

PLACEMENT SUPPORT TEAM – NURSING, MIDWIFERY, AND ALLIED HEALTH

NHS Learning Support Fund Travel and Dual Accommodation Expenses
University Guidance

Courses
BSc Nursing
BSc Midwifery
MSc Midwifery
BSc Occupational Therapy
MSc Occupational Therapy
BSc Physiotherapy
MSc Physiotherapy
BSc Paramedic Science
BSc Diagnostic Radiography

Contents

PLACEMENT SUPPORT TEAM – NURSING, MIDWIFERY, AND ALLIED HEALTH.....	1
Introduction	2
CLINICAL PLACEMENT TRAVEL EXPENSES	2
TRAVEL CLAIM ELIGIBILITY	2
HOW TO APPLY FOR THE LEARNING SUPPORT FUND AND TDAE	2
WHAT YOU CAN CLAIM	3
CLAIMING TRAVEL EXPENSES.....	6
TIMESCALES AND DOCUMENTS	6
VEHICLE INSURANCE	7
WHERE TO FIND THE TRAVEL CLAIM FORMS AND GUIDANCE NOTES.....	8
USING A HIRE CAR FOR TRAVEL TO PLACEMENT	8
DRIVING TO PLACEMENT - WHAT YOU NEED TO PROVIDE.....	8
TRAVEL CLAIM CHECKLIST	10

Introduction

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

For any questions regarding TDAE, please contact the Placement Support Team (PLAST) at plast@worc.ac.uk.

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 whilst on clinical placement.

TRAVEL CLAIM ELIGIBILITY

To be eligible to apply for TDAE, students must meet the general eligibility criteria for claiming NHS Learning Support Fund (NHS LSF) allowances. To do this, they must make an application for the £5,000 Training Grant and be accepted for this each academic year. Students who are ineligible for the Training Grant cannot claim any of the other NHS LSF allowances, including TDAE.

To receive any support from the LSF, students must meet eligibility criteria as defined by either: Student Finance England, Student Finance Wales, Student Finance Northern Ireland, or Student Awards Agency for Scotland.

Students from EU and non-EU countries should contact the NHSBSA direct for the latest advice.

HOW TO APPLY FOR THE LEARNING SUPPORT FUND AND TDAE

If you are a new student starting your first year you will need to create an account on the new NHS LSF application system. When creating your account, please have the following details with you:

- Your student finance confirmation letter.
 - Please have proof of identity with you, for example a passport.
 - Your bank details.
1. Once you have provided your information NHSBSA will email a verification link. This must be activated within 72 hours.
 2. Once logged in you have options to apply for each of the elements of the LSF separately. To access funding for TDAE you need to apply for this. NHSBSA assess your application and contact you with the decision. **N.B. Successful application does NOT mean you are eligible for all expenses incurred on each journey.** Full details are given below.
 3. Please note: Registering for an LSF account is not a guarantee that you will receive any of the allowance.

4. LSF allowances are supplementary funding only and you should not base your financial plans for the academic year on receiving these allowances.

WHAT YOU CAN CLAIM

Travel

5. Providing they meet eligibility criteria above, students 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**. You may claim the *difference* between the cost of daily travel from your normal term-time accommodation to your practice placement site and back. The cost of your daily return journey to your placement must be more than the cost of your daily return journey to university.

For example, if your normal **daily** return journey to university is 25 miles, but your return journey to placement is 10 miles, you cannot claim travel expenses. If you then have a different placement which is 30 miles return journey (and therefore greater than your return journey to university), you can claim for the difference in mileage, i.e. 5 miles for each day of the placement.

Please note if your distance to placement is less than your travelling distance to university, the fact that you may not attend University 5 days a week (and therefore incur fewer travel costs to university) is not relevant – NHSBA will not take this into consideration as they base reimbursement on **daily** travel expenses.

Students are expected to travel by the cheapest form of transport available where it is reasonably practical to do so. If you choose to travel to placement in your own vehicle, rather than public transport, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use. Students must be prepared to provide additional information if requested by PLAST.

PLAST check mileage using the shortest route between the student's term time postcode and the placement postcode. We use Google Maps to check mileage - <https://www.google.co.uk/maps> - and students are advised to use this tool when completing their travel claim form (remember to reverse the route for the return journey, the return mileage is often different). As NHSBA will only pay for the shortest available route, PLAST can only verify your claim based on the shortest available route and may have to adjust the mileage/amount claimable on the claim form if necessary.

6. **Students are responsible for ensuring they have the correct level of insurance**, and that their motor insurance policy covers all relevant claims and costs. Students travelling in their own motor vehicle should understand that they do so at their own risk. The provision in the rules for reimbursement of travel costs does not constitute any acceptance of liability by the University of Worcester or the NHS for the risks arising from the use of a private vehicle.

PLAST make reasonable attempts to collate insurance information and give advice where possible, but it is not the department's role to police individual levels of insurance cover.

Please see the section on 'Vehicle Insurance' for further details.

