



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) - Initial Form**

**Apprentice Details**

<b>MA Framework</b>	<b>Domestic Plumbing &amp; Heating</b>		
<b>Apprentice Name</b>			
<b>Apprentice NI Number</b>			
<b>Apprentice Local Authority</b>			
<b>Employer - Business Name</b>			
<b>Employer Size (Mark with X)</b>	<b>Less than 250 employees</b>		<b>More than 250 employees</b>
<b>Off-the-job training required</b>	<b>Yes</b>	<b>X</b>	<b>No</b>

**Details of Journey - Relates to College Attendance Only**

<b>Apprentice Home Address</b>	
<b>College Name</b>	
<b>College Address</b>	

<b>Type of Transport to College (Mode)</b>		
	<b>Area travelling from.....</b>	<b>Area travelling to.....</b>
<b>Mode 1 -</b>		
<b>Mode 2 -</b>		
<b>Mode 3 -</b>		
<b>Mode 4 -</b>		

*\*\*Please enter each mode of transport you use to travel to college e.g. Mode 1 – Train, Mode 2 – Bus etc. and also which area you are travelling from and to\*\**

**Breakdown of Transport (Modes)**

**If using multiple modes of transport you must clearly indicate below how you use each mode of transport for your journey.** E.g. Car to bus station (must include bus station name or area) and bus station to train station (must include area of train station). This box is for extra notes relating to your journey to College.

**Dates and Cost of Travel – Relates to College Attendance Only**

<b>Blocks/Weeks To &amp; From</b>	<b>Daily Cost (Yes/No)</b>	<b>Weekly Cost (Yes/No)</b>	<b>Mode 1 Cost</b>	<b>Mode 2 Cost</b>	<b>Mode 3 Cost</b>	<b>Mode 4 Cost</b>	<b>Total Cost (£)</b>
							£
							£
							£
							£
<b>Overall Total Cost</b>							£

*\*\*Please enter the start/end dates of your travel to and from college and the cost of each mode of transport, you will get this from your college timetable\*\**

**Details of Lodgings - Relates to College Attendance Only**

**Dates of Lodgings - Relates to College Attendance Only**

<b>Lodgings Name</b>			
<b>Lodgings Address</b>			
<b>Start/End Dates</b>	<b>No. of Nights Stayed</b>	<b>Cost Per Night</b>	<b>Total Cost (£)</b>
			£
			£
			£
			£
<b>Overall Total Cost</b>			£

*\*\*Please enter the details of your lodgings whilst attending college. We require start/end dates of your lodgings etc.\*\**

### Travel & Subsistence Payments

Please indicate below to whom the Travel & Subsistence payments should be paid out to by marking an 'X' in the appropriate box.

Travel	X	Lodgings	X
Apprentice	<input checked="" type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>
Employer	<input type="checkbox"/>	Employer	<input type="checkbox"/>

### Travel & Subsistence Payment Details

As per the 'SDS Travel & Lodgings – Initial Letter' bank details entered on this annual Initial Form will be checked against the details provided in the Claim 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							
<b>Account Holder Name</b>							
<b>Bank Name</b>							
<b>Account Number</b>							
<b>Sort Code</b>			-			-	

Employer Bank Details							
<b>Account Holder Name</b>							
<b>Bank Name</b>							
<b>Account Number</b>							
<b>Sort Code</b>			-			-	

**\*\*If the bank details in this Initial Form do not match the details on the annual Claim 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 else in relation to this Travel & Subsistence – Initial Form please enter below. Comments can also be added by the Training Provider in this section.

### Apprentice & Employer Declaration

#### Apprentice Declaration

I declare, to the best of my knowledge and belief that all statements and information provided in this application are correct and the application is fully complete.

I will notify SNIPEF Training Services Ltd of any change of circumstances that may affect my SDS Travel & Subsistence i.e. mode of transport or change of address.

<b>Apprentice Signature</b>		<b>Date (DD/MM/YYYY)</b>	
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#### Employer Declaration

I declare, to the best of my knowledge and belief that all statements and information provided in this application are correct and the application is fully complete.

I declare that all payments should be made to the indicated party as stated in the Travel & Subsistence Payment section.

<b>Employer Signature</b>		<b>Date (DD/MM/YYYY)</b>	
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If you have any questions regarding the apprenticeship training programme or this “SDS Travel & Lodgings – Initial 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)