

MAITS Checklist – Grant To Attend Training

This checklist outlines the documentation to be completed at the various stages of your trip when receiving a grant from MAITS. For any queries, please contact info@maits.org.uk

Pre-departure

1. Make sure you have read the documents in the 'Pre-departure' folder.
2. Provide MAITS with scans of the following:
 - Provide two references
 - Current DBS certificate
 - Professional registration certificate
 - Signed MAITS Code of Practice
 - Invitation letter from the organisation/proof of acceptance on training programme
 - Ticked Foreign Office travel advice disclaimer on the grant application form
 - Copy of identification page from your passport
 - Next of kin details

Remember that you will need to make your own travel arrangements (flights, visa and any necessary vaccinations and organise your local transport and accommodation).

On your return

Please send us:

- Trainee Feedback Form
- Expenses claim supported by valid receipts