7. Car parking can also be reimbursed. If the journey itself is not refundable, but the cost of parking means the overall daily cost of mileage plus parking is greater than the journey to University, NHSBSA will pay the difference. Please check on Blackboard for the various main Acute hospital trusts to see if car park passes are available, this is much cheaper and an easier option than using the pay and display. You can only claim expenses if you attach the parking tickets/permit to your claim form, which PLAST are required to check before authorising the claim and passing to NHS for payment. Passes are not always paid in full, but calculated on how many days they cover and how many times they have been used. Students paying for parking via an app/online via smartphone will need to provide a screenshot printout, email receipt or other proof of payment.
8. The NHSBSA 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 university or placement costs when you claim, and 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 NHS. Students must pay the late charges or fines themselves.**
9. NHSBSA will not reimburse contributions towards a friend/relative giving you a lift to placement.
10. Community mileage. This can only be claimed by students whose total daily community mileage from their term-time address exceeds their total daily return mileage from their term-time address to University. Community mileage on its own will not necessarily be reimbursed if it is not in excess. When completing the claim form students must complete columns in Section 5 for 'Return Daily Mileage' and 'Community Mileage'.
11. Journeys by public transport. ALL tickets/receipts must be attached to your claim form, which PLAST are required to check before authorising the claim and passing to the bursary office for payment. Season tickets for public transport may not be paid for in full, a calculation of the days they cover and how many times they've been used for travel to placement is made.
12. NHSBSA will **not** reimburse travel by taxi without exceptional, written permission from the University. Receipts must be submitted with the claim together with a covering letter stating 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.
13. Car Hire. 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 car parking/tunnel tolls. It is the responsibility of the student to book their own hire car, and this will be a private arrangement between the student and the hire car supplier.

Dual Accommodation

14. You may be able to claim the cost of taking temporary accommodation near to your practice placement site if it is not possible or practical for you to travel there from your normal term time address on a daily basis. If you stay with your parent/s in their home for the purpose of attending your placement, reimbursement of accommodation costs will not be available to you, but you may still be able to claim the cost of one weekly return journey between this address and your term time address.

To be entitled to reimbursement for accommodation you must have incurred costs for **both** your normal term time accommodation **and** the temporary placement accommodation at the same time. This is unless your normal term time accommodation is your parental home. If this is the case, you will be able to claim toward the cost of your temporary accommodation.

Students who would like to claim for additional alternative accommodation expenses incurred must contact Sandra Ashford in PLAST to discuss eligibility and the reasons why they feel they require alternative accommodation **BEFORE** their placement starts and to gain agreement from PLAST to claim for this. Any accommodation claims submitted without prior agreement from PLAST will not be authorised or reimbursed.

15. The University reserves the right to delay authorisation of placement expense claims pending further requests for information or supporting documentation. Furthermore, minor amendments to incorrect calculations will be made on the claim form prior to submission for payment. PLAST will notify students of any major amendments and the reasons for the changes.
16. The University reserves the right to delay authorisation of placement expense claims pending further requests for information or supporting documentation. Furthermore, minor amendments to incorrect calculations will be made on the claim form prior to submission for payment. PLAST will notify students of any major amendments and the reasons for the changes.

Rates Payable 2023/24

Mileage Rates

Claim Limited To

Bicycle	30p per mile
Motor Vehicle	42p per mile
Use of Hire Car	42p per mile for journeys in excess of 25 miles return ONLY
Public Transport	Actual cost
Parking and Toll Roads	Actual cost

CLAIMING TRAVEL EXPENSES

There are 2 key documents for claiming travel expenses:

- TDAE Claim Form – **Please use the most up-to-date form provided on the LSF website for each claim.**
- For drivers: The ***Student Driver Declaration Form***.

When you submit your claim, you need to ensure you have your correct unique reference number (Student Services Reference Number, 'SSRN'.)

The reference numbers are allocated to you when you apply for the NHS Learning Support Fund funding (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 AND DOCUMENTS

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

- Receiving, checking, and authorising completed claim forms and associated documents (including tickets, passes and proof of hire car payment)
- Details of all claims are recorded on our database. You are therefore advised to keep a copy of all claim forms and tickets submitted.
- Contacting students in the event of any queries or missing paperwork, such as bus tickets, driver indemnity statement etc.
- Permission for students to use a hire car or to have temporary accommodation.
- Sending claim forms to NHSBA for processing.

Please refer to the NHSBSA booklet ***Completing Your TDAE Claim*** – available on their website.

All forms and evidence must be emailed to plast@worc.ac.uk. NHSBSA no longer accepts paper forms – it is all completed electronically. Forms received with PLAST **on or prior to the last day of the month will be processed that month** and forwarded to NHSBA for payment. **PLAST aim to process claims within 2 weeks of the monthly deadline date before sending them to NHSBSA** but this will differ depending on the volume of claims and the number of queries/incomplete documents to follow up. Please note that NHSBSA aims to process forms within 20 days of receipt. Forms can be submitted at any time (completed attendance only) within 6 months of the final date of the placement you are claiming for; however, it is strongly recommended that students claim every month whilst on placement.

