



South
Metropolitan

Apprentice/Trainee Request to Change Travel Booking Form

TS111101

We're working for
Western Australia.

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This form must be completed by any apprentice or trainee and their employer who requires a change to their travel booking. Students and employers must be aware of the following:

- Students who make changes to travel bookings for personal reasons are responsible for any costs associated with booking changes. By signing this request, you are accepting the associated cost will be transferred to your student account for payment.
- Employers who request a change to travel will be responsible for any costs associated with the booking change.
- Where the change is initiated by South Metropolitan TAFE (SM TAFE) and beyond the control of the student, SM TAFE will accept the costs of the change; however, this request for change must be signed by delegated authority to confirm SM TAFE's requirement for the travel booking change.
- Advice of costs incurred with travel booking changes will be provided once changes are confirmed.
- Changes for the purpose of medical or exceptional circumstances should attach letters of evidence to this form.

Apprentice/Trainee information

Apprentice/Trainee name	First name(s)		Surname		Student ID
Residential address	Suburb				Post code
Residential contact numbers	Phone		Fax		Mobile
Email address					

Original travel booking details

Type of travel required	<input type="checkbox"/> Air <input type="checkbox"/> Bus		Flight reservation code	eg BRM/PER/BRM	
Departure date	Day		Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Return date	Day		Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Reason for change	<input type="checkbox"/> Personal <input type="checkbox"/> Employer request <input type="checkbox"/> Medical/exceptional circumstances (<i>evidence required</i>) <input type="checkbox"/> College change (<i>appropriate signatory required below</i>)				
New departure date	Day		Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
New return date	Day		Date	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM

Employer confirmation

Employer business name					
Contact name				Date	/ /
Signature	X				

Apprentice confirmation

Apprentice name				Date	/ /
Signature	X				

SM TAFE confirmation (where change is initiated by SM TAFE)

Staff name				Date	/ /
Position					