

Student Services

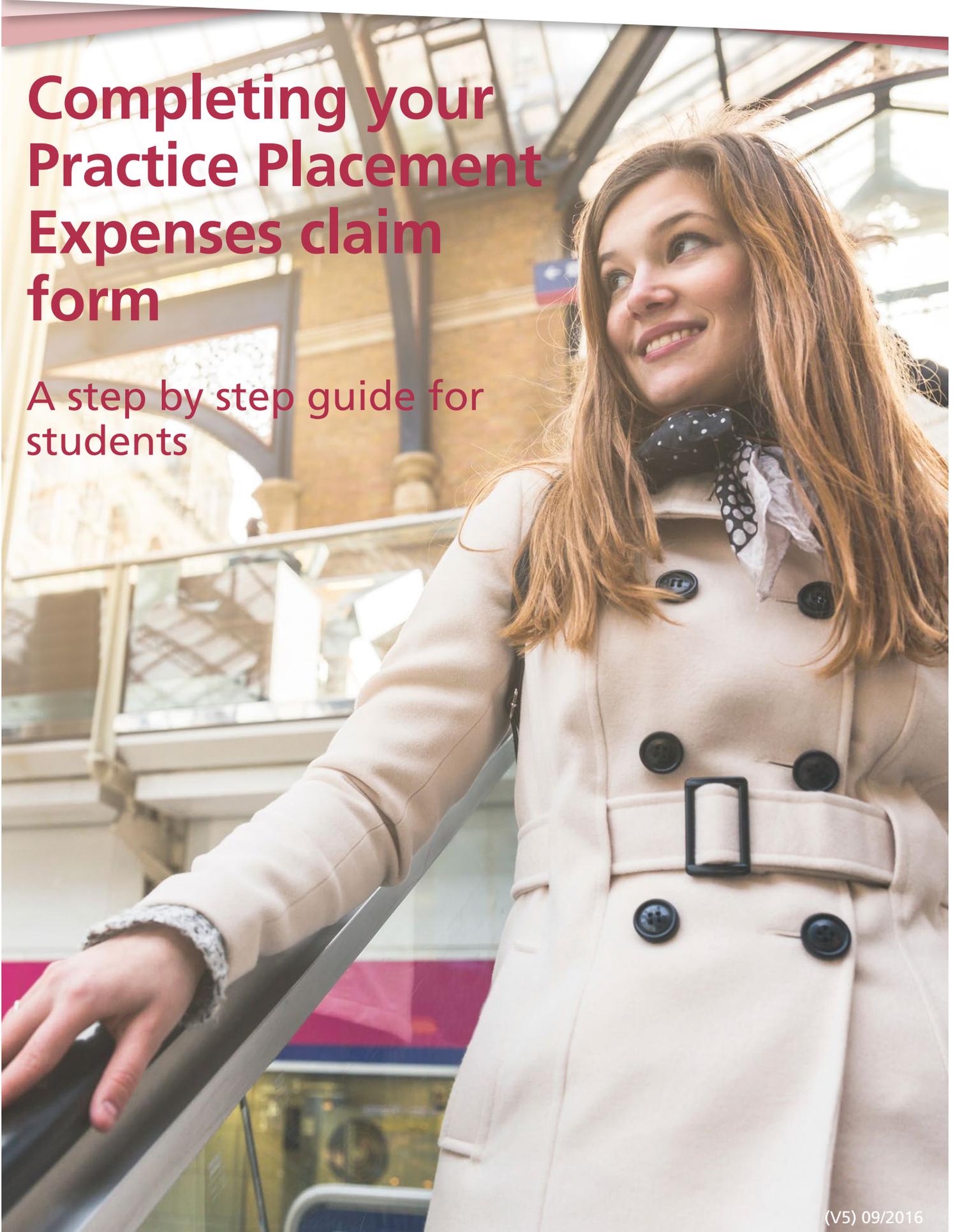
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Business Services Authority

Completing your Practice Placement Expenses claim form

A step by step guide for
students



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Introduction

As an NHS Bursary student, you will normally have to undertake practice placements as part of your course and you may be entitled to have some of the cost of journeys between your normal term-time accommodation and your practice placement site reimbursed.

In addition, if you have to stay in temporary accommodation, away from your normal term-time accommodation, in order to attend your placement, you may also be able to receive reimbursement for these costs, up to a set maximum rate.

By 'practice placement' we mean that it is a part of your course which is supervised clinical practice at premises other than those of the university you normally attend.

Reimbursing placement travel costs

The total cost of your daily return travel from your normal accommodation to your practice placement must be more than the cost of your normal daily return travel from your normal accommodation to your university/normal place of study for you to be reimbursed for your travel costs. **This also applies if you are a part-time student and you only travel to university a few days per week but you attend a placement on a full time basis.** Your daily return travel costs to your placement must still be more than your daily return travel costs to university or your claim will not be reimbursed.

Example 1:

Journey	Cost
Term-time residence to and from normal place of study	£3.00 per day
Term-time residence to and from practice placement site	£2.50 per day
No reimbursement can be claimed as the daily cost of travelling to the placement is less than the normal daily travel cost.	

