

SNIEF TRAINING SERVICES LTD

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SNIEF Training Services Ltd – Travel & Subsistence Initial Form

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)

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. ***

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 and address) and bus station to train station (must include train station name and address).

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

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.

Declarations

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 undertake to observe the terms and conditions of the SNIPEF Training Services Ltd Travel & Subsistence Rules & Regulations. I understand that failure to comply by the Travel & Subsistence Rules & Regulations may result in SNIPEF Training Services Ltd rejecting my Travel & Subsistence.

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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Please note that your employer must sign the below declaration to confirm to whom Travel & Subsistence payments will be made to.

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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Training Provider Declaration

SNIPEF Training Services Ltd has reviewed this Travel & Subsistence Initial Form and accepts all statements and information to be true. As stated in the Travel & Subsistence Rules & Regulations if the apprentice is eligible SNIPEF Training Services Ltd will approve and process all Travel & Subsistence on behalf of the apprentice.

Training Provider 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