

Travel & Lodgings Guidance 2026/2027

SDS FUNDED TRAVEL

If your apprentice is based in any of the following locations, they will be funded by **SDS**.

- Argyll & Bute
- Highland
- Moray
- Orkney
- Shetland
- Western Isles
- Isle of Arran
- Isle of Great Cumbrae
- Isle of Little Cumbrae.

The following travel costs are eligible to be reimbursed:

- Ferry fares – full cost of ferry fare – Note: Island residents are entitled to concessionary rates
- Air fares – full cost of air fare – Note: air travel is only to be used if no alternative such as ferry travel is available
- Train fares – full cost of standard train fare
- Bus fare – only for those 22 years and over. The National Entitlement Card (NEC) must be used for those under 22 years where appropriate.
- Providers should be aware that across Highland, Moray, Orkney, Shetland and Western Isles Local Authority areas a bus fare cap has been introduced. Please see link for further details - Cheaper bus travel for Highland communities - gov.scot • Taxi – only in exceptional circumstances, which must be detailed when making claims.
- Mileage – 26p per mile. Note: Car travel is allowed only if there is no or limited access to public transport or if timetabling would require an overnight stay, or if journey times are reduced. If the cost of public transport is less than mileage, payment will be restricted to the lower amount. You must cost these options. If more than one Apprentice is traveling in the car, only the car owner is eligible to claim.

The following contribution towards overnight accommodation is as follows:

- Employers employing less than 250 employees – our contribution will be up to a maximum of £60 per night.
- Employers employing more than 250 employees – our contribution will be up to a maximum of £30 per night.
- If nightly accommodation is secured for less than the minimum rates for the employer's size, then the actual cost should be claimed. Example – the employer employs fewer than 250 people and the nightly cost is £55, then only £55 can be claimed. The size of employer must

be based on all groups, departments, divisions or sites operated by the employer and not the single site where the Apprentice is based.

We require a copy of travel costs (tickets, receipts) along with accommodation costs (hotel, B&B invoices and receipts) clearly showing the date of the journey or accommodation. Electronic evidence, such as tickets and receipts are acceptable.

PLEASE NOTE: We need to receive the claim form signed by the lecturer, employer & apprentice and all receipts within 4 weeks of the first day of their day of travel/lodging as per SDS rules. If we do not receive the claim form and relevant receipts within this time period we cannot guarantee that payment will be reimbursed.

SNIPEF FUNDED TRAVEL

Your apprentice is eligible for **SNIPEF** funded reimbursement if the following applies:

- **Public Transport** - The apprentice's round trip from their home address to college and college to home address is greater than £5.00. SNIPEF Training Services Ltd will not pay the first £5.00 of public travel (train/bus services).
- **Car** - The apprentice's round trip from their home address to college and college to home address must be greater than 40 miles. SNIPEF Training Services Ltd will not pay the first 40 miles of travel. We calculate the length of the apprentice's journey using the AA Route planner. Lodgings (if applicable)
- **Lodgings** - A contribution up to a maximum of £35.00 per night, to cover bed, breakfast and one hot meal per day or the actual amount incurred if less. The maximum contribution available for employers with 250 or more employees is reduced to £25.00 per night.

Please note: Failure to send the claim forms and associated receipts in a timely manner may result in a delayed payment as we will prioritise the claims on the first come first serve bases.