

centrelink

When to use this form



Use this form if you are a student, educational institution or third party and want 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



You can upload your claim using your Centrelink online account through myGov or the Express Plus Centrelink mobile app.

- **Centrelink online account**

1. Sign in to **my.gov.au** and go to **Services**, then select **Centrelink**.
2. Select **documents and appointments**
3. Select **upload documents**
4. follow the prompts.

- **Express Plus Centrelink mobile app**

1. Sign in with your PIN, fingerprint or facial recognition set up on your mobile device.
2. From the menu, select **documents and appointments**
3. Select **upload documents**
4. follow the prompts.

If you do not have a myGov account, go to **my.gov.au** and create one. For help, go to **servicesaustralia.gov.au/onlineguides**

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

We can translate documents you need for your claim for free.

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 'accessibility'.

Eligibility for Fares Allowance

If you are the student, you can get ABSTUDY Fares Allowance if:

- you receive ABSTUDY or ABSTUDY Pensioner Education Supplement, and you are a:
 - student who intends to do a test, interview or assessment activity
 - secondary student
 - tertiary student
 - master's or doctorate student who does not get Relocation Allowance
- the travelling time and/or distance between your permanent home and the term address or the examination address can be considered unreasonable
- non-student travellers may also be eligible for ABSTUDY Fares Allowance. For more information, go to **servicesaustralia.gov.au/abstudyfaresallowance**

Fares Allowance may not cover the entire cost of travel. We work out reasonable costs when you claim. When we work out the most reasonable travel we consider:

- 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 were available at the time
- your personal circumstances.

Fares Allowance may also pay for extra travel costs during the trip, including:

- 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.

Definitions

Publicly available transport – includes air, train, tram, bus or ferry passenger transport services that usually run to a timetable.

Living essentials – are household goods that you must have to live at your study accommodation (for example, kitchenware and bedding).

Study essentials – are items you must have to do your study (for example, a musical instrument when studying a music course).

Private transport – is the type of transport used that may be owned by the student, parent(s), guardian(s) or family member(s).

Non-student travellers – may include a parent, guardian, education representative or supervisor, family member, dependant(s), community member and approved travelling companions.

Types of approved travel

The interstate travel rules are different for each type and level of study.

The types of travel eligible students may take include:

- secondary students – start of year and end of year travel, school vacation travel, compassionate travel, orientation travel and special purpose visit travel
- tertiary students – 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.

Continues

Away From Base activities

Residential schools – students studying through distance education to attend face-to-face lectures, tutorials and facilities on campus or secondary Vocational Education and Training (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.

This page has been left blank intentionally.

5 Parent, guardian or third party person's details

Customer Reference Number (if known)

--	--	--	--	--	--	--	--

Name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--

Permanent address

Postcode

Contact phone number (including area code)

--	--	--	--	--	--	--	--	--	--	--	--	--

► **Go to 7**

6 Education institution or third party organisation details

Trading name of organisation

Australian Business Number (ABN)

--	--	--	--	--	--	--	--

Organisation Customer Reference Number

--	--	--	--	--	--	--	--

Name of contact person

Contact phone number (including area code)

--	--	--	--	--	--	--	--	--	--	--	--	--

Third party traveller's details

(for example, education representative or supervisor)

Customer Reference Number (if known)

--	--	--	--	--	--	--	--

Name of third party traveller

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

--	--	--	--	--	--	--	--

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

7 Are you claiming for private transport?

This may include any private vehicle or taxi.

No ☐ ► **Go to 11**

Yes ☐ ► Give details below

Number of kilometres travelled
(include return travel, if applicable)

	Kms
--	-----



Provide evidence of all costs associated with this private transport.

8 Did you travel:

Tick one only

on or **before 30 March 2026** ☐ ► **Go to next question**

on or **after 31 March 2026** ☐ ► **Go to 10**

9 Give the engine capacity (in litres or cubic centimetres)

Non-rotary engine

Rotary engine

Make and model of vehicle

Year (YYYY)

Name of owner of this vehicle

10 Did you travel using private transport due to:

Tick one only

public transport not being available for the trip

☐

living or study essentials not able to be transported
by public transport

☐

injury, disability or other circumstances beyond
your control

☐

other reasons

☐

Give details below

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

11 Did this trip include the transport of any non-student travellers?

For example, other family or community members.

