

**NHS Learning Support Fund Travel and Dual Accommodation Expenses**  
**University Guidance**

<b>Courses</b>
BSc Diagnostic Radiography
BSc Midwifery
MSc Midwifery
BSc Nursing
BSc Nutrition and Dietetics
BSc Occupational Therapy
MSc Occupational Therapy
BSc Paramedic Science
BSc Physiotherapy
MSc Physiotherapy

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## Introduction

This document provides University guidance regarding Travel and Dual Accommodation Expenses (TDAE). It gives full information about the process and eligibility for claiming expenses.

For any questions regarding TDAE, please contact the Placement Support Team (PLAST) via their service desk portal <https://uwplast.sysaidit.com/servicePortal>

## CLINICAL PLACEMENT TRAVEL EXPENSES

TDAE is part of the Learning Support Fund package available from NHS Business Services Authority (NHSBSA). The purpose is to reimburse students for travel and dual accommodation expenses incurred while on clinical placement.

### TRAVEL CLAIM ELIGIBILITY

To be eligible to apply for TDAE, students must first meet the general eligibility criteria for NHS Learning Support Fund (NHS LSF) allowances. Students need to be eligible for funding support via one of the following funding bodies:

- Student Finance England
- Student Finance Wales
- Student Finance Northern Ireland
- Student Awards Agency for Scotland

Students must apply for the NHS LSF Training Grant and be accepted for it each academic year to meet these criteria.

Students from EU or non-EU countries should contact the NHSBSA directly for the most up-to-date guidance. Please note that students classified as *international students* are not normally eligible for the Learning Support Fund.

## HOW TO APPLY FOR THE LEARNING SUPPORT FUND AND TDAE

If you are a new first year student, you must create an account on the NHS LSF application system. Please have the following ready:

- Your student finance confirmation letter
- Proof of identity (e.g., passport)
- Your bank details

After submitting your information, NHSBSA will send a verification link by email. This must be activated within 72 hours. Once logged in, you can apply separately for each LSF allowance. NHSBSA will assess your application and notify you of the outcome.

### Please note:

- A successful application does **not** guarantee reimbursement for all placement travel expenses, nor does it guarantee that you will receive any allowance.
- LSF allowances are supplementary and should not be relied upon for core financial planning.

All expense claims must be submitted via the LSF Claims Portal, accessed through your LSF online account, where you can track the progress of each claim.

## WHAT YOU CAN CLAIM

### TRAVEL

Providing students meet eligibility criteria above, they can claim for the cost of travelling to and from clinical placement **providing the cost/mileage is more than your normal daily travel costs between your term-time address and University (this includes public transport).**

**The portal claim form requests your term-time address. If you travel from another address other than your term-time address, we cannot guarantee you will receive reimbursement.**

1. You can claim **the difference** between the cost of your daily return journey from your term-time address to university **and** the cost of your daily return journey to your placement base. You can only claim if travel to placement is **more expensive** than travel to university.

#### Example:

Daily return to university: **25 miles**

Placement A: **10 miles** → **Not claimable**

Placement B: **30 miles** → You may claim **5 miles per day** (30 – 25)

NHS LSF bases reimbursement strictly on **daily travel costs**. It is not relevant how often you attend university each week—if the placement distance is shorter, **no claim can be made**.

Students must use the **cheapest reasonable mode of transport**. If you choose to use your own vehicle instead of public transport, you are responsible for ensuring you have appropriate insurance.

PLAST checks mileage using the **shortest route** between your term-time postcode and the placement postcode, using [Google Maps](#)

Students should use the same method when completing claims and remember to check both directions, as return mileage can differ. NHS LSF will only reimburse based on the **shortest available route**, regardless of the route actually taken.

### 2. Car Parking Costs

Car parking fees can be reimbursed. Even if your placement mileage alone is not claimable, you may receive reimbursement **if the combined daily cost of mileage plus parking exceeds your daily return cost to university**—NHS LSF will pay the difference.

Please check Blackboard for information on parking permits available at the main Acute Trusts, as permits are usually cheaper and more convenient than pay-and-display.

