

Travel Policy 2026/27

This document is for all students on Initial Teacher Education (ITE) courses provided by Sheffield Hallam University (SHU) and for all Education & Childhood courses; it does not apply to students on a Lead Partner or SCITT programme. It replaces all other previous procedures and student travel documents.

SHU has an extensive network of providers and our partner settings are spread over a wide geographical area, including South Yorkshire, North East Derbyshire, North Nottinghamshire and other neighbouring counties. Whilst every effort will be made to minimise journey times for students, in order to accommodate the various experience types required to satisfy course requirements, it is possible that one-way journeys will be up to two hours.

If you live outside our local region, please be aware that we cannot guarantee a placement close to home. We will always try to source options beyond our core area, but travel times and placement availability will be affected where partnerships are not already in place. Please be aware that you are unlikely to be eligible for travel claims as your commute to SHU will be greater than your commute to placement.

Criteria for claim eligibility - please read before making a claim on the [portal](#)

SHU will make a contribution to travel costs to placement based on the conditions below, therefore it may not be a full reimbursement. Students should conduct their own research into the most cost-effective journey to travel to their placement.

- The placement must be a compulsory part of your course.
- **Total daily cost/mileage of travel to and from placement must be greater than the total daily cost/mileage of the journey to and from SHU** – you can only claim for the difference between the two journeys, regardless of how many days you travel to SHU per week.
- You can only submit one claim per week, and **the minimum amount that we will authorise is £10.00 per claim.**
- Payment will only be made for expenses already incurred - we will reject any claims for future expenses.
- You will only be reimbursed for days spent at placement - not for days at SHU, voluntary days or test runs to placement; this will be cross-checked against the placement calendar.
- Your home address is classed as either your permanent home address or your term-time address, as shown on the portal at the time of submitting the claim. It is your responsibility to ensure your address is correct on **My Student Record** and to notify the placements team of any changes.
- You are only able to claim travel expenses from one address. If you decide to travel to placement from an address that is different from the one used when your placement was allocated, you are not eligible to claim for any additional travel costs.

We will not pay claims for: Journeys by taxi
Parking fees/penalty fines
Any additional travel from your placement setting as part of the working day ie school trips
Fuel if you told us you would use public transport and did not declare use of a car/motorcycle

All claims must be submitted by 18th July 2027 – claims submitted after this date will be rejected.

Important notes

- Payment will be made by BACS to the details submitted by the student via the Travel Claims tab. Please ensure your bank account details are accurately inputted, you can amend these details should they change.
- The stages of a claim are Submitted, Checked, Sent to budget holder, Authorised, Paid. If your claim is showing as Pending it means we are awaiting further information from you, so check the claim comments and your emails. If your claim is rejected, we will also let you know in the comments on the claim.
- Once claims are marked as 'Checked' payments will usually be in the students account the following Friday providing there are no delays.
- 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.

*****Please read the following notes to ensure you submit your claim correctly*****

Journeys by car/motorbike

- You must declare that you have a car prior to placement allocation if you wish to claim for fuel costs, if you do not do this you will be unable to claim for fuel expenses.
- Valid car journeys will be reimbursed at 30 pence per mile - you do not need to submit receipts for fuel purchases.
- Electric cars will be reimbursed at 10p per mile, you must ensure you declare this.
- You will only be reimbursed for the shortest route according to Google maps on the date that your claim is processed using the address you have been allocated from to your placement school, even if you took a different route.
- You must ensure that you have the appropriate level of insurance cover to undertake your journey to placement.
- Ensure you complete the 'Claiming date from' and 'Claiming date to' section on your travel claim.

Journeys by public transport - bus, train and tram

- You will be reimbursed for the most cost-effective journey to your placement setting. This may be a weekly ticket rather than single/daily tickets, especially for block placements, and **should be a student ticket wherever possible**.
- **All public transport tickets/receipts must be retained for each day** and submitted as attachments with the expenses claim form.
- **Tickets must be submitted using the guidelines below** - if you use any other format your claim will be rejected.

We manually process hundreds of claims every week, in order to assist the administrators, we need as few attachments as possible on your claim.

Please ensure that all tickets:

- Are in date descending order.
- Have date, destination, and cost clearly visible.
- Are displayed on an appropriate and neutral background e.g. table so that we can easily read them.

