**Travel/Accommodation Expense Application Form for Early Childhood Teachers**

To support attendance at the Effective Mentoring Program, the Department of Education and Training is offering a travel and accommodation expense contribution to eligible Victorian early childhood teachers located in rural and regional areas.

Early childhood teachers who travel a distance greater than 100kms from their early childhood service to the training venue can apply for a contribution amount of up to $200 for both days of training. Early childhood teachers who travel a distance greater than 200kms from their early childhood service to the training venue can also apply for an accommodation contribution of up to $300 for both days of training.

Priority will be given to early childhood teachers who currently mentor a provisionally registered teacher or plan to in the near future.

The travel and accommodation contribution is intended to support early childhood teachers to access professional learning rather than to replace the travel and/or accommodation policy at a service. Please make sure you consult your service’s travel and/or accommodation policy and discuss this with your manager/director in the first instance, noting that contributions will be paid directly to your service.

Travel and accommodation contributions will only paid after eligible teachers have completed both days of the training.

To determine your eligibility, please provide the following information to the early childhood mentoring team at [ec.mentoring@edumail.vic.gov.au](mailto:ec.mentoring@edumail.vic.gov.au)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Participant Details | | | | |
| **Last Name** |  | | **First Name** |  |
| **Email Address** |  | | **Phone Number** |  |
| **Name of Early Childhood Service** |  | | **Early Childhood Service Address** |  |
| **Location of training sessions** |  | | **Dates of Training Sessions** |  |
| Travel details | | | | |
| **How will you travel to the training location?** | Air | Bus | Car  Total kms: \_\_\_\_\_ | Train  Price of ticket: $\_\_\_\_\_ |
| **My early childhood service will offer me a travel subsidy to attend this training?** | Yes | No | **If yes, please provide details** |  |
| **Do you have a provisionally registered teacher at your early childhood service that you currently or plan to mentor?** | Yes | No | **If yes, please provide details** |  |
| **Do you have a provisionally registered teacher at a nearby early childhood service that you currently or plan to mentor?** | Yes | No | **If yes, please provide details** |  |

**Privacy**: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting [ec.mentoring@edumail.vic.gov.au](mailto:ec.mentoring@edumail.vic.gov.au). Information about the Department’s privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.