

NHS Student Bursaries Travel and Dual Accommodation Expenses (TDAE) claim form

This form is for NHS Bursary students only.

Information on how to complete this form can be found in our guidance at www.nhsbsa.nhs.uk/nhs-bursary-TDAE.

Completed forms should be passed to your university.

All TDAE claims must be received **within nine months of the last day of the practice placement** for which you are claiming.

1. Personal Details

You must complete this section in full.

NHS Bursary ref no.

BRN							
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You can obtain this number by **logging on to your NHS Bursary online account**

Surname

Forename(s)

Date of birth

		/			/				
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Term time address

Postcode

Contact telephone number

Email address

2. Your course and study base

Name of university

Name of course

Course year

Full address of your normal place of study (including post code)

Postcode

3. Travel to your normal place of study

How do you normally travel to your university / study base? If your method of travel varies, you should select the option which applies to you the majority of the time.

Tick one box only.

A. Walk

B. Receive a lift from someone else

C. Public transport

D. Drive own vehicle

E. Cycle

If you ticked C (public transport)

Provide the total daily return cost

£

or

If you use a travel pass or season ticket, provide the total cost of this and confirm whether this is weekly / monthly / annually

If you ticked D or E

What is your normal return mileage per day?

If you usually incur parking, tunnel or toll road costs, provide the total daily cost.

£

Information

If you are able to claim back any reimbursement for the cost of the above travel directly from your university, you must still provide details of the full cost of your actual travel (before reimbursement) as above.

4. Details of your practice placement

Start date: / /

End date: / /

FULL address of your practice placement site.
If you were based at more than one site provide an address for each one

<input type="text"/>
Postcode

<input type="text"/>
Postcode

If you used public transport to placement show the cost of your **daily return** journey.

If you drove or cycled to placement show the **daily return** mileage.

Car hire

Cost to you of hiring the car (you must provide evidence).

Overseas placement - other costs

If your placement took place outside the British Isles you may be entitled to reimbursement for essential vaccinations / medication, medical insurance and any required visas.

If applicable, enter details below and provide evidence of the costs with your claim form.

Essential vaccinations/medication/tests

Medical insurance

Visa(s)

You should detail any travel and accommodation costs at sections 5 and 6.

5. Details of claim

Please provide details of each daily return journey to placement. If you are claiming for more than 20 journeys for this placement period you should print off and complete additional copies of this page of the claim form, as required.

Date	Journeys		Total daily mileage including mileage undertaken if you used a hire car		Public transport		Other	
	Postcode from	Postcode to	Return daily mileage to placement site	Community mileage	Means of transport (bus, train)	Cost of transport	Tunnels, toll roads and car parking	Passenger miles
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
TOTALS								

6. Placement accommodation costs

If you had to take up temporary (secondary) accommodation **away from your normal term time address** in order to attend your practice placement, and you incurred dual costs as a result, complete this section.

You **cannot claim reimbursement if you stayed with your parent(s) in their home in order to attend your placement.** If this is the case do not complete this page and go to Section 7.

Full address of your placement accommodation

Postcode

Period you are claiming for:

From

		/			/				
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 to

		/			/				
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Total cost (to you) of your placement accommodation for the above period

£

(You must include official evidence of this with your claim form)

Do you live in the parental home during term time?

Yes

Go to Section 7

No

If no, you must state the approximate cost of your normal term time accommodation during the above dates. Do not leave this box blank.

£

7. Summary of claim

7a. Transport and passenger details.

Complete this section in full.

Summary of private mileage

Mode of transport	Total number of miles, including community mileage		Mileage rate		Total amount
Bicycle	<input type="text"/>	x	<input type="text" value="30 pence"/>	=	<input type="text"/>
Motor vehicle	<input type="text"/>	x	<input type="text" value="42 pence"/>	=	<input type="text"/>

Passengers

If you took other NHS Bursary student/s to/from placement, enter their details below. Each passenger must be an NHS Bursary funded student.

If you are not claiming for any passengers, **go to Section 7b.**

	Full name of passenger	Passenger's BRN number	Date of birth	No. of miles	Mileage rate	Total amount
1					x 7.5 pence	
2					x 7.5 pence	
3					x 7.5 pence	
4					x 7.5 pence	

Passenger mileage - dates of travel

Please confirm which dates you took the above named passengers to placement. If you took them every day of the placement, enter 'all' in the 'Date/s passenger/s taken to placement' column below.

