

Conveyance Allowance

Manual Claims Workbook School User Guide v.5.0



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Department
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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:
<https://www2.education.vic.gov.au/pal/conveyance-allowance/policy?Redirect=1>

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

2 Introduction

This guide is produced by the Conveyance Allowance Unit (CAU) of the Department of Education (DE) of Victoria.

The Conveyance Allowance Unit (CAU) 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:
<https://www2.education.vic.gov.au/pal/conveyance-allowance/resources>

'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 CAU at conveyance@education.vic.gov.au


The CAU 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 CAU. 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.



Worksheets used by selected schools to process conveyance allowance Applications / Claims

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 **yellow** background and **MUST** be corrected by the school before submitting any claim to the CAU. 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 CAU 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 CAU by email conveyance@education.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.

Summary Worksheet Overview **Summary Worksheet Overview**

3.1.1.2 Summary Worksheet Overview

The **Summary** worksheet is selected.

SCHOOL YEAR: **2023**

TERMS: **1 & 2**

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

Select from drop down list **SCHOOL YEAR**

SCHOOL NUMBER:		CAMPUS:	1	ENROLMENT:	0
SCHOOL NAME:	Please select your school number				
ADDRESS:					
POSTCODE:		TELEPHONE NO:		FAX NO:	
MODE OF			NUMBER OF STUDENTS	CLAIM	
PUBLIC TRANSPORT (SERVICES GUIDELINES):			0	\$	-
PRIVATE TRANSPORT:					
Private/Charter Bus			0	\$	-
Private Car			0	\$	-
Taxi Other			0	\$	-
Next Nearest			0	\$	-
SUBTOTAL			0	\$	-
AMENDMENTS FOR PREVIOUS CLAIM			0	\$	-
			0	\$	-

Total number of students in the claim

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

Select from drop down list the **SCHOOL NUMBER**.

The **SCHOOL NAME, ADDRESS, POSTCODE, TELEPHONE NO** and (optionally) **FAX NO** should be automatically populated

Contact person at the school

CONTACT PH for the person at the school

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

Note: Count each mode of travel as a separate traveller. 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.

PRINCIPAL'S name

COMMENTS

Send the completed worksheet to the CAU with this email address

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

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

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

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 **yellow** background and **MUST** be corrected by the school before submitting your claim to the CAU.

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.

School Name: Please select your school number School No: 0 DATE: 1/09/2014

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

All Students Details															Further Information		
Student Name and ID			Residential Address				D.o.B & Y/L		Transport Details				Estimated Amount Payable (\$)		Public Transport: enter origin and destination		
Student ID	Surname	Given Name	House Number	Street Name	Town	Post Code	Date of Birth	Year Level	Transport Mode Code	Km	Private Car & VET only	Public Transport & Amendments	Estimated Amount Payable (\$)	Origin	To	Destination	
12	abc	def	23	gag st	mers	3456	12/12/1996	11	C	12.0	F	\$ 274.75	\$ 274.75				
22	bde	jff	23	gag st	mers	3456	12/12/1996	8	C	32.0	A	\$ 109.05	\$ 109.05				
77	Smith	James	45	James Martin Street	hambleton	3456	17/09/1989	7	P	44.0		\$ 200.00		Melbourne	To	Cranbourne	
33756	idd	ris	10	Downing Street	Whitehall	3002	19/09/1939	12	T	13.0		\$ 1090.40	FALSE				
6674	darley	Charlie	11	Downing Street	Whitehall	3488	17/09/1995	3	N	6.0	F	\$ 164.75	\$ 164.75				
33756	Wilson	Harold	10	Downing Street	Whitehall	3002	19/09/1939	12	N	6.0	A	\$ 82.35	\$ 82.35				
6674	Brown	Charlie	16	Downing Street	Whitehall	3488	17/09/1995	11	O			\$ 100.00	FALSE			Motorcycle	
6674	Brown	Charlie	44	Downing Street	Whitehall	3488	17/09/1995	11	V	10.0		\$ 22.50					
333	James	mich	75	Piccadilly	London	3879	12/12/1996	11	A			\$ 300.00	FALSE			Mistake from last term	
								4	C	6.0		\$ 109.05	\$ 109.05				

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.

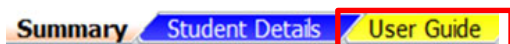
Schools should attach the **workbook** in an email and send it to conveyance@education.vic.gov.au for checking and approval by the CAU.

