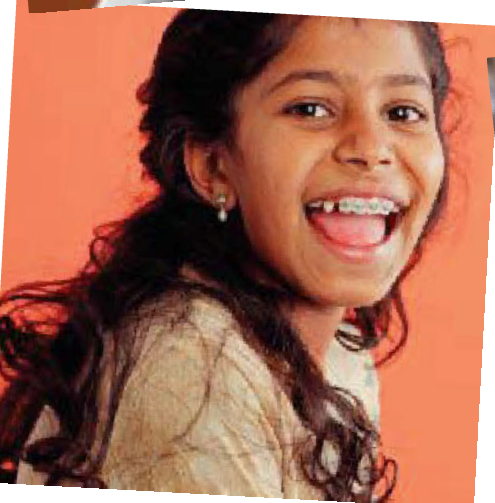


# Conveyance allowance

Claim form troubleshooting guide



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<http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm>

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## 1. About conveyance allowance

Conveyance allowance applies to both government and non government school students in country and outer metropolitan areas and to all special settings in the State as amens of assistance within the State based on the eligibility criteria outlined in the Guidelines for the Administration of Conveyance Allowances for Student travel

Parent/guardian is to complete a conveyance application form for endorsement by the principal. The applicant's information is then added to the conveyance claim form, signed off by the principal and emailed to the Student Transport Unit for processing. Application forms are to be retained by the school for audit and accountability purposes.

This document will assist the school in completing the conveyance claim form.

For a copy of the guidelines, application forms and claim forms go to:

<http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm>

## 2. Issues when entering data into form

### Where are the worksheet tabs?

There are 3 tabs within this spreadsheet. Two of these need data entered in to them; Summary and Student Details

Other, Taxi, bicycle etc	0	\$	-
Next Nearest	0	\$	-
VET	0	\$	-
SUBTOTAL	3	\$	366.05
AMENDMENTS FOR PREVIOUS CLAIM	0	\$	-
TOTAL	3	\$	366.05

Summary Student Details Instructions

Draw AutoShapes

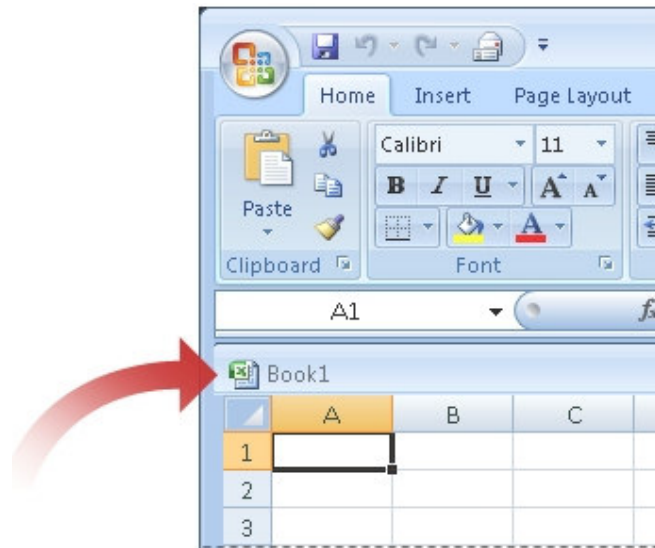
Example 1.1

If you can not see the worksheet tabs at the bottom of your Excel 2007 workbook, refer to the following table for possible causes and solutions:

The workbook window is sized in such a way that the tabs are hidden.

This problem sometimes happens after you unhook the workbook window from the Excel window (by using the Restore Window button in the trio of buttons on the title bar), and then inadvertently move the window beneath the status bar. This may also occur if your computer's screen resolution is higher than that of the person who last saved the workbook.


To maximize the window so that you can see the tabs again, double-click the window's title bar.

