

**SNIPEF Training Services Ltd – Travel & Subsistence Initial Form**
**Apprentice Details**

<b>Apprentice Name</b>	
<b>Apprentice NI Number</b>	
<b>Employer/Business Name</b>	

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

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

**Type of Transport to College (Mode)**

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.\*\*\*

**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 and address) and bus station to train station (must include train station name and address).

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

Blocks/Weeks To & From	Mode 1 Cost	Mode 2 Cost	Mode 3 Cost	Mode 4 Cost	Total Cost (£)

\*\*\*Please enter the start/end dates of your travel to and from college and the cost of each mode of transport\*\*\*

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

<b>Lodgings Name</b>			
<b>Lodgings Address</b>			
Start/End Dates	No. of Nights Stayed	Cost Per Night	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 & Lodgings Payment Details

Please provide the bank details in which the payment should be paid into below. Please note travel & lodgings payments are made by BACS transfer. Cheques will no longer be issued for payment.

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

### 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.

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### Declarations

#### 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 undertake to observe the terms and conditions of the SNIPEF Training Services Ltd Travel & Subsistence Rules & Regulations. I understand that failure to comply by the Travel & Subsistence Rules & Regulations may result in SNIPEF Training Services Ltd rejecting my Travel & Subsistence.

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

Apprentice Signature		Date (DD/MM/YYYY)	
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Please note that your employer must sign the below declaration to confirm to whom Travel & Subsistence payments will be made to.

#### Employer Declaration

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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#### Training Provider Declaration

SNIPEF Training Services Ltd has reviewed this Travel & Subsistence Initial Form and accepts all statements and information to be true. As stated in the Travel & Subsistence Rules & Regulations if the apprentice is eligible SNIPEF Training Services Ltd will approve and process all Travel & Subsistence on behalf of the apprentice.

Training Provider Signature		Date (DD/MM/YYYY)	
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If you have any questions regarding the apprenticeship training programme or this “SNIPEF Training Services Ltd – 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)

**Our Ref: S/F/T&S1/1.0/Oct 22**