# Contents

1. **About Conveyance Allowance** ................................................................. 5
2. **Introduction** ......................................................................................... 6
   2.1 Purpose ................................................................................................. 6
3. **Manage Students, Applications and Claims** .......................................... 7
   3.1 Workbook ............................................................................................ 7
   3.2 Save ...................................................................................................... 12
4. **Claim Submission Closing Dates** .......................................................... 13
5. **Troubleshooting** ................................................................................... 14
6. **Help** ...................................................................................................... 15
   6.1 Microsoft Excel 2010 ................................................................................ 15
   6.2 For Information Regarding Conveyance Allowance .................................. 15
   6.3 Student Conveyance Allowance System (SCAS) ......................................... 15
   6.4 Contacting the SCAS Helpdesk in the Family Payment Unit .......................... 15

**Glossary** ..................................................................................................... 16
1 About Conveyance Allowance

The Conveyance Allowance Program (CAP) is a form of financial assistance for parents, guardians or carers to transport children to and from school predominantly in rural and regional Victoria.

CAP applies to both government and non-government schools including all special settings based on the eligibility criteria outlined in the Conveyance Allowance Policy found at: http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx

Allowances are available for public transport, private car and private bus.
2 Introduction

This guide is produced by the Family Payments Unit (FPU) of the Department of Education & Training (DET) of Victoria.

The Family Payments Unit (FPU) is responsible for the management of the Student Conveyance Allowance Program (CAP) through the use of the Student Conveyance Allowance System (SCAS) and for *selected schools, in addition to SCAS, the use of the manual Microsoft Excel Conveyance Allowance School Claim workbook.

*An explanation of selected schools is defined in the Glossary section of this document.

2.1 Purpose

The purpose of this guide is to assist schools with the manual Microsoft Excel Conveyance Allowance School Claim workbook in conjunction with SCAS to process conveyance allowance claims.

The Microsoft Excel Conveyance Allowance School Claim is now referred as the workbook in this document (unless stated otherwise).

2.1.1 Student ‘Conveyance Allowance Application’ Form

Completed conveyance application forms must be submitted to the student’s school for input into the manual workbook in accordance with the ‘Conveyance Allowance Policy’, in particular, the Section for Administration by Schools.

Schools need to request a completed conveyance application form signed by the parent, guardian or carer prior to creating an application for conveyance allowance in the following circumstances:

- Students applying for the allowance for the first time at this school;
- Existing conveyance allowance claimants who have a change of circumstances affecting eligibility.
  For example are:
  - Moving residence;
  - Changing their mode of transport;
  - Changing schools/campuses.

However if schools are satisfied that existing conveyance allowance claimants have no changes of circumstance then there is no need for annual ‘Student Conveyance Allowance Application’ forms to be submitted to the school.

Current ‘Student conveyance application forms’ can be found at:

‘Student Conveyance Allowance Application’ forms are to be retained by the school for audit and accountability purposes.
3 Manage Students, Applications and Claims

SCAS normally manages all aspects of conveyance allowance Applications or Claims however for selected schools; SCAS cannot be used to fully support the conveyance allowance claim process.

In this case, SCAS and the workbook are used together to process conveyance allowance.

Schools manually enter data into the workbook based on the returned ‘Student conveyance application forms’ from parents, guardians or carers and submit the workbook by email to the FPU at conveyance@edumail.vic.gov.au

The FPU will check the workbook, and if approved, will process a SCAS Adhoc Payment that is used for school payment and also historical and auditing purposes.

Selected schools have the ability to View their Adhoc Payments through the SCAS school web portal. This includes opening the respective Excel workbook that contains Applications and Claim details. Editing or submitting of Applications or Claims by selected schools through SCAS is NOT supported.

3.1 Workbook

The workbook has been designed to assist schools with the manual entry of student Applications by the use of drop down lists and specific fields that automatically calculate and populate the Summary or Students Details worksheets.

Any data entry errors will be displayed with a background and MUST be corrected by the school before submitting any claim to the FPU. The error needs to be corrected in the Student Details worksheet.

