



Appendix 9

Travel and lodging policy for apprentices in specified local authority areas 2019/20

This paper sets out the process for providers applying for support for apprentice travel and lodging in 19/20.

Eligibility Criteria

This policy is to support those apprentices, who as part of the Modern Apprenticeship, are required to **attend structured and formal off-the-job training** as set out within the requirements of the Modern Apprenticeship framework and for mandatory outcomes only. This may require them to travel and where appropriate require overnight accommodation.

Staying in overnight accommodation – this should apply only for those individuals who are attending formal off-the-job training out with normal daily travel arrangements.

Apprentices resident in the following local authority areas are eligible:
Argyll & Bute; Highland; Moray; Orkney; Shetland; Western Isles; and Isle of Arran.

Training providers are responsible for confirming the eligibility of each apprentice seeking travel and/or lodging costs in line with this policy and in advance of travel. Eligible Local Authority postcodes can be checked in advance using: <https://www.gov.uk/find-local-council>

What is eligible for support?

The following costs are eligible to be reimbursed:

A) Travel Costs

- 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 only to be used if no alternative option such as ferry travel is available
 - Train fares – full cost of train fare
 - Bus fare – full cost of bus fare
 - Taxi – only in exceptional circumstances and which require to be detailed when making claims
 - Mileage – 22p per mile
- Note: Where there is no or limited access to public transport or timetabling would require an overnight stay or journey times are reduced; car travel is permitted. If the cost of using public transport for the journey is less than mileage; payment will be restricted to the lesser amount. Providers must cost these options. If more than one apprentice is traveling in the car only the car owner is eligible to make a claim.

B) Lodgings

Overnight accommodation – contribution towards overnight accommodation will be as follows:

1. Employers employing less than 250 employees – SDS contribution will be up to a maximum of £35 per night.
2. Employers employing more than 250 employees – SDS contribution will be up to a maximum of £25 per night.

At all times, the provider must seek the most cost-effective travel and accommodation costs.

NB The size of employer should be based on all groups, departments, divisions or sites operated by the employer and not the single site where the apprentice is based.

Funding for learning providers and evidence requirements

Providers will be allocated a sum of funds within existing contracts that allows them to make claims against agreed eligibility as outlined above.

Providers must retain evidence of costs paid – i.e. copy of travel costs along with accommodation costs. Apprentices and/or employers must be reimbursed prior to a claim being made to SDS. Such evidence will be subject to monitoring by Skills Development Scotland.

Claims should be made through the Bulk Expense and Expense Claims area within FIPS and using Appendix 9a. Further guidance on the process is set out within Appendix 9a.

This travel & lodging policy applies to specified Local Authorities in North Region and Isle of Arran only and for the period 1 April 2019 to 31 March 2020.

Further guidance of how to apply for expenses for eligible apprentices is available from macontracts@sds.co.uk.