Passenger	Date/s passenger/s taken to placement
First passenger (as above)	
Second passenger (as above, if applicable)	
Third passenger (as above, if applicable)	
Fourth passenger (as above, if applicable)	

7b. Summary of costs

Reimbursement of travel costs is limited to the difference between the cost of your daily travel to placement and the cost of your daily travel to your normal study base.

Total mileage costs

£

+

Total public transport costs

£

+

Other travel costs, (car parking, car hire, tunnel charges, road tolls)

£

=

Total cost of all your placement travel this claim

£

minus

Total cost of your normal travel to university

£

This is the total return cost of your daily travel to university (section 3) multiplied by the total number of days on placement (section 5). Refer to the mileage rates above to calculate the cost.

=

To work out the total amount of travel costs you can claim, deduct your total daily travel to university from the total cost of all your placement travel.

£

Overseas placement - total cost of vaccinations, visas and/or medical insurance

£

Placement accommodation costs

Enter the amount for your placement accommodation costs if applicable.

£

Student Services privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

What information we process

We may process the following information in relation to student services:

- demographic data such as your name, age and address
- education information such as the course and university you attended
- financial details such as student bursary information and where applicable, debt recovery

Why we process your information

We will use the information you provide to:

- assess your application
- pay you
- detect and prevent fraud and mistakes
- analyse general trends to support more effective planning of NHS services
- research the effectiveness of the Training Grant
- check your claim for help with NHS charges under the NHS Low Income Scheme
- recover money from you where this is owed to NHSBSA

By law, we must process this information on behalf of the Department of Health and Social Care (DHSC).

Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information with:

- Student Loans Company
- HM Revenue and Customs
- higher education institutions
- the Home Office
- organisations from which you receive benefits, bursaries, grants or support
- bodies performing functions on behalf of the above organisations

We may share information with the DHSC to investigate and prosecute fraud, or any other unlawful activity affecting the NHS.

We may share information with the Cabinet Office in relation to the National Fraud Initiative.

Information may also be shared with the DHSC to:

- monitor compliance with equality law
- research the effectiveness of the Training Grant

If you owe NHSBSA money in relation to Student Services, we may share your information with our debt recovery partners, TDX Group, who collect the debt on our behalf.

Your information will not be transferred outside the UK or European Economic Area.

Keeping your personal information

We will delete incomplete or rejected applications one academic year after it was received.

All data for successful applications will be deleted no later than seven years after your course finishes.

Any information in relation to debt collection will be retained for no longer than seven years from the from the date of the last payment we made to you.

Your rights

The information you provided will be managed as required by Data Protection law.

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From 25 May 2018, you have the right to:

request that your information be deleted if you believe we are keeping it for longer than necessary

Find out more about [your rights and how we process information](#).

8. Student's declaration

You must read, sign and date this section in all cases.

Please review all information you have provided before completing this declaration. Read this declaration carefully before accepting it. If you choose not to accept it, your funding application will not be processed.

I declare that:

- a) I am undertaking a pre-registration Medicine or Dentistry course at a university in the UK that is eligible for Travel and Dual Accommodation Expenses.
- b) I have read and understood the **relevant booklet** and/or any other relevant information regarding the conditions for claiming Travel and Dual Accommodation Expenses.
- c) I confirm that I have enrolled and commenced on my programme of study and am thus in active training.
- d) I confirm that the expenses claimed were essentially incurred as a result of my attending a practice placement and that my normal daily travel to university costs have been deducted.
- e) I confirm that I have used the cheapest available transport to access the practice placement/s.
- f) I confirm that, if I have claimed for a private motor vehicle, I have appropriate insurance in place.
- g) I confirm that I am not studying as an assisted student i.e. I am not in receipt of any sponsorship from an employer or any other agency.
- h) Student Services is committed to administering entitlement accurately wherever possible. I agree to pay back Student Services within 30 days of receiving notification any excess payment, fees and any other charges, in the event of the following circumstances:
 - Changing my study pattern from full-time to part-time
 - Withdrawing, abandoning, suspending, deferring or interrupting the course permanently or temporarily for any reason, regardless of whether I intend to return
 - Taking a year out from study
 - Being overpaid because I have failed to notify NHSBSA Student Services of a change in my circumstances.
 - Where NHSBSA Student Services at its absolute discretion determines I have been given financial support to which I am not entitled
 - Gaining support from sources other than Student Loans Company that might affect my entitlement