The workbook contains the Summary, Student Details and User Guide worksheets that are located at the bottom of the workbook similar to the display below.
3.1.1 Summary Worksheet - Entering Data

Schools should fill in all the yellow fields in the Summary worksheet.

Any data entry errors will be displayed with background and MUST be corrected by the school before submitting any claim to the FPU. The error needs to be corrected in the Student Details worksheet.

The following yellow fields will automatically populate when using the drop down lists and highlighting the appropriate selection:

- SCHOOL YEAR;
- TERMS;
- SCHOOL NUMBER:
  - That will, in turn, automatically populate the following fields:
    - SCHOOL NAME;
    - ADDRESS;
    - POSTCODE;
    - TELEPHONE NO;
    - FAX NO (optional information).

The ENROLMENT field will automatically populate with the total number of students claiming conveyance allowance after entering data in Student Details worksheet.

The following yellow fields need manual data entry:

- CAMPUS – Specify the campus number:
  - For NON Victorian schools, always enter the digit, 1;
- FORM COMPLETED BY – The person at the school who can be contacted if there are any queries;
- CONTACT PH – The person’s contact number at the school if there are any queries;
- PRINCIPAL’S SIGNATURE - The principal’s name;
- DATE - Date of claim or amended claim;
- COMMENTS – This is an optional free text field and usually has information about the claim the FPU needs to know.

Notes about the Summary worksheet.

- When making adjustments to a prior claim, schools should select the Amended option for the relevant term by using the drop down list in the TERM field:
  - This option should be used in cases where students have left the school after a prior claim has been submitted;
  - To add additional student Applications mid-term / semester or to correct errors, schools should change the details to be entered in Student Details worksheet. Refer to section 3.1.2 Student Details Worksheet – Entering Data of this document for details.
- Schools need to inform the FPU by email conveyance@edumail.vic.gov.au for changes of school address, campus, etc.

3.1.1.1 Automatic Populating Fields

The MODE OF TRAVEL, NUMBER OF STUDENTS and CLAIM fields will automatically be populated when the relevant data is entered in the Student Details worksheet.

Refer to section 3.1.2 Student Details Worksheet – Entering Data in this document for details.

Refer to the Summary Worksheet Overview below for more information.
### 3.1.1.2 Summary Worksheet Overview

**Conveyance Allowance School Claim**

**NON VICTORIAN - Primary and Secondary Schools**

**Updated 16/01/2018**

#### Select from drop down list SCHOOL

### Select from drop down list TERMS, the period of the claim

<table>
<thead>
<tr>
<th>SCHOOL YEAR:</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERMS:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Select from drop down list SCHOOL NUMBER

<table>
<thead>
<tr>
<th>SCHOOL NUMBER:</th>
<th></th>
<th>CAMPUS:</th>
<th>ENROLMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL NAME:</td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

#### Please select your school number

<table>
<thead>
<tr>
<th>PUBLIC TRANSPORT (SERVICES NOTED IN BOLD):</th>
<th>1</th>
<th>$ 200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE TRANSPORT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private/Charter Bus</td>
<td>1</td>
<td>$ 246.90</td>
</tr>
<tr>
<td>Private Car</td>
<td>1</td>
<td>$ -</td>
</tr>
<tr>
<td>Taxi</td>
<td>1</td>
<td>$ 1,098.40</td>
</tr>
<tr>
<td>Next Nearest</td>
<td>1</td>
<td>$ 82.35</td>
</tr>
<tr>
<td>VET</td>
<td>2</td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### AMENDMENTS FOR PREVIOUS CLAIM

<table>
<thead>
<tr>
<th>PUBLIC TRANSPORT (SERVICE NOTED IN BOLD):</th>
<th>1</th>
<th>$ 200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE TRANSPORT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private/Charter Bus</td>
<td>1</td>
<td>$ 246.90</td>
</tr>
<tr>
<td>Private Car</td>
<td>1</td>
<td>$ -</td>
</tr>
<tr>
<td>Taxi</td>
<td>1</td>
<td>$ 1,098.40</td>
</tr>
<tr>
<td>Next Nearest</td>
<td>1</td>
<td>$ 82.35</td>
</tr>
<tr>
<td>VET</td>
<td>2</td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### SUBTOTAL