Example 2:

Journey	Cost
Term-time residence to and from normal place of study	£3.00 per day
Term-time residence to and from practice placement site	£7.50 per day
Reimbursement can be claimed because the daily cost of travelling to the placement is greater than the normal daily travel cost.	

The table below shows what you may be able to claim for if the cost of your placement travel is more than you usually pay.

Training commenced before 1 September 2012	Training commenced on or after 1 September 2012
the cost of your placement travel in full	the difference between the two costs

London universities

Please note: if you attend one of the following London-based universities and you are not a medical or dental student, you should not make a claim through NHS Student Bursaries. Your university is responsible for the reimbursement of any practice placement expenses so please contact them to find out what their policy is.

- Bucks New University (not including the High Wycombe campus)
- City University
- Brunel University
- Guy's and St Thomas'
- Imperial College London
- Kings College London
- Kingston University & St. Georges Hospital
- London Metropolitan University
- London South Bank University
- Middlesex University
- University College London (including Eastman Dental Institute)
- University of East London
- University of Greenwich (not including the Medway campus)
- University of West London (not including the Reading campus)

Method of travel

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 private motor vehicle, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use and that you have agreed this with your university in advance of the placement.

Students travelling by private motor vehicle should understand that they do so at their own risk. The reimbursement of the costs of travel by private motor vehicle do not constitute any acceptance of liability by your university, the NHS Business Services Authority or any other NHS body.

Please note: Your claim may be amended either by your university or by us. We may on occasion use Google maps to check mileage details, but we will always inform you in writing if we or your university amend the amount you have claimed for any reason.

Car hire

You can only claim the cost of hiring the car, the appropriate mileage rate and the cost of any car parking/tunnel tolls.

Travel by taxi

We will not normally reimburse any costs you have incurred when travelling by taxi unless this has been specifically recommended and agreed by your university due to exceptional and unforeseen circumstances.

Overseas placements

Students who are required to attend a part of their course overseas may be reimbursed for some of their additional travelling costs if these have been necessarily incurred within or outside the UK and are in excess of the daily return cost of travel between your normal term-time accommodation and your university.

In addition, any essential associated costs such as accommodation, medical insurance, tests and any fees for visas may be also be reimbursed.

Reimbursement for overseas placements where air fares are being claimed will normally be subject to the approval of the relevant Health Education commissioner.

Temporary accommodation

Students who started their course **before** 1 September 2012

You can claim excess accommodation costs if you have to live away from your normal accommodation whilst on placement and it is not possible for you to travel to your placement site on a daily basis from your normal term-time accommodation and you, therefore, incur costs for two sets of accommodation at the same time.

For temporary accommodation the costs that can be reimbursed will be one of the below:

- the actual cost of the temporary accommodation
- the cost of retaining your term-time accommodation (if that is greater)

You will be asked to provide proof of these costs and the periods that they cover and you will be reimbursed for the total cost of your practice placement address, up to a maximum of 110% of your term-time address cost.

If you normally live with your parents during term-time, the cost of your term-time address is normally set at £20.00 per day (£30.00 per day for universities in the London area) and payment will be made at this rate, if appropriate.

If you move to your parents' home for the purpose of attending your placement, you will not be able to claim for any accommodation costs.

You can also claim the cost of one return journey each week between your temporary (placement) accommodation and your normal (term-time) accommodation, and, if your temporary accommodation is separate to your placement site, the cost of daily return journeys between these two locations.



Students who started their course **on or after** 1 September 2012

If it is not possible for you to travel to your placement site on a daily basis from your normal term-time accommodation whilst attending a placement, you may be able to claim for the cost of using temporary accommodation whilst you attend your placement.

However, if you move to your parents' home for the purpose of attending your placement, you will not be able to claim for any accommodation costs.

You can also claim the cost of one weekly return journey between your normal term-time accommodation and your temporary accommodation, plus the cost of daily travel from your temporary accommodation to your placement site (provided the cost of that travel is more than the cost of daily travel from your normal term-time accommodation to your usual place of study).

When making a claim, you will be asked to provide evidence of the cost of your temporary accommodation, such as official receipts showing the amount(s). These must include your name, the address of where you stayed, the cost of the stay and the dates. This information should be on an invoice, receipt or headed paper.

If you do not provide the relevant proof to support your claim, your university will not be able to send your claim to us for payment. If, for any reason, you cannot obtain the required proof then your claim will not be considered.

Accommodation rates

Temporary accommodation costs for students who started their course on or after 1 September 2012 will be reimbursed at the following maximum rates.

Commercial accommodation (e.g. hotel, bed and breakfast)	Non-commercial accommodation
Up to £55 per night	Up to £25 per night



Making a claim

1. Please refer to this guidance closely whilst completing your claim form.
2. Once you have completed the form, make sure you take a copy of your claim plus all supporting evidence. Keep this safe, as you may need to refer to it in future.
3. Print a copy of your student coversheet, which is available from the 'Documents' section of your BOSS account and include it with your claim form.
4. Pass your original claim form to your university course administrator, who will arrange for it to be authenticated and have Section 9 completed. They will then send it to us for assessment and, if appropriate, payment.