Should I fail to make full repayment of any amount due or agree an acceptable repayment plan with NHSBSA, I understand that the debt may be passed to a debt collection agency. I also understand that I may be charged for any additional recovery costs and/or interest at the rate of 8% on the referred debt which may be added to the balance.

i) I consent to the disclosure of information on this form on the following understanding:

Privacy Notice

NHSBSA Student Services privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

Why we process your information

We will use the information you provide to:

- assess your application
- pay you
- detect and prevent fraud and mistakes
- help plan and make improvements to NHS services, and/or direct patient care

By law, we must process this information on behalf of the Department of Health and Social Care (DHSC).

Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information with:

- Student Loans Company
- HM Revenue and Customs
- higher education institutions
- the Home Office
- organisations from which you receive benefits, bursaries, grants or support
- bodies performing functions on behalf of the above organisations

We may share information with the DHSC to investigate and prosecute fraud, or any other unlawful activity affecting the NHS.

We may share information with the Cabinet Office in relation to the National Fraud Initiative.

Anonymised information may also be shared with the DHSC to monitor compliance with equality law.

Information that identifies you will not be transferred outside the European Economic Area.

Keeping your personal information

We will delete your data no later than seven years after your course finishes.

Your rights

The information you provided will be managed as required by Data Protection law.

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From 25 May 2018, you have the right to:

- request that your information be deleted if you believe we are keeping it for longer than necessary

Find out more about your rights and how we process information.

I understand that the administration of Travel and Dual Accommodation Expenses and responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority. I understand that NHSBSA Student Services may share the information on this form with NHS Counter Fraud Authority for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

I understand and accept that if I fail to give sufficient notice of any change to my bank or building society account details, or provide incorrect details, NHSBSA Student Services cannot take responsibility for payments made to an incorrect account, delayed payments or non-payment of the funding.

I understand that the administration of the NHS Bursary and responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority. I understand that NHSBSA Student Services may share the information on this form with NHS Counter Fraud Authority for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

I declare that the information given on this form and in any supporting documents provided is complete and accurate. I understand and accept that if I provide NHSBSA Student Services with false or misleading information, financial support may be refused or withdrawn and I may be liable to prosecution and/or civil proceedings.

Any future amendments to this application will require you to re-accept this declaration.

Signature

Date

		/			/				
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You are advised to make a copy of your form and any receipts or invoices before passing your claim to your university.

9. University authorisation

University to complete this section.

Checklist

Has the student completed ALL the relevant sections and signed and dated the declaration?

Yes No Return form to student

Are ALL accommodation receipts attached, where appropriate?

Yes No Return form to student

Have you authorised the means of transport used?

Yes No Return form to student

Has the student submitted this form to you **within nine months** of the final date of the placement period for which they are claiming?

Yes No Return form to student - no expenses can be paid

Declaration

In countersigning this claim for Travel and Dual Accommodation Expenses, I confirm the following:

- The student named at Section 1 of this form is studying on a pre-registration healthcare programme that is, to the best of my knowledge, eligible for NHS Bursary Travel and Dual Accommodation Expenses.
- The practice placement/s for which the student is claiming the Travel and Dual Accommodation Expenses were essentially incurred as part of the overall programme requirements.
- The expenses detailed in this claim form have been reasonably and necessarily incurred in accordance with the provisions of the policy.
- The student's normal daily travel to university costs have been deducted, where applicable.
- I have checked the claim and, to the best of my knowledge, confirm that the expenses being claimed are correct.
- I have checked the receipts where applicable.
- The receipts will be retained in line with this institutions audit and governance requirements.
- I am a registered employee of the higher education institution that the student attends, and I have authority agreed by the higher education institution to countersign Practice Placement Expenses claims.
- I understand and accept that if I provide false or misleading information, I may be liable to prosecution and/or civil proceedings.
- I understand that the administration of Travel and Dual Accommodation Expenses and responsibility for counter fraud and security management are both responsibilities of the NHS Business Services Authority.
- I understand that NHSBSA Student Services may share the information on this form with NHS Counter Fraud Authority for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature

Date

Email address

Print name

Position held