

Travel Policy 2026/27 – Lead Partner Trainees

This document is for all students on **Lead Partner Initial Teacher Education (ITE)** courses provided by Sheffield Hallam University (SHU). It replaces all other previous procedures and student travel documents.

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

*** The University does not contribute towards your travel to your placement ***

We will make a contribution towards any travel costs to Sheffield Hallam University taught training days, on campus, according to the conditions below, therefore it may not be a full reimbursement. Please note you cannot claim for placement days.

- You will only be reimbursed for travel undertaken on timetabled Sheffield Hallam University-based days.
- The total daily cost/mileage of travel to and from Sheffield Hallam University must be greater than the total daily cost/mileage of the journey to your current placement - you can only claim for the difference between the two journeys.
- 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.
- 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.

We will not pay claims for:

- Journeys by taxi
- Parking fees/penalty fines

All claims must be submitted by 18th July 2027 – claims received after this date will be rejected unless there are extenuating circumstances that you have already told us about.

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.
- Claims can be submitted weekly, monthly, or per semester. Please ensure the correct placement you were attending at that time is selected as this is used to process your claim.
- 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.
- Please ensure that you budget appropriately in order to travel to SHU - 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

- 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 route with the shortest mileage according to Google maps on the date that your claim is processed from your home/term address to SHU, even if you took a different route.
- You must ensure that you have the appropriate level of insurance cover to undertake your journey to SHU.
- Ensure you complete the '**Claiming date from**' and '**Claiming date to**' section on your travel claim.
- We do not refund any parking costs.

Journeys by public transport - bus, train and tram

- You will be reimbursed for the most cost-effective journey to SHU. You should know in advance the dates of your SHU taught training days. For train journeys, reduced advance single train tickets should be purchased rather than one day open return tickets, and **these should be student tickets wherever possible**.
- All public transport tickets/receipts must be retained for each day and submitted as attachments to the online claim form on the portal.
- 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.

Online tickets

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.

Follow the same guidelines as for paper tickets, grouping screenshots onto a Word document in date order, with the cost visible and/or a receipt included – like the examples below:

If you use any other format e.g. 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.



Your Ticket/s

Ticket Id 3849-20241021053139169-qZU3w

£12.00

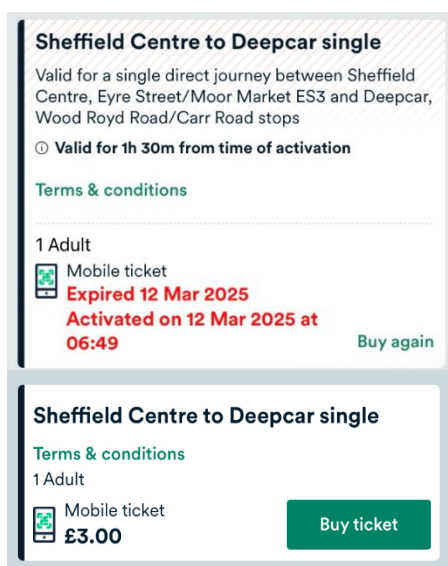
Sheffield Student Bus Only 7 Day MegaRider

Valid for unlimited travel on all Stagecoach buses in Sheffield.

STUDENT

If you feel like disappearing or know someone who has gone missing find Missing People for support. Call the free helpline on 116 000 which is confidential and non-judgemental.

To see full terms and conditions for this ticket, please view it in the Stagecoach Bus app on your mobile phone.



Thank you for your purchase of a Adult Tram Week.

Here is your receipt.

Tickets bought by [redacted]

Payment information

Transaction ID: [redacted]
Transaction Date: 18/11/2024

Fare details

1 x Adult Tram Week
1 x £17.50 inclusive of VAT at 0%

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

[here](#) on the website.

Purchase Details:

Receipt Ref:

Date of Purchase:
22 May 2023

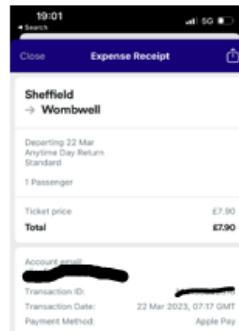
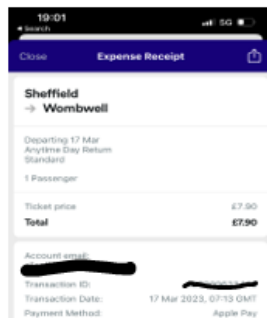
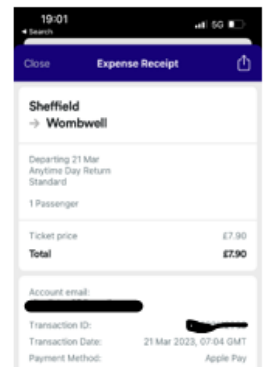
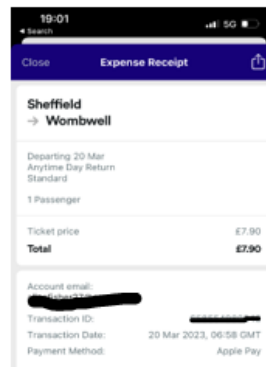
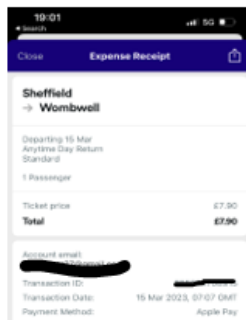
Your details:

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



Public transport example

