

IMPORTANT

(the following documentation is required with claim)

CLAIM CHECKLIST

NT Student Travel Scheme

- Used tickets or the electronic ticket receipt
- Boarding pass
- Via private vehicle state the distance and provide a sketch map of journey

NT Mid-Term Travel Scheme

- Used tickets or the electronic ticket receipt
- Boarding pass
- Certification from Principal of the boarding institution of travel undertaken
Or
For private boarding - certification from a responsible person of the host family of travel undertaken
- Via private vehicle state the distance and provide a sketch map of journey

NT Conveyance Subsidy Scheme

- Principal/Registrar/Bursar's signature and school stamp to verify attendance of student.
- Provide a copy of attendance records

NT Schools of the Air Student Functions Allowance

- Principal to certify attendance at approved SOA function
- Used tickets or the electronic ticket receipt
- Boarding pass
- Via private vehicle state the distance and provide a sketch map of journey

NT Remote Area Travel Allowance Scheme

- Used tickets or the electronic ticket receipt
- Boarding pass
- Via private vehicle state the distance and provide a sketch map of journey

NT Correspondence Materials Delivery Assistance Scheme

- Sketch map of the journey to collect mail if it's more than 5 km from home
- Principal to certify school materials were sent or received as per dates provided

NT Tertiary Fares Reimbursement Scheme

- Used tickets or the electronic ticket receipt
- Boarding pass
- Notification of the most recent results available
- Via private vehicle state the distance and provide a sketch map of journey

***** CLAIMS CLOSE – 31 MARCH of EACH YEAR *****