



European Union



The Scottish Government  
 Rìghdhalas na h-Alba

EUROPE & SCOTLAND

European Social Fund

Investing in a Smart, Sustainable and Inclusive Future

**SDS Travel & Lodgings (Funded) - Claim Form**

**Claim Form Information**

Please fully complete all sections of the undernoted Claim Form. Failure to fully complete this Claim Form may result in the Travel & Lodgings claim being rejected.

- Return fully completed Claim Form to SNIPEF Training Services Ltd via post or email (details above).
- All receipts for Travel & Lodgings must be attached. We suggest copies of receipts are submitted.

**Apprentice Details**

<b>Apprentice Name</b>	
<b>Apprentice NI Number</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Town/City</b>	
<b>Post Code</b>	

**Employer Details**

<b>Business Name</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Town/City</b>	
<b>Post Code</b>	

**Travel & Lodgings Period of Claim**

You must enter the dates below to indicate the period of Travel & Lodgings you wish Skills Development Scotland to make payment for.

Travelling Expenses				
<b>Period of Claim</b>	<b>From:</b>	DD/MM/YYYY	<b>To:</b>	DD/MM/YYYY
<b>No. of Days Claimed For</b>				

Lodging Expenses (if applicable)				
<b>Period of Claim</b>	<b>From:</b>	DD/MM/YYYY	<b>To:</b>	DD/MM/YYYY
<b>No. of Nights Claimed For</b>				

**College Attendance & Declaration**

Please note it is a requirement of the Travel & Lodgings – Rules & Regulations that your College Lecturer completes the below information and signs the Lecturer Declaration.

<b>College Name</b>				
<b>College Lecturer Name</b>				
<b>Period of Claim</b>	<b>From:</b>	DD/MM/YYYY	<b>To:</b>	DD/MM/YYYY
<b>Required Days of Attendance</b>				
<b>Actual Days of Attendance</b>				
<b>Reason for Days Not Attended</b>				

**Lecturer Declaration**

I declare, to the best of my knowledge and belief that all statements and information provided in the College Attendance & Declaration section above are correct and fully complete.

<b>Lecturer Signature</b>		<b>Date (DD/MM/YYYY)</b>	
---------------------------	--	--------------------------	--

## Travel & Lodgings Payment Details

As per the 'SDS Travel & Lodgings – Confirmation of Travel Letter' bank details entered on this Claim Form will be checked against the details provided in the annual Initial Form. Travel & Lodgings payment may be split between the apprentice and the employer therefore bank details for both parties are required to be entered below. **All SDS Travel & Lodgings payments are now made by BACS transfer. Cheques will no longer be issued for payments.**

Apprentice Bank Details								
Account Holder Name								
Bank Name								
Account Number								
Sort Code			-				-	

Employer Bank Details								
Account Holder Name								
Bank Name								
Account Number								
Sort Code			-				-	

**\*\*If the bank details in this Claim Form do not match the details on the annual Initial Form this may delay SDS Travel & Lodgings payments as this will require to be investigated. Please note if bank details are incorrect and Travel & Lodgings payments are paid into the wrong bank account these payments will be unrecoverable and SNIPEF Training Services Ltd is not liable to reimburse any lost SDS Travel & Lodgings payments\*\***

## Additional Comments

If you have any additional comments or if you need to add anything in relation to this Travel & Lodgings – Claim Form please enter below. Comments can also be added by the Training Provider in this section.

## Apprentice & Employer Declaration

Please note it is a requirement of the Travel & Lodgings – Rules & Regulations that the apprentice and employer complete and sign the below declarations.

Apprentice Declaration			
I declare, to the best of my knowledge and belief that all statements and information provided in this Travel & Lodgings Claim Form are correct and fully complete. I have followed the Skills Development Scotland Travel & Lodgings – Rules & Regulations to the best of my ability.			
I understand that if I do not provide all receipts with my Travel & Lodgings Claim Form Skills Development Scotland will not be able to make any Travel & Lodgings payments.			
<b>Apprentice Signature</b>		<b>Date (DD/MM/YYYY)</b>	

Employer Declaration			
I declare that all statements and information provided in this Travel & Lodgings Claim Form by my apprentice are correct and fully complete.			
<b>Employer Signature</b>		<b>Date (DD/MM/YYYY)</b>	

If you have any questions regarding the apprenticeship training programme or this “SDS Travel & Lodgings – Claim Form” please contact SNIPEF Training Services Ltd on 0131 524 1245 or alternatively you can email us at [training@snipef.org](mailto:training@snipef.org)

**Reference: SDS/F/T&S1.0/Claim Form/May 2019**