



Appendix 9a

**Travel & Subsistence Costs Application Form – Approval Period 1 April 2017 to 31 March 2018
(Arran/Isle of Arran, Argyll & Bute, Western Isles, Highland, Moray, Orkney and Shetland)**

Training Provider	SNIEPF Training Services Ltd
Apprentice Name	
Apprentice Address	
College Name	
College Address	

Type of Transport to College (Mode) - Relates to College Attendance Only			
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. ***

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

Dates of Lodgings - Relates to College Attendance Only			
Lodgings Name			
Lodgings Address			
Start/End Dates	No. of Nights Stay	Cost Per Night	Total Cost (£)

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

Declaration – Relates to Apprentice & Training Provider Only			
I certify that the above information is correct. I will notify any change of circumstances as appropriate by completing a new Appendix 9a. I attach receipts (If appropriate)			
Apprentice Signature		Date	
Agreed Training Provider Signature		Date	

*****Please note that it is a Skills Development Scotland requirement that all travel & lodgings receipts should be submitted when making a travel & subsistence claim. If no receipts are available the Training Provider may not be able to pay your travel & subsistence claim. Please keep all receipts*****