



SHIP SAFE TRAINING GROUP LTD

The Precinct Office, The Precinct, Rochester, Kent, ME1 1SR
+44 (0) 1634 820 820
training@sstg.org
www.sstg.org

Officer Trainee Expense Form

Trainee Officer Details

Full Name:	SSTG Trainee Number:
Sponsoring Company:	College:

Reason For Travel

Interview:	Joining A Vessel:
Start/End Of College Phase:	Leaving A Vessel:
Official College Holiday:	Vessel Name:

Travel Expenses

Date Of Travel:	From: (Including postcode if claiming mileage)	To:	Mode Of Travel:	Cost Of Travel: (Receipts must be attached)
Total:				

Miscellaneous Expenses

Date:	Reason For Expense:	Cost: (Receipts must be attached)
Total:		

Total Amount Of Claim

Grand Total:

Trainee Officer Declaration

I declare that to the best of my knowledge and belief the above is true, and all the items are supported by receipts attached herewith.

Signed:	Date:
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For Office Use Only

Checked:	Authorised:	Payment Made:
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Trainee Officer Expenses

As part of the support arrangements, under which you are receiving financial assistance, you will often find yourself undertaking travel, or initially incurring other expenses, which your company, or the SSTG, will reimburse you for.

To enable your company, or the SSTG, to authorise any such expense claims and process payments quickly, it is important that you follow the correct procedure. This will keep any delays to a minimum and ensure you receive reimbursement quicker than you might otherwise.

If necessary, the SSTG will withhold such payments to individuals until the required information is provided.

The following will provide you with useful guidance in providing the necessary information to enable claims to be checked and processed by the SSTG. You will also find the following useful when submitting claims to your company, who will usually require similar information:

- All claims should be submitted on an SSTG expense form and forwarded to the SSTG by post within three weeks of the date of travel. Such forms will be supplied on request.
- The form must be clearly completed with the following details:
 - Your **full** name.
 - Your sponsoring company.
 - Your SSTG trainee number.
 - The college you are enrolled at.
 - Details of the expenses claimed, which must include:
 - The reason for travel, eg interview, start/end of college phase, etc.
 - The date of travel.
 - The departure and destination points, eg Rochester to Liverpool.
 - The mode of travel, eg car, train, etc.
 - Details of the total amount claimed entered in the appropriate place.
- You **must** sign and date the expense form
- All available receipts must be securely attached to the back of the form.
- Where you wish to travel by car instead of by public transport, claims will be reimbursed at the rate of 20p per mile. The distance will be calculated from the postcodes, which must be supplied. Utilising such mode of travel does **not** require prior authorisation by your Training Officer.
- The cost of travel by air must be authorised by your Training Officer in advance and will only be met in full where this is less than the cost of a standard rail ticket or ferry.
- Journeys other than, to/from college/home at the beginning and end of each term or when joining/leaving ship, must be authorised by SSTG in advance of travel. Where the reason for such journeys is known in advance the SSTG should be approached for permission in sufficient time.
- Trainee officers who regularly travel by train should purchase a Young Persons Railcard.