



# Application for a Travel Payment (Friend or Relative of Member) (Other than by private motor vehicle)

## Information for members

Your Travel Voucher may be used for your nominated friend or relative to visit you in the Northern Territory provided that they live at least 50 kilometres from your place of residence. You can claim your Travel Voucher upfront if you make the booking through a travel agent recognised as an Approved Vendor under the NT Senior Recognition Scheme (Scheme). This form is only relevant if the traveller makes the booking themselves or if the booking is made on their behalf through a non-Approved Vendor.

- Step 1: Complete the Travel Details attached to your Travel Voucher (please place **“Friend or Relative Travel”** next to the following fields: **“Provider Name”**, **“ABN”**, **“Authorised Officer”**, **“Phone”**, **“Total value of travel”** and **“Ref Number”**). Please ensure that the traveller’s full name is inserted.
- Step 2: Ensure that this form is completed by the traveller and returned to you.
- Step 3: Please complete Sections 1 and 2 below.
- Step 4: Submit this form, including any supporting documentations and your Travel Voucher, along with your signed declaration under your Travel Voucher, to the NT Concessions and Recognition Unit at your nearest shop front, via post to PO Box 37037, Winnellie NT 0821 or email [ntconcessionandrecognition@nt.gov.au](mailto:ntconcessionandrecognition@nt.gov.au)

Shop Front Locations: Casuarina, Palmerston, Katherine, Tennant Creek, Alice Springs and Nhulunbuy

Please note the expiry date on your Travel Voucher. All claims must be submitted prior to the expiry date on your Travel Voucher.

## Information for traveller

The member may use their Travel Voucher for you as a friend or relative to visit them. You must live at least 50 kilometres from the member’s place of residence. This form is not relevant if the member books on your behalf through an Approved Vender under the Scheme. Note, the cost of travel will be reimbursed to the member directly.

Please complete Section 3, 4 and 5 below and return the form, including any supporting documentations, to the member.

## Section 1: Member’s Residential Address ✍️ Please print clearly in blue or black pen

Residential address at time of travel:

.....

Note: if your residential address has changed, please ensure that you complete and return a *Change of Detail and Address Notification Form* to Territory Families

## Section 2: Member’s Declaration

I,..... (Insert full name of member)  
solemnly and sincerely declare that the information provided above is complete, true and correct.

This declaration is true and I know that it is an offence to make a declaration that is false in any material particular.

This declaration is made on ..... / ..... / ..... (date) at .....(location)

Signature of member: .....

Visit a **Territory Families** shopfront  
Call **1800 777 704** Visit [ntconcessions.nt.gov.au](http://ntconcessions.nt.gov.au)



### Section 3: Traveller's Details

Please circle: Mr / Mrs / Ms / Miss / Other .....

Given name/s: ..... Surname: .....

Unit or house number ..... Street: .....

Suburb or town: ..... Postcode: .....

\*Please attach proof of your place of residence. For example:

- Driver's licence
- Bank statements or letters verifying your residential address
- Other, please specify: .....

### Section 4: Travel Details

Date of departure: ...../...../..... Date of return: ...../...../.....

Departure from: .....

\*Please attach the following supporting documentations:

- Tax invoice/s
- Itinerary / boarding passes
- Dated payment receipts

### Section 5: Traveller's Declaration

I, .....(insert full name of traveller) solemnly and sincerely declare that:

1. the information provided in Sections 3, 4 and 5 above is complete, true and correct;
2. I reside at least 50 kilometres from the member's place of residence;
3. I have attached the required supporting document;
4. I consent to Territory Families collecting and using my personal information for the purposes of determining the claim for the cost of travel under the NT Seniors Recognition Scheme (Scheme);
5. I understand that I can withdraw my consent at any time by contacting Territory Families; and
6. I understand that if I do not provide the appropriate supporting documentation, or withdraw my consent, the member may not be able to claim the cost of this travel under the Scheme.

This declaration is true and I know that it is an offence to make a declaration that is false in any material particular.

This declaration is made on ..... / ..... / ..... (date) at ..... (location)

Signature of traveller: .....

#### OFFICE USE ONLY

Travel payment application entered PCS:  Concession of \$ ..... Approved  Not approved

Payment method: EIMS  EFT to member  EFT to agent

Reject notification: Letter  Phone  Email  Reason: .....

Processed by: ..... Checked by: ..... Manager: .....