Am I entitled to claim back travel or accommodation costs as a result of attending a practice placement? (Students starting courses on or after 1 September 2012 only)

If you have to undertake practice placements as part of your NHS course you may be entitled to be reimbursed for some of the costs you incur through attending the placements.

This can include reimbursement of both travel and accommodation costs if they are in excess of your normal daily travel costs to get to your usual university base / teaching site.

Please note: All claims must be made within six months of the costs being incurred.

Who can claim?
You may claim if you have been awarded a full NHS Bursary as long as you are not:

- A EU Assessed Fees only award
- A seconded student

How can I tell if I am entitled to claim?
Your Notification of Award (NOA) letter details the type of bursary you will receive. You should check your NOA to see whether you are a ‘European Fees Only’ award holder.

If you are attending your course on secondment terms, you be notified that you are not eligible for a NHS Bursary award.

What travelling expenses may I claim?
The cost of travelling to and from your placement MUST be in excess of your normal daily travel costs between your term-time address and place of study.
If you normally have no costs associated with your daily travel to university because you walk or receive free travel you should provide the mileage or public transport costs for the journey.

If your practice placement travel costs are greater than your normal daily travel, you may claim the difference between the cost of your normal daily travel and the cost of travel to your placement.

<table>
<thead>
<tr>
<th>Example 1:</th>
<th></th>
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<tbody>
<tr>
<td><em>Term-time residence to normal place of study = £3.00 per day</em></td>
<td></td>
</tr>
<tr>
<td><em>Term-time residence or practice placement accommodation to placement site = £5.50 per day</em></td>
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<tr>
<td><strong>Student can claim £2.50 per day</strong></td>
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<tr>
<th>Example 2:</th>
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<tbody>
<tr>
<td><em>Term-time residence to normal place of study: you normally walk so no costs incurred</em></td>
<td></td>
</tr>
<tr>
<td><em>Term-time residence or practice placement accommodation to placement site = £5.00 per day</em></td>
<td></td>
</tr>
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<td><strong>Student can claim £5.00 per day</strong></td>
<td></td>
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</tbody>
</table>

**What form of transport must I use?**

Normally you would be expected to use public transport. You should use the cheapest form of transport available for your journeys, taking full advantage of any free and concessionary schemes. If you travel by public transport you may claim the cost of your fares (including carriage of luggage and bicycles).

You will need to keep all receipts (i.e. bus/train tickets) and attach these to your claim form as proof of the journeys undertaken.

**Can I use my own motor vehicle?**

If you choose to use your own motor vehicle you may only claim the cost of travelling by public transport where this is less than the appropriate mileage costs.

If public transport is unavailable or unsuitable for placement travel, you should gain agreement from your university, in advance of your placement, that they will certify that you have to use your own motor vehicle.

You will also need to get confirmation from your insurers that you have adequate cover for all costs and claims, that no liability is placed on your University or any
NHS body, and notify your University accordingly. If you have this confirmation, you may claim the following mileage rates:

<table>
<thead>
<tr>
<th>Mode of transport</th>
<th>Rate per mile</th>
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<tbody>
<tr>
<td>Bicycle</td>
<td>6.2 pence</td>
</tr>
<tr>
<td>Motor vehicles up to 125cc</td>
<td>16.2 pence</td>
</tr>
<tr>
<td>Motor vehicle over 125cc</td>
<td>23 pence</td>
</tr>
</tbody>
</table>

**Passengers**

If you drive another NHS-funded student to the placement site, you may claim an extra 2 pence per mile for each additional student. This student must be eligible to claim placement travel expenses. You will need to provide details of the passenger where indicated on the claim form.

No reimbursement will be paid for any other passenger(s) if they are not a NHS-funded student in receipt of a bursary.

**Can I claim car parking costs or tunnel and bridge tolls?**

You may claim back the cost of car parking and tunnel or bridge tolls if, combined with your mileage, makes the daily cost in excess of your normal daily travel cost to university.

**Please note: we do not reimburse car parking or tunnel and bridge tolls where mileage is not being claimed.**

**Can I claim for overseas Placements?**

Reimbursement for practice placements, undertaken anywhere outside of the UK, will only be made if they are a necessary part of your course (non-elective placement). This means that it is a requirement for the successful completion of the course or relevant module that you must undertake at least one placement period overseas.

Where NHS Student Bursaries are satisfied that the overseas placement is a necessary part of your course, reimbursement will be limited to your daily travel costs to and from the institution where your placement is located, and any accommodation expenses, (as long as they meet the requirements for claiming travel and accommodation explained elsewhere in this fact sheet).

**Can I claim Community Mileage travel costs?**

Additional mileage costs may be claimed if you have to travel in the community to other Practice Placement sites or to patients’ home addresses and you are not given free transport by a tutor or mentor.
You are not required to give individual addresses but you must provide daily mileage totals and these must be in excess of your normal daily travel costs.

**Can I claim for car hire?**
This can be claimed for if this was the cheapest way of conducting your placement. If this is the case then you will need to obtain a letter from your university, which officially certifies that this is the cheapest way of travelling to and from your placement.

*You can only claim:*
  - The cost of hiring the car
  - The cost of any petrol that you may have put into the car
  - The cost of any car parking or tunnel tolls

**You CANNOT claim the mileage rate of 23 pence per mile when using a hire or pool car.**

**Can I travel by taxi?**
No. The costs of airfares and taxis are not allowable unless, exceptionally, your University certifies that they were unavoidably incurred, and reimbursement of taxi fares will be limited to the maximum motor vehicle rate (i.e. 23 pence per mile). The cost of tips, refreshments, sleeper berths and phone calls, and of any other expenses which are related to your placement, are not able to, and will not, be reimbursed.

**Can I claim for any extra accommodation costs whilst on placement?**
Yes, you can claim these extra costs if you have to stay in temporary accommodation whilst you are undertaking a practice placement, if it is not practicable to travel on a daily basis to your placement site from your normal accommodation. *This does not apply if the temporary accommodation is the parental home.*

You will be required to provide receipted proof of the cost of your temporary accommodation.

Students are also permitted to claim the cost of **one return journey** each week between their normal term time address and their temporary accommodation whilst they are on placement.

Reimbursement for the costs of any temporary accommodation will be limited to:
<table>
<thead>
<tr>
<th>Type of Accommodation:</th>
<th>Maximum amount payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Accommodation (hotel, bed and breakfast, etc.)</td>
<td>£55.00 per night</td>
</tr>
<tr>
<td>Non-commercial Accommodation</td>
<td>£25.00 per night</td>
</tr>
</tbody>
</table>

**How do I make a claim?**

1. You should first read this guidance carefully and decide by examining your Notification of Award Letter whether you are entitled to claim.

2. Claim forms are available on the Student Bursaries website at [http://www.nhsbsa.nhs.uk/Students/3268.aspx](http://www.nhsbsa.nhs.uk/Students/3268.aspx)

3. Once you have completed the form make sure you take a photocopy of your claim plus all supporting evidence. Keep this safe as you will need to refer to it should any problems arise.

4. Please pass the original claim to your tutor or course administrator, who will arrange for your University to check and certify your claim. They will then pass it to Student Bursaries for assessment, and if appropriate, payment.

5. Once the NHS Student Bursaries (NHSSB) has received your claim, we will:

   - check your eligibility
   - ensure your claim is in order and correctly completed and certified; and
   - If appropriate, process and arrange payment within 30 working days of receipt.
   - If we are not satisfied with your claim, we will contact you to resolve the situation.
   - If we decide a claim is not appropriate or alter any amount claimed we will write to you explaining our decision.