

# Lord Howe Island Flight – Reimbursement Claim Form

- All reimbursement claims are to be submitted by the Parent / Guardian.
- Enter the student information and flight details that have been booked to submit your claim with receipts as proof of payment and a confirmed flight itinerary.
- One claim form per student is required. Single or multiple terms may be added for the school year.
- Reimbursement of flight costs is subject to the capped cost threshold and does not cover fees or charges following changes to flights.
- Payments will be made to the account provided on scheme application unless changes are specified.

## Student Details

First Name:		Family Name:			
Home Address:				Phone:	
Suburb:	State:	Post Code:	School Name:		

## Journey Details

School Term/ Semester	Flight Number	Departure Date	Leaving from	Travelling to	Flight Cost
<input type="checkbox"/> Term 1		day / month / year			\$
<input type="checkbox"/> Term 1		day / month / year			\$
<input type="checkbox"/> Term 2		day / month / year			\$
<input type="checkbox"/> Term 2		day / month / year			\$
<input type="checkbox"/> Term 3		day / month / year			\$
<input type="checkbox"/> Term 3		day / month / year			\$
<input type="checkbox"/> Term 4		day / month / year			\$
<input type="checkbox"/> Term 4		day / month / year			\$

Payable to:

 Do you need to update your bank details ?  BSB: Account No:

## Declaration

- I declare that all information in this application form is true and correct. I understand that it is an offence to attempt to obtain the benefit of a concession entitlement by false statement or other dishonest means.
- I have read and understood the Terms and Conditions of the [Lord Howe Island Flight scheme](#).
- Where changes to my banking details have been provided, I allow this information to be updated in Transport Payment systems. I understand this will override any other banking details I have provided previously.

Claimant Name: Date Completed: day / month / year

Save this completed application form. Then select the [link](#) below to submit your claim and upload any supporting documents. [transportnsw.info/concessions-application](https://transportnsw.info/concessions-application)