When submitting your claim, you **must upload evidence** of parking costs (e.g., tickets or permit receipts). If you pay via an app, upload a screenshot or email receipt.

PLAST must verify all information on your claim before it can be sent to NHS LSF.

### 3. Journeys by Public Transport

All parking tickets and receipts **must** be uploaded to the LSF portal when submitting your claim. Weekly, monthly, or season passes are **not always reimbursed in full**; reimbursement is calculated based on the number of days the pass covers **and** the days you actually attended placement. You must enter **each individual attendance date**, not just a block start–end date.

Please note that the amount reimbursed may be **less than the total cost** of your pass or season ticket.

4. Students are discouraged from using bank statements as evidence of payment unless we specifically request them - they do not always hold sufficient/accurate evidence to support claims and may result in your claim being returned/declined.
5. The NHSLSF will reimburse costs for travelling in city centre congestion/clean air charging and low emission zones. If your journey involves travelling through one of these zones and incurring a charge, you can include this with your placement costs when you claim. You will need to provide a screenshot/digital image showing the transaction. **Please note:** many congestion zone charges need to be paid within a set number of days. Any fines or additional charges due to late or non-payment **cannot be claimed back from the NHSLSF. Students must pay late charges or fines themselves.**
6. NHSLSF will not reimburse contributions towards a friend/relative giving you a lift to placement.
7. **NHSLSF will NOT reimburse travel by taxi without exceptional written permission from the university. If a student has had no choice but to take a taxi journey (essential) to get home from placement ie: all trains cancelled, buses not running after a certain time. Receipts must be submitted with the claim together with a covering letter from PLAST stating the reason why the taxi journey was essential. The amount reimbursed may be limited to the equivalent mileage or public transport rate. Reimbursement is normally limited to one-off emergency situations. The use of taxis for an entire placement will not be considered.**

### DISABLED STUDENTS' ALLOWANCE (DSA)

Students who receive DSA **and have a Study Needs Assessment recommending taxi travel to placement** may be eligible to reclaim **the public transport equivalent cost deducted from their DSA**. This ensures disabled students are not financially disadvantaged compared to non-disabled students when travelling directly between home and placement.

NHS LSF have added a walkthrough video on the NHS Learning Hub and a step-by-step guide.

To apply for this reimbursement students must claim via the TDAE portal and include:

- Evidence of taxi costs, and
- The student's DSA2 letter showing the recommended taxi journeys and the corresponding public transport deduction.

Further details are on the NHS TDAE website: <https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf/travel-and-dual-accommodation-expenses-tdae>

## USING A HIRE CAR FOR TRAVEL TO PLACEMENT

This can only be claimed if this is the most practical way of completing your placement. **Any car hire claims must be previously authorised by PLAST before claiming with evidence that car hire is the cheapest way of travelling to placement.** Students are unlikely to gain permission to use a hire car for journeys less than 25 miles return. You can claim the cost of hiring the car, mileage, and the cost of parking and tunnel tolls. There are two ways of acquiring a hire car:

Students can source and book their own hire car, and this will be a private arrangement between the student and the hire car supplier. Students aged 25 or under who have had recent insurance claims or driving fines may find they cannot hire a car, or that the cost is prohibitive.

A hire car can potentially be requested via PLAST, who have access to the University hire car booking process. **A minimum of 4 weeks' notice is required for this approach** as our hire car supplier requires this amount of time to supply a vehicle. Students wishing to explore this option should contact PLAST.

## COMMUNITY MILEAGE

Community mileage is mileage undertaken whilst visiting service user homes or sites for meetings during the placement day. This will be in addition to your daily travel to your placement base and you may be eligible for reimbursement. For community-based placements, students are encouraged to discuss with their supervisor whether they can travel together to client visits rather than using their own vehicle. This is common practice, but some students still drive themselves between placements, students are encouraged to discuss with their supervisor whether they can travel together to client visits rather than using their own vehicle.

When completing your claim, select both **driving** and **community**, which will allow you to record placement mileage separately from community mileage. Do **not** enter any client or patient addresses.

