

**TRAVEL AND ACCOMMODATION EXPENSES CLAIM – COLLEGE ATTENDANCE
HIGHLANDS & ISLANDS**



CLAIM PERIOD From _____ To _____

COLLEGE ATTENDED

Employer Details

Trainee Details

Name _____	Name _____
Address _____	Address _____
Tel No _____	Tel No _____
Email _____	Email _____

Travel

Car (use AA Route Planner Website)	Bus	Ferry	Train	Flight		
Week Beginning DD/MM	No. of days at College in week	Car Mileage (Enter Weekly Total)	Car Mileage (Auto Calculated)	Public Transport (Enter Totals)	Travel deduction (£5 per day)	Total travel Claim per week (£)
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Total!						

Accommodation

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Accommodation Costs/night (max £60) (£)						
Number of nights						
Total Accommodation Cost (£) C						
Total amount claimed (£)						

Expenses Claimed to be Authorised by Employer

Name _____	Date _____
Signature _____	Position _____

Claim period should not exceed 5 weeks, and must be submitted within 30 days of the end of the claim period. Claims out with this period will not be considered.

PLEASE SCAN AND EMAIL ANY RECEIPTS AND FORM TO sectt.accounts@sectt.org.uk

This payment will be made to the bank account details you have previously provided to SECTT. If your bank details have changed, or you have not yet provided them, please email your current bank details to sectt.accounts@sectt.org.uk.