<table>
<thead>
<tr>
<th>PUBLIC TRANSPORT (SERVICE NOTED IN BOLD):</th>
<th>7</th>
<th>$ 1,627.65</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE TRANSPORT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private/Charter Bus</td>
<td>1</td>
<td>$ 246.90</td>
</tr>
<tr>
<td>Private Car</td>
<td>1</td>
<td>$ -</td>
</tr>
<tr>
<td>Taxi</td>
<td>1</td>
<td>$ 1,098.40</td>
</tr>
<tr>
<td>Next Nearest</td>
<td>1</td>
<td>$ 82.35</td>
</tr>
<tr>
<td>VET</td>
<td>2</td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### TOTAL

<table>
<thead>
<tr>
<th>PUBLIC TRANSPORT (SERVICE NOTED IN BOLD):</th>
<th>8</th>
<th>$ 1,927.65</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVATE TRANSPORT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private/Charter Bus</td>
<td>1</td>
<td>$ 246.90</td>
</tr>
<tr>
<td>Private Car</td>
<td>1</td>
<td>$ -</td>
</tr>
<tr>
<td>Taxi</td>
<td>1</td>
<td>$ 1,098.40</td>
</tr>
<tr>
<td>Next Nearest</td>
<td>1</td>
<td>$ 82.35</td>
</tr>
<tr>
<td>VET</td>
<td>2</td>
<td>$ -</td>
</tr>
</tbody>
</table>

#### Note:

Count each mode of travel as a separate entity for multi-mode travellers. Therefore, a student can be recorded as both a public and private transport user.

I certify that the information supplied is true and correct:

**FORM COMPLETED BY:**

**CONTACT PH:**

**PRINCIPAL’S SIGNATURE:**

**DATE:**

A signed copy of this form is to be retained at the school.

**COMMENTS**

Save and attach this workbook to: conveyance@edumail.vic.gov.au

**Semester 1 Claims Due Date:** See DET website for Term 2 Claim due date

**Semester 2 Claims Due Date:** See DET website for Term 4 Claim due date

The Summary worksheet is selected.

Total number of students in the claim

Optional, additional information the FPU needs to know regarding the claim

**Contact person at the school**

Any cells with orange background are errors that MUST be corrected by schools in the Student Details worksheet.

**CONTACT PH** for the person at the school

Claim **DATE** submitted to the FPU

Send the completed worksheet to the FPU with this email address.
3.1.2 Student Details Worksheet – Entering Data

Select the Student Details worksheet at the bottom of the workbook screen.

Schools should fill in the yellow fields in the Student Details worksheet.

Data entry should be based by the Student ‘Conveyance Allowance Application’ form that has been provided by parents, guardians or carers to schools.

Any data entry errors will be displayed with background and MUST be corrected by the school before submitting your claim to the FPU.

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

- Student Name and ID:
  - Student ID;
    - A unique Student ID is accepted.
  - Surname;
    - If this field is blank then NO amount value will populated in the Estimated Amount Payable ($) field and NOT added in the Summary worksheet.
  - Given Name;

- Residential Address:
  - House Number;
  - Street Name;
  - Town;
  - Post Code;

- D.o.B & Y/L:
  - Date of Birth;
  - Year Level;

- Transport Details:
  - Transport Mode Code:
    - ‘C’ for Private Car;
    - ‘B’ for Private Bus;
    - ‘P’ for Public Transport;
    - ‘T’ for Taxi;
    - ‘O’ for Other;
    - ‘N’ for Next Nearest;
    - ‘V’ for VET;
    - ‘A’ for Amended Claim:
      - This is used for an amendment to a previous claim;
      - Manually enter the adjustment amount in the Public Transport & Amendments field;
        - Positive or negative amounts are supported.
      - ‘A’ automatically populates the Summary worksheet, AMENDMENTS FOR PREVIOUS CLAIM, NUMBER OF STUDENTS and CLAIM amount.
    - Km; - enter the distance in Kilometres:
      - No entry required for Transport Mode Code ‘A’.
  - Private Car, Next Nearest & VET only:
    - For car travellers, enter either:
      - ‘F’ for Furthermost;
      - ‘A’ for Additional.
For VET, enter the amount of schools days attended.