Community mileage can only be claimed if your total daily mileage is **greater than your normal daily return mileage to university**. Enter community mileage as a **daily total**.

If you do not travel to a placement base (e.g., you work from your term-time or home address), enter the same address in both the term-time and placement fields and add an explanatory note in the comments section.

## VEHICLE INSURANCE

Students may have placements in various locations and may choose to travel using their own vehicle. If you do so, you travel **entirely at your own risk**. Reimbursement of travel costs does **not** mean the University of Worcester or the NHS accepts any liability for the use of private vehicles. It is your responsibility to ensure you have the correct insurance for commuting to placements and visiting patient homes.

To use your own vehicle for placement travel, you must:

- Hold a full, valid driving licence
- Have appropriate motor insurance
- Ensure vehicles over 3 years old have a valid MOT

Appropriate insurance is required **even if you cannot claim reimbursement**. You may not be covered in the event of an accident if your insurer determines you did not have the correct

insurance. Some insurers include commuting or business use, but you must check your policy. Additional costs for adding business use vary and **cannot** be reimbursed by NHSBSA or the University.

Normally, to cover you for business mileage, the policy should state: *Social, Domestic and Pleasure, Commuting and Business Use by the Insured Person* in the 'Limitations to Use' section.

If you are not the policyholder but are a named driver, confirm with the insurer that you are covered for placement travel and request additional clauses if needed.

The term 'Insured Person' means you (the person making the expenses claim). If the policy is not in your name but you are a named driver, if there are any doubts concerning insurance cover, you should seek guidance directly from the insurance company providing the cover, and if necessary, arrange for the clause to be inserted.

Some insurance companies will include 'commuting or business travel' within the policy. Please check what your insurance provider has included in your current insurance for commuting to your placement or to other placement sites.

At the start of each academic year, all students are required to complete a Drivers Indemnity Form to confirm adequate insurance is in place, regardless of whether they claim expenses.

#### **DRIVING TO PLACEMENT - WHAT YOU NEED TO PROVIDE**

Work-related driving legislation places a responsibility on the university while students are travelling on business relating to their course.

At the start of the course and subsequently at the start of each academic year, students driving to placement are required to complete and submit a ***Student Driver Indemnity Form*** to PLAST.

**On receipt of your Driver Indemnity Form, the University will note any endorsements/penalty points accrued. You can be disqualified from driving if you build up 12 or more penalty points within a period of 3 years. The endorsement and penalty points are put on your driver record, and you can view your driving license record on the DVLA website to see what penalty points you have and when they'll be removed. There are different rules for new drivers, and this information is also available from the DVLA.**

#### **DUAL ACCOMMODATION**

You may be able to claim the cost of temporary accommodation near your placement if daily travel from your term-time address is not possible or practical. However, you **cannot** claim accommodation costs if you stay with parents for the purpose of attending placement. To qualify for reimbursement, you must be paying for both your **term-time accommodation** and **temporary placement accommodation** at the same time. In exceptional circumstances, students may request approval for alternative accommodation due to distance or travel difficulties.

If you believe you need alternative accommodation, you **must contact PLAST before your placement begins** to discuss eligibility and obtain prior approval. Authorisation depends on specific criteria, and claims submitted without approval may be refused or reimbursed at a reduced amount.

NHS LSF will **not** reimburse accommodation for days you are not on placement (e.g., weekends or non-attendance days).

The University may delay authorising claims if additional information or evidence is required. If so, your claim will be returned to you via the portal with a request for clarification or supporting documentation.

**When booking accommodation, please ensure that the reservation is made by you, the student, and paid for using your own bank account.** Bookings paid for by someone else—for example, a parent or partner—may not be eligible for reimbursement through the Learning Support Fund, and we cannot guarantee that these claims will be accepted.

