

**TRAVEL AND DUAL ACCOMMODATION
EXPENSES GUIDE 26/27**

**A step-by-step guide to submitting your claim
correctly first time**

Step-by-step guide

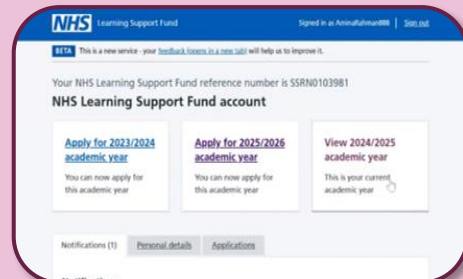
Step 1: Log in & start your claim

Go to NHS LSF login page:

<https://learning-support-fund.nhsbsa.nhs.uk/student/login>

Select the current academic year, then scroll to the bottom of the next page

Click '**make a claim**'. Read through the evidence you need to gather, and then click '**start now**'



Travel to or from placement

☒ Driving
☐ Public transport
☐ Cycling
☐ Community travel

Accommodation booking costs

☐ Accommodation bookings (for example, hotels)
☐ Travel between accommodation bookings and term time address

Costs you need authorisation for

▶ When can I claim these costs?

☐ Taxi journey
☐ Christmas costs
☐ Hiring a car

[Continue](#)

Step 2: Set your claim details

Enter the time range for your claim and answer '**what did you pay costs for?**'

It's important to select all relevant options at this stage (e.g. community travel, travel to booked accommodation), as you cannot return to this section later.

Step 3: Add addresses

Next, add your **placement address**, ensuring the full postcode is included. If you have submitted a claim previously, you can reuse information from an earlier claim, including your **term-time address**.

Your term-time address will be checked against the address held on PEMS, so please ensure they match before submitting your claim. Claims may be returned if there is a discrepancy. If your address needs updating, you can do this via **My Student Record** in [Blackboard](#).

If you used a different term-time address during the placement period for a legitimate reason, add a comment explaining the circumstances and include your usual term-time address in full, including the **postcode**.

How do you usually get to and from university?

Select all that apply

☐ Walk

☐ Drive (including giving a lift to someone else)

☐ Get a lift from someone else

☐ Cycle

☐ Public transport

Continue

Cancel

Add a comment about travelling to university (optional)

Include any comments about your extra costs. For example, any costs that are spread over multiple days.

You have 500 characters remaining

Save and continue

Step 4: enter your university travel details

Add the address of your usual campus, this is likely: **SHU Collegiate Campus, Collegiate Crescent, Broomhall, Sheffield, S10 2BP**

Select your usual travel method for travel to university, and enter the total **return** cost or mileage, e.g. if it's 5 miles to the University and 5 miles back, then this will be a return mileage of 10 miles. Add any extra costs, such as parking.

Use the comment section to clarify anything relevant, e.g. if you get a lift, confirm how much you **contribute** to the driver, if you use multiple methods of transport give details of the journey.

Note: you are not reimbursed for your travel to and from university, but rather the total placement travel costs minus the university travel costs.

Step 5: Enter your placement travel details

Set the first day of travel for your claim period and select the days you travelled to placement. You'll see these in 7-day periods.

Public transport (trains, trams & buses)

Every public transport journey requires evidence. This can be a ticket, receipt, bank transaction or highlighted bank statement showing the date and cost. Photograph any paper tickets as soon as possible to avoid them becoming unreadable.

If you paid by card, a screenshot your bank statement will be accepted. Highlight the relevant journeys or screenshot of a completed bank transaction.

If you have a multiday travel ticket, include the start date and exact duration the ticket is valid for (e.g. 30th Sept – 30th Oct, even if you didn't use it daily)

What is the total mileage to and from your placement?

You should calculate this as a return journey from your term time address to your placement.

83.6 miles

How to work out your mileage

You can check the mileage of your journey by:

- getting directions for your journey on Google Maps
- resetting the mileage trip calculator in your car

Save and continue

Edit travel details and costs			
	Travel details	Value	Action
Friday 10 August 2025	Mileage to placement	10 miles	Change or remove
	Mileage returning from placement	10 miles	Change or remove
Friday 11 August 2025	Mileage to placement	10 miles	Change or remove
	Mileage returning from placement	10 miles	Change or remove
Friday 12 August 2025	Mileage to placement	10 miles	Change or remove
	Mileage returning from placement	10 miles	Change or remove
Friday 13 August 2025	Mileage to placement	10 miles	Change or remove
	Mileage returning from placement	10 miles	Change or remove
Friday 14 August 2025	Mileage to placement	10 miles	Change or remove
	Mileage returning from placement	10 miles	Change or remove
2	Next	Showing 1 - 5 of 6 dates	
What you can do			
Add driving mileage		Add extra costs	Add community travel
Change previous answers			

Travelling by car

Mileage should normally fall within the range shown on Google Maps. If it is significantly outside the Google Maps range, explain why in the comments (e.g. roadworks, alternative route).

Parking receipts need to show the date and cost clearly. If you have a multiday parking ticket, include the full period the ticket is valid for, even if you did not park there every day.

