance, each trip must be entered using the **Add Journey** function.
- If you are claiming accommodation allowance, you must provide **Evidence of Payment** (e.g. a receipt or tax invoice) to support your claim.

(b) After completing all required information to support your claim, the last tab you will come to is the **Summary** tab. Carefully review the information that you have entered to ensure that your claim is complete, true and accurate before you submit.

(c) After completing all required information, click **Next**.

Next

- (d) Scroll to the bottom of the page, read the **Declaration**, tick the **Declaration** box to signify agreement with the statement, and press **Submit**.

I certify that all of the details stated in this claim, as provided by me, are true and correct. I understand that it is a serious offence under the Criminal Code Act 1913 to provide a false and misleading statement to gain entitlement to Travel and Accommodation Allowance.

☐ Declaration *

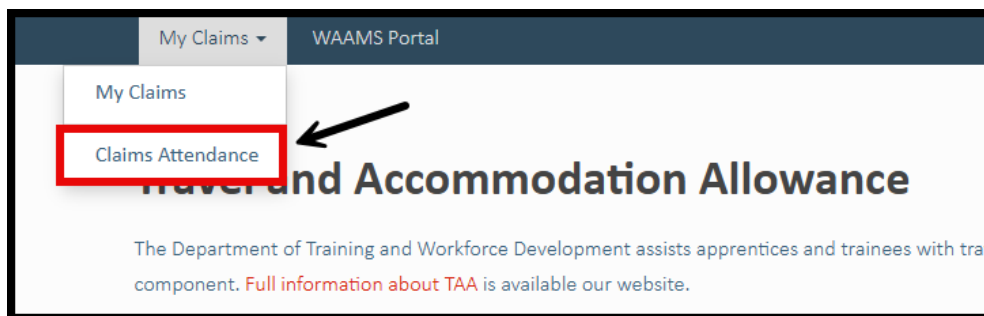
Date *
07-07-2025

Previous Submit

2. Verifying an apprentice's attendance in the TAA claims portal

- To progress a TAA claim, RTOs must verify an apprentice's attendance at scheduled training blocks or day release.

Attendance can be verified online through the TAA claims portal by clicking on the **My Claims** tab and then navigating to **Claims Attendance**.



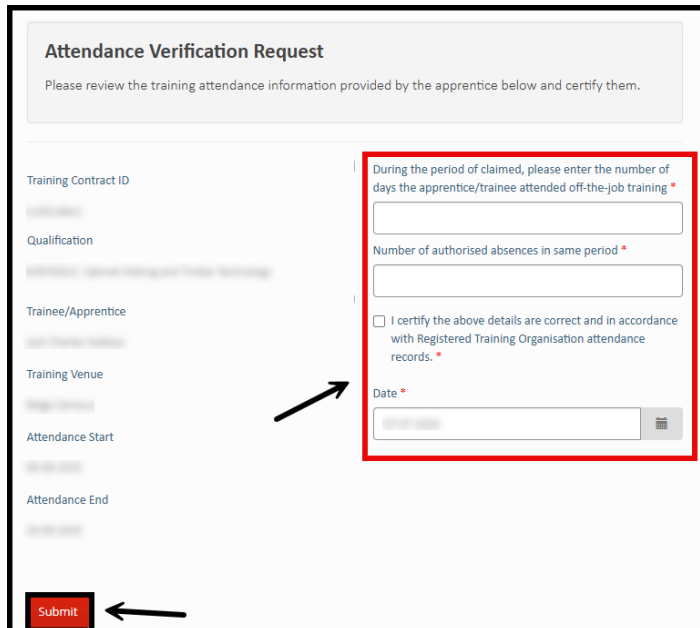
- On the **Claims Attendance** screen, you will see a list of your apprentices and the start and end dates of the training sessions that they have attended.
 - To verify attendance, click on the drop-down arrow next to each apprentice's details and complete all of the requested information.

Home / Claims Attendance

Claims Attendance

Apprentice/Trainee	Training Contract	Qualification	Training Location	Attendance Start	Attendance End	Requested Date	
John Smith	12345678	Advanced Certificate in Business Administration	ABC Training	01-01-2024	31-12-2024	01-01-2025	<input checked="" type="checkbox"/>
Jane Doe	87654321	Advanced Certificate in Business Administration	ABC Training	01-01-2024	31-12-2024	01-01-2025	<input type="checkbox"/>
John Smith	12345678	Advanced Certificate in Business Administration	ABC Training	01-01-2024	31-12-2024	01-01-2025	<input type="checkbox"/>

(c) Click on **Submit** to register your attendance verification for each apprentice.



The screenshot shows a web form titled "Attendance Verification Request" with the instruction: "Please review the training attendance information provided by the apprentice below and certify them." The form is divided into two main sections. The left section contains input fields for "Training Contract ID", "Qualification", "Trainee/Apprentice", "Training Venue", "Attendance Start", and "Attendance End". The right section contains a red-bordered box with the following fields: "During the period of claimed, please enter the number of days the apprentice/trainee attended off-the-job training *", "Number of authorised absences in same period *", a checkbox for "I certify the above details are correct and in accordance with Registered Training Organisation attendance records. *", and a "Date *" field. An arrow points from the left section to the red box. At the bottom left, a red "Submit" button is highlighted with an arrow pointing to it.

If you have any questions about the claim or verification processes, please contact the State Government Incentives Team on 13 19 54 (option 2).

Alternatively, you can email us at taa@dtwd.wa.gov.au

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