

# SNIEF TRAINING SERVICES LTD

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[www.becomeaplumber.org](http://www.becomeaplumber.org)



## SNIEF Training Services Ltd – Travel & Subsistence Claim Form

### Apprentice Details

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

### Employer Details

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

### Travel & Subsistence Period of Claim

You must enter the dates below to indicate the period of Travel & Subsistence you wish SNIEF Training Services Ltd to make payment for.

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

Lodgings 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 & Subsistence – 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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### Additional Comments

If you have any additional comments or if you need to add anything else in relation to this Travel & Subsistence – Claim Form please enter below.

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### Apprentice & Employer Declaration

Please note it is a requirement of the Travel & Subsistence – 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 & Subsistence Claim Form are correct and fully complete. I have followed the SNIPEF Training Services Ltd Travel & Subsistence – Rules & Regulations to the best of my ability.

I understand that if I do not provide all receipts with my Travel & Subsistence Claim Form SNIPEF Training Services Ltd will not be able to make any Travel & Subsistence payments.

<b>Apprentice Signature</b>		<b>Date (DD/MM/YYYY)</b>	
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#### Employer Declaration

I declare that all statements and information provided in this Travel & Subsistence Claim Form by my apprentice are correct and fully complete.

<b>Employer Signature</b>		<b>Date (DD/MM/YYYY)</b>	
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### Travel & Subsistence Claim Form Checklist

#### Claim Form Checklist

<b>Apprentice Details</b>	<input type="checkbox"/> Complete
<b>Employer Details</b>	<input type="checkbox"/> Complete
<b>Travel &amp; Subsistence Period</b>	<input type="checkbox"/> Complete
<b>College Attendance &amp; Declaration</b>	<input type="checkbox"/> Complete
<b>Apprentice &amp; Employer Declaration</b>	<input type="checkbox"/> Complete

#### Supporting Claim Form Evidence Checklist

<b>Travel Receipts</b>	<input type="checkbox"/> Enclosed
<b>Lodging Receipts (if applicable)</b>	<input type="checkbox"/> Enclosed

Please make sure this Travel & Subsistence Claim is fully completed and all supporting evidence is attached before returning to SNIPEF Training Services Ltd. **If this Travel & Subsistence Claim Form is incomplete it will be returned for completion and may result in a delay to your Travel & Subsistence payment.**

If you have any questions regarding the apprenticeship training programme or this “Travel & Subsistence – Claim Form” please contact SNIPEF Training Services Ltd on 0131 524 1245 or alternatively you can email us at [training@snipef.org](mailto:training@snipef.org)