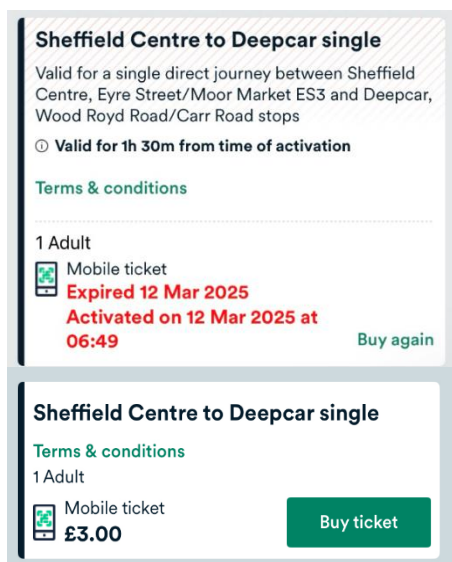
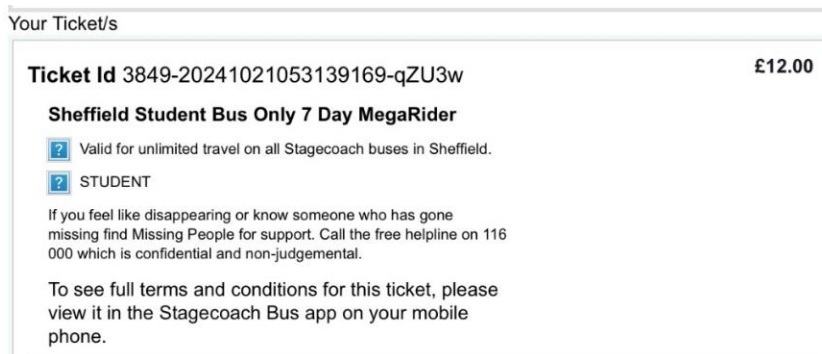
- Include any return tickets where appropriate.
- Ideally submitted on a word or pdf file, to ensure the attachments open on our system.

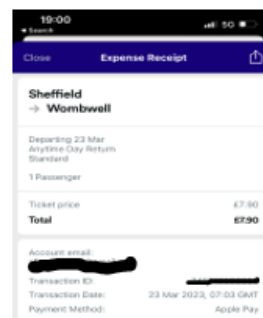
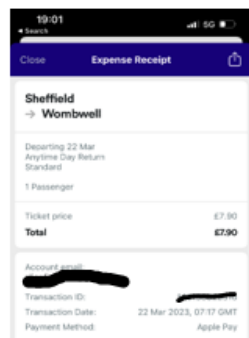
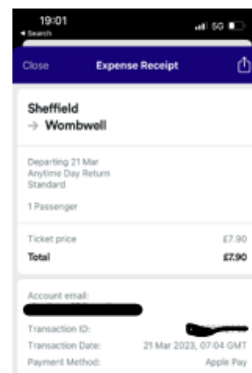
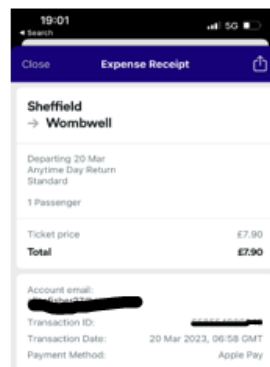
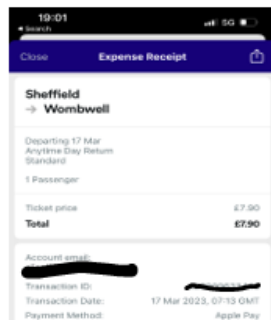
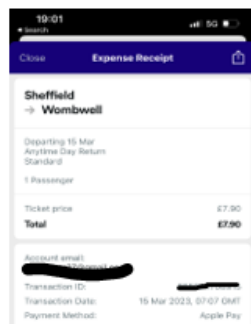
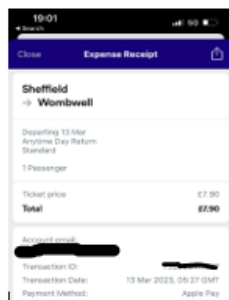
If you use any other format eg all tickets uploaded individually, your claim will be rejected.

Online/E-Tickets example

For E-Tickets, please ensure you submit both the email confirmation receipt and the screenshot of the ticket from the app (see examples below)

We need to see where your journey started and ended, the date of travel and how much it cost, otherwise the claim will be rejected. Please group the screenshots onto a Word document in date order, with the cost visible and/or a receipt included.





Purchase Details:

Receipt Ref:

Date of Purchase:
5 June 2023

Your details:

Payment to:

First South Yorkshire Ltd
Midland Road Depot
[Midland Road](#)
[Rotherham](#)
[South Yorkshire](#)
[S61 1TF](#)

Your Receipt

Item & Description	Quantity	Price
Student-Week-South Yorkshire	1	£16.50
Total:		£16.50

Terms & Conditions:

Please make sure you have read and

app. Our contact details are also displayed [here](#) on the website.

Purchase Details:

Receipt Ref:

Date of Purchase:
22 May 2023

Your details:

Payment to:

First South Yorkshire Ltd
Midland Road Depot
[Midland Road](#)
[Rotherham](#)
[South Yorkshire](#)
[S61 1TF](#)

Your Receipt

Item & Description	Quantity	Price
Student-Week-South Yorkshire	1	£16.50
Total:		£16.50

Physical ticket example