#### **RATES PAYABLE 2025/26**

<b>Accommodation Rates</b>	<b>Capped Costs</b>
Commercial accommodation	£82.50/night
Non-commercial accommodation	£37.50/night

#### **RECEIPTS AND TICKETS**

When providing accommodation receipts/invoices, the following information is required:

**Full date or dates for the duration of the stay**

**Cost paid per night**

**Name of the accommodation**

**Name of occupant**

**Booking reference number**

**Total cost of the stay**

**Proof that payment has been made in full**

<b><u>Mileage Rates</u></b>	<b><u>Claim Limited To</u></b>
Bicycle	30p per mile
Motor Vehicle	42p per mile
Use of Hire Care	42p per mile for journeys in excess of 25 miles return only
Public Transport	Actual cost
Parking and Toll Roads	Actual cost
Congestion/Clean Air Zones	Actual cost / excluding fines or additional charges

### **CLAIMING TRAVEL EXPENSES**

- TDAE Claim – Is located through the NHSBSA - LSF electronic portal.
- Ensure you have completed the attendance dates for which you are claiming.
- For drivers: The ***Student Driver Declaration Form*** is required every new academic year.

When you submit your claim, you need to ensure you have entered correct information.

The reference numbers are allocated to you when you apply for the NHS Learning Support Fund (please do not ask PLAST for a number, as we do not allocate them). If you have yet to apply for funding, details are here <https://services.nhsbsa.nhs.uk/nhslsf/>

### **TIMESCALES / DOCUMENTS / PERMISSIONS**

The Placement Support Team administers the scheme in the following ways:

- PLAST will check all completed claims uploaded to the portal and associated documents (including timesheets, tickets, passes and proof of payment).
- If any information or supporting evidence is missing (e.g., public transport tickets, driver indemnity form), your claim will be returned to you via the portal with a request to provide the outstanding details.
- Evidence of permissions from PLAST for students to use, alternative accommodation, taxi or hire car.

**PLAST reserves the right to reject any uncompleted, partially completed or incorrect claims.**

Forms must be completed on the NHS LSF online portal using your NHSBSA login, and all supporting evidence must be uploaded at the same time. Guidance notes are provided within the portal, and further details are available in the NHSBSA booklet *Completing Your TDAE Claim* on their website: <https://services.nhsbsa.nhs.uk/nhslsf/>

Once PLAST has checked and approved your claim, NHS LSF aims to process it within **20 working days**.

You may submit claims at any time for completed attendance, up to **six months** after the final day

of placement. However, submitting claims **monthly** is strongly recommended.

Many delays occur when students do not provide correct or sufficient evidence. In these cases, the claim will be returned via the portal with notes requesting the missing information, which slows down reimbursement.

**STUDENTS ARE ABLE TO REVIEW THEIR SUBMITTED AND PAID CLAIMS ON THE PORTAL AT ANY TIME. Even after a claim has been authorised by PLAST and submitted to NHS LSF, the NHS LSF team may still request further clarification or, in some cases, may reject the claim entirely.**

#### **WHERE TO FIND THE TRAVEL AND GUIDANCE NOTES**

The travel claim portal can only be accessed via your online account with NHSBSA. Guidelines are available on the LSF website and PLAST update guidelines annually and publish them either to Blackboard or to our webpage.

To contact PLAST with travel/accommodation claim queries, please log a ticket on our service desk portal: <https://uwplast.sysaidit.com/servicePortal>

To contact the NHS LSF please access their webpage. <https://www.nhsbsa.nhs.uk/learning-support-fund>

## TRAVEL CLAIM CHECKLIST

Students should ensure that they submit the following documentation in order to prevent any delays to their travel claims being checked by PLAST or authorised by the NHS bursary office: -

<b>ALL STUDENTS</b>	
Have you entered the correct addresses for termtime accommodation, university, and placements?	
Have you checked if your journey/attendance dates are correct?	
Do not submit your claim with dates that have not yet been completed. Even if there's only an hour before you finish.	
Have you uploaded all the relevant information/evidence	
<b>DRIVERS</b>	
Have you provided PLAST with your online <i>Student Driver Indemnity Form</i> ?	
Have you attached car park tickets/passes, where relevant? They must show the date, value, and how they are paid.	
<b>PUBLIC TRANSPORT</b>	
Have you checked that your tickets/passes cover all the journeys listed on the claim?	
Have you attached your original bus/train tickets/passes? They must show the date, value, and how they've been paid.	