If you selected community travel at the start of your claim, click 'add community travel' at the bottom of the page after you have entered your weekly mileage. For data protection purposes, do not provide addresses for community visits, simply

Taxi journeys

If you are in receipt of Disabled Student Allowance (DSA) funding which includes taxi journeys, you will need to complete this as its own claim.

If you had to use a taxi outside of DSA reasons, (e.g. exceptional circumstances, required to travel between 23:00-6:00), it will be assessed at the discretion of the NHS. Contact us at placementoperations@shu.ac.uk before you start placement if you think you may not have the option to travel via public transport for some shifts and we can provide further information of the evidence you will need.

Step 6: Claiming for accommodation costs

You may be able to claim for temporary accommodation near your placement if it wasn't practical to travel there daily from your term-time address, or this is the most cost-effective option. **Skip to step 7 if you had no accommodation**

YES, you can claim for accommodation if:

- it wasn't practical to travel there daily from your term-time address
- it is the most cost-effective option
- you must normally be paying for two places at the same time (term time & placement accommodation)
- if you normally live at home with your parents, you can still claim for placement accommodation if needed. Be prepared to be asked for evidence that you pay rent to your parents/regularly contribute to household expenses.

NO, you can't claim for accommodation if:

- you stay with your parents only for the placement. NB: if this is the case, add your home address in full, including postcode, to the comment box in the **placement travel section**.
- It was practical to travel to placement from your term-time address.
- You cannot provide suitable evidence of the costs of your stay

Enter the start and end dates of your stay.

If there were multiple stays with breaks in between, enter only the first period.

Add the full accommodation address, including the postcode.

What was the start date of your booking?

This is the first day of this accommodation booking, not the first day of your placement.

For example, 16 7 2025

Day	Month	Year
25	06	2025

Continue

Select the type of accommodation you used:

- **Commercial** (e.g. hotel, hostel, Airbnb with a formal booking or receipt)
- **Non-commercial** (e.g. staying with friends or relatives (not parents), hospital accommodation, or an informal agreement)

Confirm whether the cost was the same each night. If the nightly cost varied, or does not divide evenly, select '**No**' and enter the individual nightly amounts shown on your evidence or adjust nightly cost so the total matches your receipt. **The total amount claimed must exactly match the amount paid**, including any booking or cleaning fees. Claims may be returned if the amount claimed does not match the amount paid.

Did each night of your stay cost the same for this booking?

You need to check if your accommodation cost different prices on different nights. You can usually find this information on your booking confirmation.

- ☒ Yes
☐ No

Continue

Upload evidence for this accommodation booking

Evidence includes invoices or receipts. Invoices do not need to be business ones. All evidence must include your name, details of where you stayed, the costs you paid and the dates.

Rules for evidence files

Evidence must be:

- readable, not blurry
- the right way up - not upside down or sideways
- JPG, JPEG, PNG or PDF format
- no more than 8MB

[I'm using an iPhone or iPad](#)

Choose file | No file chosen

Upload evidence

Upload your evidence, this must show:

- your full name
- receipt showing cost
- evidence of transaction (bank statement)
- full date or dates for the duration of the stay
- Address of the accommodation

Note: if you **shared accommodation** with another student/s, in the comments section include:

- the SSN and the name of the student/students shared with
- the dates you shared
- the total cost of accommodation and how the cost was shared between you all

Also, add evidence of the money being sent to the lead booker.

Update from September 2026: Students claiming Dual Accommodation expenses will now be required to provide evidence of their term-time accommodation arrangements. This may include evidence of a mortgage, tenancy agreement, halls of residence accommodation, or confirmation that they normally reside in the parental home.

Travel between accommodation bookings and term-time address - you can claim for up to one return journey between accommodation & your term time address per week. This is done separately to placement travel, unless you travelled directly to your placement from your term time address, and then returned to your accommodation after your shift.

Step 7: Placement timesheets (optional)

These may be used to add evidence to back up a claim, for example where you needed to book accommodation or use a taxi to get to placement, due to early start/late finish meaning public transport was unavailable.

Placement timesheets evidence (optional)

Some universities need you to upload placement timesheets with your claim.

If you do not need to upload any, select Save and continue. Your university may return the claim and ask for them if needed.

Add evidence

Save and continue

Claim submitted

What happens next?

Your claim will be checked by your university and then sent to us. Once we have received your claim, we aim to process it within 20 working days.

You can check the progress of your claim by viewing your active claims.

Go to your active claims

Step 8: Submit your claim

You will see a full costs summary showing your placement costs, any deductions for your usual university travel, giving the total amount to be reimbursed.

Check through your costs summary, continue to the declaration and once you have read through this, agree & submit your claim.

What happens next:

The Placements Operations team will take up to **10 working days** to review your claim to check if there are any errors or missing information, in which case your claim would be returned to you for amendments.

Once your claim is ready, the Placements Ops team will submit your claim to the NHS, and it can then take up to **25 working days** for claims to be processed at their end.

Once accepted, the NHS advise that money will usually be in your account within the next week, but within 10 working days from NHS approval. Your claim status will show as '**claim paid**' from the date the NHS approve your claim – however the funds may not appear in your account right away.