

Travel Policy Guidance for Health and Wellbeing students 22/23.

Coronavirus Impact - Important changes to sending in claims with immediate effect.

Due to the impact of the Coronavirus pandemic, we are currently unable to collect, or process forms handed or posted into the university and as such request that all students scan and email their forms into the below email address.

Please remember to send in: All pages of the form, a cover sheet from your LSF or BOSS account, any receipts for travel or accommodation expenses, a student finance letter (if you're claiming for the first time) and a placement timesheet.

Send these forms via email to the HWB Placements inbox at: PlacementsAdmin@shu.ac.uk

We will aim to process these forms and send off your claim to the NHS within 25 working days although this may be longer during peak times of the year.

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.

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.

Type of NHS Travel Expense Form:

NHS BURSARIES LEARNING SUPPORT FUND ACCOUNT STUDENTS. This is for students who commenced their study from August 2017 onwards. Claiming expenses will require you to download the **Travel and Dual Accommodation (TDAE)** form from the NHS Bursary 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

None-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 for 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 photocopies 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. **N.B., from October 22, NHS guidance states that if you are attending a blended-learning course (i.e. one where the majority of the learning is online), you do not need to enter details of your University site or University travel. Please note this on Section 3 of the form or tick the blended-learning tick box where applicable.**
 - **All** claims must include your placement timesheet. If it is your first claim of the academic year, you will also need to attach a copy of your student finance award letter.
 - 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.
 - Journeys made by car or motorbike will be reimbursed at 28p per mile. You do **not** need to submit fuel receipts. These journeys will be calculated using the **shortest** distance between your accommodation and placement on the day that your claim is processed (regardless of the route taken in practice).
 - For journeys made 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). **Failure to do so will result in your claim being rejected.** Please see below for examples of how to submit your claims.
 - 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.
 - 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.
 - 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.
 - 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.
 - Any time off for sickness/absence must **not** be included in your claim.
- **All claims must be submitted to the NHS within 6 months from the last day of their claim to submit their claim form.**

- **Internal SHU claims (CYPF) can be submitted to the Placements Admin Inbox (PlacementsAdmin@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 be unable to accept them due to university finance policy.**
- The placements team will endeavour to process your claim within 25 working days of receipt. The NHS then aim to process your claim in 25 working days of receipt.
- 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 PlacementsAdmin@shu.ac.uk
- **PLEASE NOTE: As of March 2020, we are only able to process claims sent in via email.**

Examples of claims:



Set out clearly and in date order. This helps your administrator check your claim quickly and accurately.



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