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| **Appointee Travel and Accommodation Request (TARE) Form** |

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First name** |  |
| **Title** |  | **Initials** |  |
| **NI Number** |  | **Private/Home Email** |  |
| **Home Address** |  | **Daytime phone No** |  |
| **Postal Town** |  | **Mobile Phone No** |  |
| **Postcode** |  | **Evening Phone No** |  |

# Event Details

|  |  |  |
| --- | --- | --- |
| **General Details** | | |
| **Event Type / Department / Contact** | Choose an item. | |
| **Subject** | Choose an item. | |
| **Event Venue/Centre Name** |  | |
| **Centre Address and Postcode** |  | |
| **Date of Event** | Click or tap to enter a date. | |
| **Start Time of Event** |  | |
| **End Date of Event** | Click or tap to enter a date. | |
| **Level** | Choose an item. | |
| **Component** | Choose an item. | |
| **Centre Number** |  | |
| **Verification Grp # (if applicable)** |  | |
| **Verification Grp Name (if applicable)** |  | |
|  | | |
| **Policy** | | |
| [Click this link to view section 4 of the Appointees Expenses Policy](https://www.sqa.org.uk/sqa/35844.html) | | |
| I have read and understood section 4 of the Appointee Expenses policy: | |  |

# Accommodation Request Details

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| **Accommodation** |
| |  |  |  |  | | --- | --- | --- | --- | | **Do you require overnight accommodation?** | | |  | |  | **Will your event/visit last more than a day?** | |  | |  | **Will your initial journey exceed 2 hrs duration?** | |  | |  | **Accommodation Details** | | | |  | **Date of arrival** | Click or tap to enter a date. | | |  | **Number of nights required** | Choose a number. | | |  | **Town/City** |  | | |  | **Additional Information** | | | |  | *Please provide information if you wish to stay with other team members, including their name and hotel. Please note, this can’t be guaranteed, as it is dependent on availability on selected days.* | | | |  | **Preferred hotel’s name** |  | | |  | **Specific requirement details (diet, etc.)** |  | | |

# Travel Request Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel** | | | | |
| **Are you travelling by public transport?** | |  | **Or Private car?** |  |
|  | **Do you require SQA to book your travel?** |  | | |
|  | **Date of Birth (*for flights only*)** |  | | |
|  | **Car Reg, Make, Model, Colour (*for ferries*)** |  | | |

## Trip 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **1** | **Mode of Transport** | Choose an item. | **Return?** |  |
|  |  | **Departure Point** |  | | |
|  |  | **Destination** |  | | |
|  |  | **Date of Departure** | Click or tap to enter a date. | | |
|  |  | **Time of Departure** |  | | |
|  |  | **Date of Return (if applicable)** | Click or tap to enter a date. | | |
|  |  | **Time of Return (if applicable)** |  | | |

## Trip 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **2** | **Mode of Transport** | Choose an item. | **Return?** |  |
|  |  | **Departure Point** |  | | |
|  |  | **Destination** |  | | |
|  |  | **Date of Departure** | Click or tap to enter a date. | | |
|  |  | **Time of Departure** |  | | |
|  |  | **Date of Return (if applicable)** | Click or tap to enter a date. | | |
|  |  | **Time of Return (if applicable)** |  | | |

## Trip 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **3** | **Mode of Transport** | Choose an item. | **Return?** |  |
|  |  | **Departure Point** |  | | |
|  |  | **Destination** |  | | |
|  |  | **Date of Departure** | Click or tap to enter a date. | | |
|  |  | **Time of Departure** |  | | |
|  |  | **Date of Return (if applicable)** | Click or tap to enter a date. | | |
|  |  | **Time of Return (if applicable)** |  | | |

## Trip 4

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **4** | **Mode of Transport** | Choose an item. | **Return?** |  |
|  |  | **Departure Point** |  | | |
|  |  | **Destination** |  | | |
|  |  | **Date of Departure** | Click or tap to enter a date. | | |
|  |  | **Time of Departure** |  | | |
|  |  | **Date of Return (if applicable)** | Click or tap to enter a date. | | |
|  |  | **Time of Return (if applicable)** |  | | |

## Car Hire (*Visiting Assessors/Verifiers*)

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| --- | --- | --- | --- | --- | --- |
|  | *NB. Hire cars are primarily for Visiting Assessors/Verifiers for when they are traveling more than 120-mile round-trips to one or more centres.* | | | | |
|  |  | **Named Driver** | |  | |
|  |  | **Main Driver Telephone** | |  | |
|  |  | **Hire Start** | | | |
|  |  |  | **Date of Pickup** | | Click or tap to enter a date. |
|  |  |  | **Time of Pickup** | |  |
|  |  |  | **Address of Pickup** | |  |
|  |  | **Hire End** | | | |
|  |  |  | **Date of Return** | | Click or tap to enter a date. |
|  |  |  | **Time of Return** | |  |
|  |  |  | **Address of Return** | |  |

# Confirmation

|  |  |
| --- | --- |
| **Confirmation** | |
| **Comments** |  |
| **Signature (type)** |  |
| **Date** | Click or tap to enter a date. |
|  | |
| **Upon completing this form, please email to address detailed in the *Event Type / Department / Contact*, of the Event Details Section, including the date of your travel in the subject for ease of prioritisation.** | |
|  | |

# SQA Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **SQA** | | | |
| **Work Order** |  | | |
| **Purchase Product Code** |  | | |
| **Activity** |  | | |
| **Qual Group** |  | | |
| **Centre Region** |  | | |
| **Course Code** |  | | |
| **Checked By** |  | **Date** |  |