

SNIEPF Funded – Travel & Subsistence 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 SNIEPF Training Services Ltd via email (details above) ASAP after the costs have been incurred to ensure payment of claims.
- All receipts for Travel & Lodgings must be attached. We suggest copies of receipts are submitted.

Apprentice Details

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

Employer Details

Business Name	
Address Line 1	
Address Line 2	
Town/City	
Post Code	

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			
Period of Claim	From:	DD/MM/YYYY	To: DD/MM/YYYY
No. of Days Claimed For			

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

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.

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

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.

Lecturer Signature		Date (DD/MM/YYYY)	
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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.

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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.			
Apprentice Signature		Date (DD/MM/YYYY)	

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

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

Our Ref: S/F/T&S2/1.1/April 2024