Unfortunately, many students do not provide the correct documents to PLAST. This delays the processing of ALL the travel claims in a monthly period. We will contact you to inform you of any missing information, but this is likely to mean that payment of your claim is delayed so please ensure you follow the guidelines and checklist and ensure all your documentation is included.

STUDENTS ARE ADVISED TO KEEP COPIES OF THEIR TRAVEL CLAIMS FORMS (AND PARKING OR PUBLIC TRANSPORT RECEIPTS IF APPLICABLE) IN CASE OF ANY QUERIES. PLAST CHECK CLAIM

FORMS AND WILL NOTIFY STUDENTS IF ANY INFORMATION IS MISSING OR INCORRECT SO THAT STUDENTS CAN AMEND THIS BEFORE PLAST SEND ON TO THE BURSARY OFFICE. HOWEVER, IF NHSBSA CLAIM FORM, THEY WILL RETURN THE UNSUCCESSFUL CLAIM FORM DIRECTLY BACK TO THE STUDENT WITH A LETTER OF EXPLANATION.

VEHICLE INSURANCE

During your program, your placements can be based in a range of locations, with varying travel distances. To use your vehicle to travel to placement **you must check with your insurers that your insurance covers you for commuting to placements. It is your responsibility to make sure you have adequate insurance.**

Different insurance companies take a different view about what constitutes 'commuting'. Some will be happy to include travel to placement within this insurance, but some may regard it as business travel and therefore charge an additional amount.

The University recommends that when students renew their insurance, they shop around for a policy which will include journeys to a variety of placements within their definition of 'Commuting', rather than paying a premium for business insurance.

Community Mileage

Where students are on a community-based placement we recommend students discuss with their mentor the possibility of not using their own vehicles to travel to clients' homes/meetings, and to travel with the mentor in their vehicle. This happens in many cases anyway, but from time to time some students use their own vehicles to travel to the different sites.

Students who are undertaking community mileage (driving around to meetings or service user homes during the course of the working day) **MUST take out business mileage insurance** if they wish to use their own vehicle for such journeys. If you do not provide this confirmation, then NHSBSA are not obliged to reimburse you for any community mileage incurred as this would place liability with the University and the NHSBSA. For this reason, the University reserves the right to delete any community mileage claimed where the student does not have business mileage insurance.

Even if you are not able to claim reimbursement, you must still have appropriate insurance cover. In the event of an accident, you may not be covered if the insurance company discovers that you were insufficiently covered for the journeys involved.

Adding business mileage insurance to your premium will normally incur additional costs – this differs on an individual basis. NHSBA/University of Worcester are unable to refund any additional premium incurred for business mileage.

If you are using your vehicle to travel between sites you must have a current motor insurance certificate which contains the following clause in the section 'Limitations to Use':

Social, Domestic and Pleasure, Commuting and Business Use by the Insured Person

The term 'Insured Person' means you (the person making the expenses claim). If the policy is not
V. March 2024

in your name, or 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.

At the start of the course students will be asked to confirm that they have advised their insurers of the need to travel to placement, and that their policy includes such travel. The University will then regard this as an acceptance by the student that this cover is in place, but all drivers will be asked to supply their insurance documentation to PLAST on an annual basis.

WHERE TO FIND THE TRAVEL CLAIM FORMS AND GUIDANCE NOTES

The SSRN travel claim form can only be downloaded from your online account with NHSLSF. Guidelines are available on the LSF website and on Blackboard.

<https://www.nhsbsa.nhs.uk/learning-support-fund>

Contact: plast@worc.ac.uk.

USING A HIRE CAR FOR TRAVEL TO PLACEMENT

Hire Car Criteria and Claimable Expense

The NHSBSA will reimburse students for use of a hire car, providing students have gained approval from the University. The normal reimbursement criteria apply for associated mileage. However, students are expected to use public transport where available, even if the return journey is over 25 miles.

Please note: the car hire facility **will not be suitable for everyone**. Students can normally only book a hire car **for daily journeys in excess of 25 miles return and** must contact PLAST to gain permission for a hire car. Students aged 25 or under and/or who have had recent insurance claims or driving fines may find that they cannot hire a car or that the cost is prohibitive.

DRIVING TO PLACEMENT - WHAT YOU NEED TO PROVIDE

Eligibility to Drive

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 Declaration 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 available from DVLA.

If you are not eligible to claim travel expenses but will be using your car to travel to placement, you must still submit the documents listed above.

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: -

ALL STUDENTS	
Have you used the up to date TDAE Claim form? (Available via the LSF website)	
Have you included your SSRN or SBA reference number?	
Have you checked that your journey dates are correct?	
Have you signed and dated the form?	
DRIVERS	
Have you provided PLAST with your online <i>Student Driver Indemnity Form</i> ?	
Have you attached car park tickets/passes, where relevant?	
PUBLIC TRANSPORT	
Have you checked that your tickets/passes cover all the journeys listed?	
Have you attached your original bus/train tickets/passes?	