

Travel and Accommodation forms

If the student is travelling as part of the job during placement and/or the student is staying overnight away from their normal place of residence then the Travel And Accommodation form must be signed by the employer and the parent (or student, if over 18) as part of the Arrangement.

In WorkExpo you can print the Travel And Accommodation form for a student (Work Experience or Structured Work Placement). You can print a form for an individual student or you can print multiple forms for groups of students. You can also choose to print both pages or just the first page of the Travel And Accommodation form.

You can also print the Travel And Accommodation form without the employer details. You can print a blank Travel And Accommodation form, if necessary.

You can email the Travel And Arrangement form to an employer, as you can with an Arrangement form.

To print a Travel And Accommodation form for an **individual student**.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Individual Student and click NEXT
3. On the next page, select the student from the list. You can only select one student in this list. Click NEXT
4. On the last page place a check-mark in the box labelled 'Travel And Accommm'.

To print Travel And Accommodation forms for **groups of students**.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Groups Of Students and click NEXT
3. On the next page, under 'Forms', select the Travel And Accommodation document from the list. Click NEXT
4. On the last page choose which group of students to print for and click FINISH

To print **only the first page** of Travel And Accommodation form.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Individual Student and click NEXT
3. On the next page, select the student from the list. You can only select one student in this list. Click NEXT
4. On the last page click the 'More Options...' blue link, a dialog box appears
5. Make sure you have Victoria selected, the choose the option to print one side only of the Travel And Accommodation form and click OK

To print a Travel And Accommodation form **without employer details**.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Individual Student and click NEXT
3. On the next page, select the student from the list. The student must not have any placement. Ensure you have the option selected to include students without placements.
4. On the last page place a check-mark in the box 'Travel And Accommm' and click FINISH

To print a **blank** Travel And Accommodation form.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Groups of students and click NEXT
3. On the next page, select the 'Blank Forms' tab.
4. Select the blank Travel and Accommodation form and click FINISH

To **email** a Travel And Accommodation form to an employer for an individual student.

1. From the WorkExpo Main Menu click the large PRINT button, this starts the Print Wizard
2. In the Print Wizard, select Students - Individual Student and click NEXT
3. On the next page, select the student from the list. You can only select one student in this list. Click NEXT
4. On the last page place a check-mark in the box 'Travel And Accommm and click Preview
5. Click the EMAIL button in the toolbar to email the form to the employer. WorkExpo uses the employer's email address.

Note: You are not able to email the Travel or Accommm form to the parent nor student directly but you can save it as a PDF and attach it.