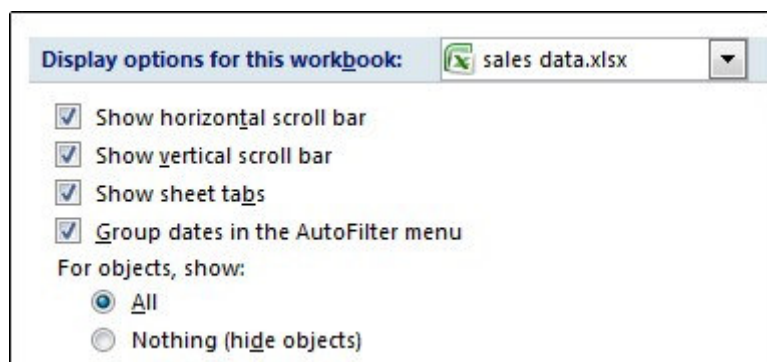


If you still don't see the tabs, try this instead: On the View tab, in the Window group, click Arrange All. Under Arrange, click Tiled, and then click OK.

The Show sheet tabs setting is turned off.

First, see if the option is, in fact, turned off. To do this, click the Microsoft

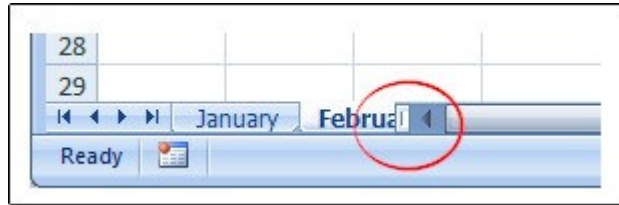
Office button , and then click Excel Options. In the Advanced category, under Display options for this workbook, look at the Show sheet tabs check box. Is it cleared? If so, select it, and then click OK.



In some cases, you may not see worksheet tabs after adding a macro sheet to a workbook. For more information, see [Worksheet tabs disappear when you change some "Display options for this workbook" options and then add a macro worksheet to a workbook in Excel 2007](#).

The horizontal scroll bar obscures the tabs.

If you widen the horizontal scroll bar at the bottom of a worksheet, you may unintentionally hide some or all of the sheet tabs. If this happens, point to the button next to the left of the scroll bar:



When your pointer becomes a double-headed arrow, drag it to the right until you see the tabs again.

### 3. Entering Data

#### Entering data into the summary worksheet

The summary page is set up so that the fields in yellow will automatically populate when you enter the information (i.e. if you enter your school number, your school details will populate. Note: if school details have changed please inform the Student transport Unit in writing at conveyance@edumail.vic.gov)

DEPARTMENT OF EDUCATION & EARLY CHILDHOOD DEVELOPMENT					
Conveyance Allowance School Claim					
GOVERNMENT - Primary, Secondary and Special Settings					
SCHOOL YEAR:	2010		TERMS:	1 & 2	
SCHOOL NUMBER:	0	CAMPUS:	1	<div> 1 &amp; 2  1 &amp; 2 Amended  3 &amp; 4  3 &amp; 4 Amended </div>	
SCHOOL NAME:	#N/A				
ADDRESS:	#N/A			#N/A	
POSTCODE:	#N/A	TELEPHONE NO:	#N/A	FAX NO:	#N/A
MODE OF TRAVEL				NUMBER OF STUDENTS	CLAIM
PUBLIC TRANSPORT (SERVICES NOTED IN GUIDELINES):				0	\$ -
PRIVATE TRANSPORT:					

Example 1.2

You should now have filled in all the yellow fields outlined below:

- Terms - The school term you are claiming for
- School Number - Your registered school number with the State
- Campus - Please be specific which campus you are or payment will go to the main campus
- Enrolment - Total campus enrolments
- Form Completed By - Person can be contacted if there are any queries
- Principals Signature - enter your principal's name
- Date - Date of claim or amended claim
- Comments – if you want to let us know something about the form

The Number of students and claim amount for each mode will automatically populate once the student details have been entered. You will not be able to override the figures in this worksheet.

