From 1 July 2023
How to claim travel and accommodation allowance

1. Before you get started

To lodge a travel and accommodation claim and use the portal you will need to have a registered account in the Western Australian Apprenticeship Management System (WAAMS). If you have not registered for WAAMS you need to request an account online (see step 2).

2. Login to the travel and accommodation allowance (TAA) portal

Scan the QR code to visit the TAA portal homepage and select the sign in button. You will be taken to the WAAMS portal and prompted to login. Once logged in you will be redirected back to the TAA portal. If you are not registered with WAAMS you can use this page to request an account.

3. Create claim

Click the 'My Claims' button in the top right hand corner and then click the 'Create' button to start a new claim. Record your training details, travel log, and accommodation details by choosing Next> to move through these sections.

4. Upload supporting evidence and submit

Before submitting a claim you need scanned copies of any receipts. Upload proof of public transport or accommodating costs you are claiming in this section. Once you have submitted your claim your attendance will be verified by your training provider.

Access the TAA portal at dtwd.wa.gov.au/TAA

For enquiries relating to TAA, or for support submitting your application, please contact TAA@dtwd.wa.gov.au.

Scan the QR code to make a claim.