TRAVEL AND ACCOMMODATION EXPENSES CLAIM – COLLEGE ATTENDANCE
LOWLANDS & UPLANDS

SECTT
SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

CLAIM PERIOD From To

COLLEGE ATTENDED

Reset Form

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)	Pubic 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 £30) (£)						
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.