



## Tasmanian Regional School Travel Rebate

Please complete this form to apply for a travel rebate for your school to participate in a House of Assembly Education Office program at Parliament House, Hobart.

Please present the completed form to an Education Officer on your arrival at Parliament House.

### School Details

Name of School:			
Year Level:			
Are you applying for:	<input type="checkbox"/> \$200 rebate (for a day trip)		
	<input type="checkbox"/> \$400 rebate (for an overnight stay)		
Contact Name: *			
Address: *			
Town: *			
State:	Tasmania	Postal Code: *	
Telephone Number: *			
E-mail: *			
ABN: *			

### Travel Information

Travel Dates:	
Date of visit to Parliament House:	

### Bank Details

Bank Name: *	
BSB: *	
Account Name: *	
Account Number: *	
School Reference Number: (Mandatory for DOE schools)	

\* Mandatory Fields



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### Confirmation of Visit Booking

This section is to be completed by the school principal, registrar or responsible school administrator. It requires the school to have a confirmed booking, travel dates and to have received a confirmation letter from the House of Assembly Education Office.

Please confirm receipt of confirmation letter -

Confirmation letter received by:	
Date received:	
Sent by:	

### Submission Rules

- The rebate is **only** for Tasmanian schools located **75km or more** from Parliament House in Hobart, and schools can only apply for one rebate per year.
- Travel rebates will not be approved without a confirmed booking and a confirmation letter being received. These details will need to be provided above.
- Rebates are paid directly to the school via the school's bank account.
- School bank details, with a contact name and email and ABN number will need to be provided. Department of Education schools will need to provide a school reference number.
- Only forms with the original school stamp affixed will be accepted.

### Declaration

The request for travel rebate made above is for students from -

School Name:	
Year Level:	

The application is to attend the Parliament of Tasmania to participate in a House of Assembly Education Office program on ...../...../..... and the rebate provided will be used for this purpose.

Signature: \_\_\_\_\_ Date:    /    /

*Principal, registrar or school administrator*

Affix school stamp

#### HAEO use only

Received by:	Name:	Date:    /    /
Sent to HA Finance:	Name:	Date:    /    /