- **Allowance Details:**
  - **Public Transport & Amendments**
    - Private Car, Private Bus, Next Nearest, Taxi and VET travellers, this field will automatically populate;
    - **Public Transport** and **Other** entries, the school must enter manually the dollar values:
  - **Estimated Amount Payable ($):**
    - Private Car, Private Bus and Next Nearest travellers, this field will automatically populate;
    - Taxi, Other and Amended Claim will populate with FALSE;
    - Public Transport, VET and Other will NOT populate;

- **Further Information:**
  - For **Public Transport**: Enter the Origin To Destination.
  - For **Amended Claims**: Enter a brief reason for adjustment.
  - Optional free text entry for all other **Transport Mode Codes**

Refer to the **Student Details Worksheet Overview** below for more information.

### 3.1.2 Student Details Worksheet Overview
Schools should fill in all the yellow fields in the Student Details worksheet unless otherwise stated.

Cells with blue and dotted fields cannot be changed by schools.

Enter the appropriate Transport Mode Code letter in this column

Enter A for Amended, adjustments from prior claims. Manually enter the amount into the Public Transport & Amendments field. FALSE will appear in the Allowance Payable $ field, this is normal.

Any data entry errors will display an orange background. These MUST be corrected.
3.2  **Save**

Once your **workbook** is completed, **Save** it and close Excel.

Schools should attach the **workbook** in an email and send it to conveyance@edumail.vic.gov.au for checking and approval by the FPU.

For prompt **Adhoc Payments** ensure your **workbook** is submitted prior the ‘Term claim closing dates’ found at: [http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx](http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx)

3.2.1  **User Guide Worksheet**

This worksheet will connect you to the DET website **Conveyance Allowance Program (CAP)**.

Click on the **User Guide** worksheet tab.

The screen will display:

**Click on the link below to view instructions via the DET Conveyance Allowance web site**


Click on the hyperlink that will connect you to the DET **Conveyance Allowance Program (CAP)** web site.

Scroll down the web page to **For Schools**: then scroll further to other hyperlinks:

- **Interstate and Teaching Unit Claim Troubleshooting Guide (docx - 1.4mb)**
  - For **docx**, this is the Microsoft Word format and will prompt you with a **File Download** prompt to either **Open** or **Save** the file
- **Interstate and Teaching Unit Claim Troubleshooting Guide (pdf - 749kb)**
  - For **pdf**, this is an Adobe format and will immediately launch the document.

Regardless of which format is selected, the latest version of the **Conveyance Allowance Manual Claims Workbook School User Guide** is available online for schools to assist with CAP.

Schools can navigate and view the guide as desired.

For further assistance, refer to sections of this document:

- **5 Troubleshooting**;

- **6 Help**.
4 Claim Submission Closing Dates

The workbook has been designed, where applicable, to calculate payments for two (2) Semesters for the current school year.

For prompt payment of claims please be sure your workbook is submitted to the FPU prior to the Claim Submission Closing Dates for Term 2 and Term 4 that can be found at:

Schools will be reimbursed by the DET, for the current school year, usually by the end of:
- Semester 1 (Term 2) and;
- Semester 2 (Term 4).
## 5 Troubleshooting