For prompt **Adhoc Payments** ensure your **workbook** is submitted prior the 'Term claim closing dates' found at: <https://www2.education.vic.gov.au/pal/conveyance-allowance/policy>

User Guide Worksheet

This worksheet will connect you to the DE 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 DE Conveyance Allowance web site

<https://www2.education.vic.gov.au/pal/conveyance-allowance/resources>

Click on the hyperlink that will connect you to the DE **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 CAU prior to the **Claim Submission Closing Dates** for **Term 2** and **Term 4** that can be found at:

<https://www2.education.vic.gov.au/pal/conveyance-allowance/policy>

Schools will be reimbursed by the DE, 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:


Issue	Solution	Worksheet Name
SCHOOL NUMBER does NOT exist or the details are incorrect	<p>The SCHOOL NUMBER or school details in the workbook has to be updated by the Conveyance Allowance Unit (CAU). The school should fill in the workbook as much as possible, attach the workbook to an email and send to the CAU at conveyance@education.vic.gov.au explaining the issues.</p> <p>New school details must be in writing.</p>	Summary
There is no dollar value in the totals or the word, FALSE appears	The incorrect Transport Mode Code(s) may have of been entered in the Student Details worksheet.	Student Details
The Allowance Payable \$ data is NOT correct when I enter the Private Car travel details	<p>Ensure the Code must be entered for Car Travellers is correct.</p> <p>Use the letter F for Furthermost or A for Additional must be entered when the Transport Mode Code is the letter C is used for Private Car.</p> <p>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.</p>	Student Details
I need to make changes to a claim I've already submitted	<ul style="list-style-type: none"> 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 CAU 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 DE website https://www2.education.vic.gov.au/pal/conveyance-allowance/resources	
Need further assistance?	<p>Contact the CAU SCAS team directly:</p> <ul style="list-style-type: none"> On 1800 060 970, select Option 1 at the voice prompts; By email: conveyance@education.vic.gov.au 	

6 Help

6.1 Microsoft Excel 2010

Excel 2010 software offers online web **Help**.

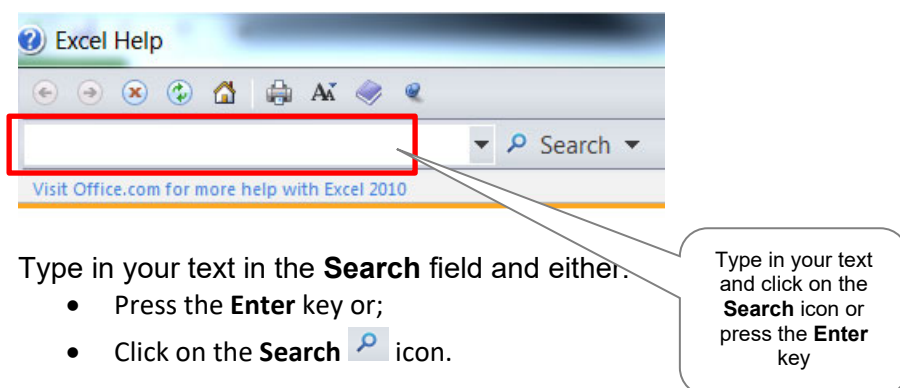
Help is generic and is **NOT** conveyance allowance specific.

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.



Navigate the **Help** and follow the prompts.

6.2 For Information Regarding Conveyance Allowance

Information regarding the conveyance allowance program can be found at:
<https://www2.education.vic.gov.au/pal/conveyance-allowance/policy>

6.3 Student Conveyance Allowance System (SCAS)

Information regarding the SCAS web based program can be found at:
<https://www2.education.vic.gov.au/pal/conveyance-allowance/guidance/processing-applications-using-scas>

6.4 Contacting the SCAS Helpdesk in the Conveyance Allowance Unit

The SCAS Helpdesk can be contacted:

- by email: conveyance@education.vic.gov.au
- By telephone: **1800 060 970**, select **option 1** after the voice prompt.

7 Glossary

Term	Definition
Adhoc Payment	Unscheduled payment, which is NOT part of the normal SCAS claim process. SCAS Adhoc Payments may be positive or negative in value. A zero amount value is NOT supported.
Application	An Application represents a request by a parent or guardian for conveyance allowance to be paid for their child.
CAP	Conveyance Allowance Program.
DE	Department of Education
CAU	Conveyance Allowance Unit.
SCAS	Student Conveyance Allowance System.
Selected Schools	<ul style="list-style-type: none"> • NON VICTORIAN Primary and Secondary Schools from SA or NSW only: <ul style="list-style-type: none"> ○ 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 .