

SNIEF TRAINING SERVICES LTD

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Funded Travel & Subsistence Initial Form From 1st April to 31st March

Apprentice Details

Apprentice Name	
Apprentice NI Number	
Employer/Business Name	

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 on the details of the journey.

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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, 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 (£)

***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	

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.

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 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 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 “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