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

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
<th>Worksheet Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL NUMBER does NOT exist or the details are incorrect</td>
<td>The SCHOOL NUMBER or school details in the workbook has to be updated by the Family Payments Unit (FPU). The school should fill in the workbook as much as possible, attach the workbook to an email and send to the FPU at <a href="mailto:conveyance@edumail.vic.gov.au">conveyance@edumail.vic.gov.au</a> explaining the issues. New school details must be in writing.</td>
<td>Summary</td>
</tr>
<tr>
<td>There is no dollar value in the totals or the word, FALSE appears</td>
<td>The incorrect Transport Mode Code(s) may have of been entered in the Student Details worksheet.</td>
<td>Student Details</td>
</tr>
<tr>
<td>The Allowance Payable $ data is NOT correct when I enter the Private Car travel details</td>
<td>Ensure the Code must be entered for Car Travellers is correct. Use the letter F for Furthermore or A for Additional must be entered when the Transport Mode Code is the letter C is used for Private Car. If the Code must be entered for Car Travellers is blank or text other than F or A is used, the lesser dollar value will be calculated and populated.</td>
<td>Student Details</td>
</tr>
</tbody>
</table>
| I need to make changes to a claim I've already submitted             | • If the claim has been submitted and within the same term or semester period, the school will need to re-submit the whole workbook again with the changes. The FPU will NOT accept separate workbook claims;  
• If the workbook claim is from a previous term or semester period, enter the letter A in the Transport Mode Code that is part of the Student Details worksheet. This will populate the Allowance Payable $ field with an expected result, the word FALSE. Then enter the adjustment value amount manually into the Allowance Claimed $ field. This will populate the Summary worksheet, AMENDMENTS FOR PREVIOUS CLAIM amount. | Summary or Student Details|
| Is this the most current workbook?                                  | The most current workbook(s) can be obtained from the DET website http://www.education.vic.gov.au/school/principals/finance/Pages/conveyance.aspx                                                                 |                |
| Need further assistance?                                            | Contact the FPU SCAS team directly:  
• On 1800 060 970, select Option 1 at the voice prompts;  
• By email: conveyance@edumail.vic.gov.au                                                                                 |                |
6 Help

6.1 Microsoft Excel 2010
Excel 2010 software offers online web Help.

Help is generic and is NOT conveyance allowance specific.

Click on the Help button located usually on the right hand top of the Excel work area as shown below.

Alternatively, press the F1 button on your keyboard to open Help.

Microsoft Internet Explorer should open and connect to the official Microsoft Office Excel Help web site similar to the display below.

Type in your text in the Search field and either:
- Press the Enter key or;
- Click on the Search icon.

Navigate the Help and follow the prompts.

6.2 For Information Regarding Conveyance Allowance
Information regarding the conveyance allowance program can be found at:

6.3 Student Conveyance Allowance System (SCAS)
Information regarding the SCAS web based program can be found at:

6.4 Contacting the SCAS Helpdesk in the Family Payment Unit
The SCAS Helpdesk can be contacted:
- by email: conveyance@edumail.vic.gov.au
- By telephone: 1800 060 970, select option 1 after the voice prompt.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adhoc Payment</strong></td>
<td>Unscheduled payment, which is <strong>NOT</strong> part of the normal SCAS claim process. SCAS Adhoc Payments may be positive or negative in value. A zero amount value is <strong>NOT</strong> supported.</td>
</tr>
<tr>
<td><strong>Application</strong></td>
<td>An Application represents a request by a parent or guardian for conveyance allowance to be paid for their child.</td>
</tr>
<tr>
<td><strong>CAP</strong></td>
<td>Conveyance Allowance Program.</td>
</tr>
<tr>
<td><strong>DET</strong></td>
<td>Department of Education &amp; Training.</td>
</tr>
<tr>
<td><strong>FPU</strong></td>
<td>Family Payment Unit.</td>
</tr>
<tr>
<td><strong>SCAS</strong></td>
<td>Student Conveyance Allowance System.</td>
</tr>
</tbody>
</table>
| **Selected Schools** | *NON VICTORIAN* Primary and Secondary Schools from SA or NSW only:  
  - Student must reside in Victoria.                                                                                                                   |
|                    | *Language, Outpost and Teaching Unit Schools – GOVERNMENT.*                                                                               |
| **Workbook**       | An Excel **workbook** contains worksheets of rows and columns in which you can enter and calculate data.                                |
| **Worksheet**      | The primary document that you use in Excel to store and work with data. Also called a spread sheet. A worksheet consists of cells that are organized into columns and rows; a worksheet is always stored in a **workbook**. |