When you are making adjustments to a prior claim, please make sure you select the amended option for the relevant term by using the drop down list in the Term field (see example 1.2). This option should be used in cases where students have left the school after a claim has been submitted, to add additional student claims mid semester or to correct errors (details to be entered in student details tab)



## Entering data into the student details worksheet

The next step is to enter the details for each student by entering the relevant information provided from their application form. Select the blue Student Details tab at the bottom of the screen to take you there (if you can not see this tab, please see “where are the worksheet tabs” section on page 3)

In order for a claim to be accepted the following details need to be entered:

- Surname
- Given name
- Street number
- Street name
- Town
- Postcode
- Date of birth
- Transport mode – you only need to enter the abbreviated letter i.e ‘C’ for private car, ‘B’ for Private Bus, ‘P’ for Public Transport, etc
- Km’s - in order for a student to be eligible they must be travelling further than 4.8km (excludes students attending special schools)
- Furthest or Additional - only enter in the case of private car travel. If not entered claim will assume lesser value
- Allowance Claimed \$ - this field will automatically populate in the case on Private Car & Bus travellers. For public transport entries the system will require you to provide personal calculations. Ensure parent/guardian fill out section H (Public Transport Fare Cost) of the Public Transport application form.
- If you are making an amendment to a previous claim (ie student has left half way through semester) put an A in the transport mode. This will create a ‘false’ Allowance Payable but enable you to enter the amended amount in Allowance Claimed.

School Name: #N/A						School No: 0				DATE:					
NOTE: Count each mode of travel as a separate entry for multi-mode travellers. Therefore a student can be recorded as both a public and private transport user.															
Conveyance Allowance School Claim												Terms:			
All Students Details															
Student Name		Residential Address				Transport Mode		Private Car Only		Allowance Claimed \$		Allowance Payable \$		Reason for Difference	
Surname	Given Name	Street Number	Street Name	Town	Post Code	Date of Birth	Transport Mode Code	Km	Code must be entered for Car travellers						
Transport	Student	33	St Andrews Pl	Melbourne	3550	30/04/2004	C	15.0	F	\$	261.50	\$	261.50		
Allowance	Conveyance	33	St Andrews Pl	Melbourne	3550	25/11/2003	C	15.0	A	\$	104.55	\$	104.55		

### Example 1.3

Private Car and Private Bus allowance claimed will calculate automatically based on the kilometres and furthest/additional

It is advisable for the school to implement a verification system to ensure that information provided by the parent/guardian is accurate.



## 4. Troubleshooting

If you are having issues entering data into your claim, please refer to the table below:

Issue	Solution
I can not see the tabs	Are you using Microsoft office 2007 or newer? Refer to page 4 of this document for resolutions
There is no figure in the totals or FALSE appears	You have not entered the correct codes within the student details page (may have typed whole word instead of letter)
School number does not exist or details incorrect	School may not have claimed before therefore not on the list or details have not been updated. The form has to be amended by Student Transport Unit. Fill the form in as much as possible and send it in to us with a message in the body of the email explain that details have changed and give new details. New details must be in writing.
Is this the most current form?	The most current form can be obtained from the website <a href="http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm">http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm</a> and will have the most current year. If you submit a previous year's form you will be asked to re-submit your claim on an updated form.
The allowance payable is not correct when I enter car travel details	Have you enter the code for Furthestmost/Additional? You must enter the correct code (i.e. F or A) when the transport mode is Private Car. If you leave this blank or enter the word the lesser value will be counted.
I need to make changes to a claim I've submitted	a) If the claim has been submitted and within the same semester you will need to re-submit the whole claim again with the changes. We will not accept separate claims.  b) if the claim is from a previous semester put an A in the transport mode on the student details workbook. This will create a 'false' Allowance Payable but enable you to enter the amended amount in Allowance Claimed.

Once your claim is completed, save it and close it. Then attach the form in an email and send it to [conveyance@edumail.vic.gov.au](mailto:conveyance@edumail.vic.gov.au) for processing of payment.

For prompt payment of claims please be sure forms are submitted prior to these dates:

- > Semester 1 – to be received no later than second last week of March
- > Semester 2 – to be received no later than second last week of August

Schools will be reimbursed by DEECD on a quarterly basis.

If you have any enquiries regarding conveyance, please contact the Student Transport Unit by phoning 9637 2200 or by email [conveyance@edumail.vic.gov.au](mailto:conveyance@edumail.vic.gov.au)

