

# Travel & Accommodation Policy Guidance for Health, Wellbeing & Life Science students 23/24

## Introduction:

This document is for all students who are eligible to claim back excess costs incurred while undertaking practical training on placement. SHU has an extensive network of providers, and our partner settings are spread over a wide geographical area. Whilst every effort will be made to minimise journey times for students, to accommodate the various experience types required to satisfy course requirements, it is possible that one-way journeys will be up to two hours.

**Please Note: We currently DO NOT accept, collect, or process forms handed or posted into the university.**

We request that all students scan and email their forms in. Please remember to send in:

- All pages of the most up-to-date version of the form,
- Any receipts for travel or accommodation expenses
- A student finance letter (if you're claiming for the first time in an academic year).

Email these to HWLS Placement Support inbox at: [HWLSPlacementsAdmin@shu.ac.uk](mailto:HWLSPlacementsAdmin@shu.ac.uk)

**NB:** Find a link [here](#) to a screencast regarding how to fill in and complete your claim form.

We will aim to process these forms and send off your claim to the NHS within 10 working days although this may be longer during peak times of the year for example in the build up to Christmas. All claims must be submitted to the NHS within 6 months from the last day of their claim to submit their claim form.

**If you have any further queries, please use the NHS bursary website for the latest communications but please feel free to contact us with the contact details at the end of the document.**

## Types of Claim Expenses Forms:

### NHS Learning Support Fund accounts students:

When claiming for expenses, it is required to download the Travel and Dual Accommodation (TDAE) form from the NHS Learning Support Fund website: <https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses>.

**Note:** Please ensure you always download the latest version of the form from the website & please ensure that you submit using the Learning Support Fund SSRN number, rather than any other number.

### Non-NHS Bursary claims:

Please note that students on the **Foundation Degree Working with Children, Young People and Families course** can claim expenses by downloading an internal SHU claim form from your Blackboard Course site and using the same guidelines as below. Students on this course can only submit a claim at the end of their placement block.

### Important notes around claiming:

All NHS claim forms must be downloaded from your online NHS learning support fund account to ensure they are correct and up to date. The placement must be a compulsory part of your course.

- **Students must keep copies of their claims and any related expense receipts.**
- Total daily cost of travel to and from placement must be greater than the total daily cost of the journey to university - you can only claim for the difference in cost between the two journeys.
- You must fill out **ALL** sections of the claim in full. Failure to do so will result in your form being returned to you and delays.
- If it is your first claim of the academic year, you will also need to attach a copy of your student finance award letter.
- **Please Note - Physician Associate students** will receive their bursary in 10 monthly instalments totalling £2,550 a year and should, therefore cover any travel related costs incurred whilst on placement.
  - Hardship related emails should be forwarded to **! SAS student funding** for further info around financial support available.

## Claiming for Travel:

### **By car or motorbike**

You **do not** need to submit fuel receipts. These journeys will be calculated using the RAC route planner and also using the **shortest** distance between your accommodation and placement on the day that your claim is processed (regardless of the route taken in practice).

- A placement block **commencing prior to 1<sup>st</sup> September 2023**: Journeys made by car or motorbike will be reimbursed at **28p per mile**. (*NB: As per current NHS guidance even if your claim progresses into September 2023 and beyond the entire claim will be calculated at the old rate.*)
- A placement block **starting on or after 1<sup>st</sup> September 2023** – Any new placement starting on or after this date: Journeys made by car or motorbike will be reimbursed at **42p per mile**.
- Any time off for sickness/absence must **NOT** be included in your claim.

### **By public transport**

You must include all relevant receipts for each journey. Please always use the cheapest form of transport available.

- You must submit your receipts in a clear and organised manner (in date order, with date, destination, and cost clearly visible). Please see the end of the document for examples of how to submit your claims. **Failure to do so will result in your claim being rejected.**
- If you need more than one sheet to detail your journeys, please use additional pages. You do not need to submit a separate claim for each page.

### **By taxi & car hire**

Taxi and car hire will only be approved in exceptional circumstances and must be approved **beforehand** with written permission from your Course Leader, explaining why this was the only form of transport available.

## Claiming for Accommodation:

Claims for accommodation **must** include invoices or expense receipts from the accommodation provider. They must clearly show the dates you stayed, cost of the stay and contact details of the provider.

- Accommodation allowance for placements that commenced **prior to 1<sup>st</sup> September 2023** (NB: Again, noting the same rules as per travel claims this old rate will apply to claims even if they progress through 1<sup>st</sup> September and beyond if the block commenced before 1<sup>st</sup> September 2023)
  - **Commercial** accommodation will be £55 per night,
  - **Non-commercial** accommodation will be £25 per night.
- **Placements that start on or after 1<sup>st</sup> September 2023** - The **accommodation allowance** has been confirmed as follows for this academic year,
  - **Commercial** accommodation will be calculated at £82.50 per night,
  - **Non-commercial** accommodation will be calculated at £37.50 per night.
- Any additional costs, such as parking charges, must also be evidenced by expense receipts.
- If you are visiting more than one location during your placement, please make a note of this with the full address included.

### **Additional information for Non-NHS Bursary claims:**

You must submit the form to the Placements Admin Inbox ([HWLSPacementsAdmin@shu.ac.uk](mailto:HWLSPacementsAdmin@shu.ac.uk)) within 2 months of the last date of the placement block. If claim forms are received after this period, the Finance Team will **NOT** be able to accept them due to university finance policy.

### **Additional information for All Claims:**

The placements team will make every effort to process your claim within 10 working days of receipt. The NHS will endeavour to process claims for payment within 30-35 working days (up to 10 working days to be logged as received, then up to 25 working days to be processed for payment). Please ensure that you budget appropriately in order to complete your placement - you can seek support from Student Financial Support if you are encountering financial difficulties at any time.

- Further guidance is available on both the University placements website and by the NHS. If you ever need guidance when filling out your claim form, you can contact the placements team on the details below.
- Once you have completed your claim, you must submit it to the Placements team, by emailing your claim to [HWLSPacementsAdmin@shu.ac.uk](mailto:HWLSPacementsAdmin@shu.ac.uk)

**PLEASE NOTE: We are only able to process claims sent in via email.**

## Examples of claims:

A good example: Laid out clearly and in date order to help our administrators check your claim quickly and accurately.



A rejected example: Not set out clearly or in date order. Claims of this nature will be rejected, and you will have to resubmit your claim.



## Contact us:

If you have any further queries, in the first instance please use the NHS bursary website for the latest communications but please feel free to contact us at the above email as well.

Email: [HWLSPacementsAdmin@shu.ac.uk](mailto:HWLSPacementsAdmin@shu.ac.uk)

Tel: 0114 225 5013 (Lines open between Mon – Fri, 9am – 5pm)