

# TAA Transportation and Subsistence Form

If you are approved to receive transportation or subsistence allowances, please use this form to request payment. You will need to reuse this form to claim allowance. If you print this form, please write in the correct information.

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**How to claim allowance for a two-week period (payments are processed weekly):**

1. Complete this form within seven days after Week 2.
2. Save a copy of the completed form, for your records, and e-mail the form to [deed.taa@state.mn.us](mailto:deed.taa@state.mn.us) with "Transportation Subsistence" in the subject line.
3. Reuse this form to claim your allowance; repeat steps 1-2 every two weeks and submit.

**If you cannot save a copy of this form on a secured computer, please print and mail to:**

DEED - TAA Unit  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101

**OR** print and fax to 651-296-0288

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**Important:**

Send a copy of your class registration to [deed.taa@state.mn](mailto:deed.taa@state.mn) at the beginning of every term.

Name: \_\_\_\_\_ Petition Number \_\_\_\_\_

Start Date of Term \_\_\_\_\_ End Date of Term \_\_\_\_\_

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**Directions:**

Click on the highlighted box and choose the correct date. If you print this form, write in the correct date. Do this for each day you attended TAA-approved training during the two-week period. Make sure the day and date are accurate or there could be a delay in receiving your benefits.

Two week period start date: \_\_\_\_\_ End date \_\_\_\_\_

You can only claim allowance for days you attend scheduled class.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							

By submitting this form to the TAA Unit, you understand (check both boxes):

- The law provides penalties for willful misrepresentation made to obtain benefits.
- Travel and subsistence allowances are only payable for the distance approved in the contract. I will immediately notify a TAA Specialist if my travel distance changes.

Signature (please type your first and last name) \_\_\_\_\_

**Minnesota Department of Employment & Economic Development  
Trade Adjustment Assistance**

1st National Bank Building 332 Minnesota Street, Suite E200 Saint Paul, MN 55101-2146 USA

<https://mn.gov/deed>

Phone: 651-259-7543 Fax: 651-296-0288