

SDS Travel & Lodgings (Funded) - Initial Form

Apprentice Details

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

Details of Journey - Relates to College Attendance Only

Apprentice Home Address	
College Name	
College Address	

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

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

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

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		Apprentice	
Employer		Employer	

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							
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 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.

Apprentice Signature		Date (DD/MM/YYYY)	
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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.

Employer Signature		Date (DD/MM/YYYY)	
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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