No ☐ Go to next question

Yes ☐ Give details below

1 Full name

Relationship to the ABSTUDY student

2 Full name

Relationship to the ABSTUDY student

3 Full name

Relationship to the ABSTUDY student

4 Full name

Relationship to the ABSTUDY student

If you need to add more non-student travellers, provide a separate sheet with details.

12 Did you transport any other ABSTUDY students, other than the student listed in question 3?

No ☐ Go to next question

Yes ☐ Give details below

ABSTUDY student details

Customer Reference Number (if known)

----------------------	----------------------	----------------------	----------------------

Name of ABSTUDY student

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

----------------------	----------------------	----------------------

If you need to add more ABSTUDY students, provide a separate sheet with details.

13 Read this before answering the following questions.

Extra costs include:

- transport terminal transfers
- excess baggage
- overnight accommodation and meals
- 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 for any extra costs for this travel?

No ☐ Go to next question

Yes ☐ Give details below



Provide receipts or invoices for each of the extra costs listed for this travel.

Date

(DD MM YY)

Item

Cost

Tick if
with
receipt

01 /02 /25	Meals	\$15.00	☒
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐

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

14 Can you provide tickets, dockets, receipts, proof of private transport or other evidence to support the whole trip that you are claiming for reimbursement of Fares Allowance?

No ☐ Give details as to why you cannot provide evidence

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

Go to 15

Yes ☐ Give details below



Provide evidence of all trips you are claiming for reimbursement of Fares Allowance.

Date (DD MM YY)	Item	Cost	Tick if with receipt
01 /02 /25	Rail ticket to city	\$55.00	☒
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐
/ /		\$	☐

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

15 Travel details

1 Travel from location

Date of departure (DD MM YYYY)

Time of departure

 : am ☐ pm ☐

Travel to location

Date of arrival (DD MM YYYY)

Time of arrival

Method of travel

 : am ☐ pm ☐

Cost of travel

 \$

For students who have travelled for an Away From Base activity, provide the specific dates of the activity attended

Date activity started (DD MM YYYY)

Date activity ended (DD MM YYYY)

2 Travel from location

Date of departure (DD MM YYYY)

Time of departure

 : am ☐ pm ☐

Travel to location

Date of arrival (DD MM YYYY)

Time of arrival

Method of travel

 : am ☐ pm ☐

Cost of travel

 \$

For students who have travelled for an Away From Base activity, provide the specific dates of the activity attended

Date activity started (DD MM YYYY)

Date activity ended (DD MM YYYY)

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

16 Read this before answering the following questions.

For information about types of travel and help with travel, meals and accommodation costs or paid study leave, go to servicesaustralia.gov.au/abstudyfaresallowance or call us on 1800 132 317.

Did an employer or education institution help with the costs of travel, meals and accommodation, or paid study leave?

No ☐ Go to next question

Yes ☐ Type of help

Tick all that apply

Paid study leave ☐

Travel, meals and accommodation ☐

17 What type of travel activity did you do?

Type of travel	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 completion of the Away From Base activity.

18 Read this before answering the following question.

Payments cannot be made to a dependent student until their 16th birthday.

A parent or guardian may choose to receive payments if the student is younger than 18.

If you are a secondary school student, and aged 16 or 17 years old and dependent on your parent(s) or guardian(s), they can either nominate their account or your account.

Which account would you like the payments to be made to?

The account must be in your name, student's name or third party's name. A joint account is acceptable.

Payments cannot be made into an account used exclusively 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

Branch number (BSB)

Account number (this may not be the card number)

Account held in the name(s) of

Checklist

19 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 private transport ☐
(if you answered Yes at **question 7**)

Receipts, tickets, dockets, ticket stubs or other evidence of travel ☐
(if you answered Yes at **question 13 or 14**)

Evidence of orientation or special purpose visit travel details ☐
(if needed at **question 17**)

Away Form Base activity attendance confirmation ☐
(if needed at **question 17**)

Privacy notice

20 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

21 I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- I must return **all** supporting documents at the same time as I lodge my claim form. If I do not return all documents, my claim assessment may be delayed.
- 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
- this claim must be dated and lodged **after** travel has 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)

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
PO Box 7804
CANBERRA BC ACT 2610
- in person at one of our service centres.

If you are an educational institution or third party, return this form and any supporting documents by:

- email to abstudy.travel@servicesaustralia.gov.au

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