Important

All Practice Placement Expenses claim forms **must be received within six months** of the final date of the placement you are claiming for, so please ensure your claim is submitted to your university in good time. Otherwise, you will not be reimbursed for any of your costs.



Do's and don'ts

- ✓ **Do** refer to this guide whilst completing your form. If you don't complete the form correctly and in full, there will be a delay to you receiving any reimbursement you are entitled to.
- ✓ **Do** remember to submit your claim form(s) within the six month timescale.
- ✓ **Do** return your completed form to your university for them to check and endorse.
- ✓ **Do** remember to attach a copy of your student coversheet (which has your unique barcode on) to your claim form before handing it to your university.
- ✓ **Do** keep copies of your form and any accompanying receipts/evidence before passing your claim to your university.
- ✓ **Do** remember to **sign and date** your form at Section 8 and include any relevant receipts for public transport or accommodation costs to support your claim.
- ✓ **Do** ensure that you have adequate insurance cover if you are travelling to your placement using your own private motor vehicle.
- ✗ **Don't** complete or submit a claim form if your total travel costs to your placement are equal to or less than your normal daily travel to university (unless you are claiming for accommodation costs only).
- ✗ **Don't** complete a claim form if you are an EU Fees Only student as you are not entitled to claim Practice Placement Expenses.
- ✗ **Don't** submit a claim if you are not in receipt of an NHS Bursary in the academic year in which the claim period falls.
- ✗ **Don't** complete a claim form if you are a seconded student as you are not entitled to claim Practice Placement Expenses from us.
- ✗ **Don't** complete or submit a claim form if the last day of the placement period you are claiming for was more than six months ago as you have missed the deadline to claim. Your form will not be processed under any circumstances.
- ✗ **Don't** send your form to us directly – your university will do this.
- ✗ **Don't** submit a claim to us if you attend one of the London-based university campuses listed above (unless you are a medical or dental student).

Completing your claim form

1. Personal details

All students must complete this section in full.

Student reference number	This is the six digit reference number from your BOSS account beginning with 'SBA'.
When did you first start your course?	Please indicate whether you started your course before 1 September 2012 or on/after this date by ticking the relevant box.
Surname	Please enter your surname as it appears in your BOSS account.
Forename(s)	Please enter your full forename(s) as it/they appear in your BOSS account.
Date of birth	Please enter your date of birth as it appears in your BOSS account.
Term-time address	Please provide the full term-time address that you lived at (along with the full postcode) whilst attending university. If you changed your term-time address during this claim period, you should enter details of both of the term-time addresses you were living at whilst attending this particular placement. Please attach a separate sheet if necessary.
Contact/mobile number	You must provide a phone number as we may need to contact you about your claim. Please also provide an alternative contact number if you have one.
Email address	Please provide a current email address. (Make sure your email address is up to date in your BOSS account too.)

2. University course details

All students must complete this section in full.

Name of university	Please enter the full name of the university you are attending.
Name of course	Please enter the full name and qualification of the course you are undertaking e.g. 'BSc Physiotherapy' or 'BA Adult Nursing' etc.

3. Details of your daily travel to your normal place of study

All students must complete this section in full.

Full address of your normal place of study	You must complete this section in full. Please enter the address of your place of study. This will normally be your university or the actual site or campus you attend on a regular basis for lectures etc.
Please advise how you travel to your normal place of study (including if you walk or receive a lift).	Please indicate your usual means of travelling to and from the above location e.g. own car, bus, train, cycle, walk etc. Please also indicate if you travel by free bus to and from university or if you receive a lift from someone else by entering 'free bus' or 'lift' in the box. (Please note: by 'free' bus we mean one provided/ contracted by your university which is free at the point of use)
If you use public transport please indicate the cost of your daily return journey	Please enter the total cost of your public transport fares for your usual daily journey to and from your normal place of study. We still need to know your daily costs even if you are a part-time student and you only travel to university a few days per week.
If you drive or cycle to university please indicate the daily return mileage	Please indicate the total number of miles you travel on a daily basis to and from university or your normal place of study. If you car share or receive a lift to university, you must still show the daily return mileage in the relevant box in this section. This is because we will use the mileage you have indicated to calculate your normal daily return travel costs to and from university. This will help us to determine whether or not your daily placement travel costs are in excess of these.
Other costs incurred for tunnels, toll roads and car parking etc if incurred whilst travelling to your normal place of study	If you normally have to pay to use toll roads, tunnels etc on the way to and from university and/or for car parking, please enter the total daily cost for these in this section. You should not include any additional costs which are not part of your usual daily travel i.e. if they only occur once or very infrequently do not enter them here. An example of this could be you had to use a different route on occasion due to roadworks and so could not avoid using a tollroad or tunnel temporarily.
University travel schemes	If your university offers full or part reimbursement towards the cost of your daily travel to and from your place of study, you must still state the full cost of this, before reimbursement, in the relevant box/es in Section 3 above.

Car sharing

You should still indicate the actual return **daily** mileage from your term-time address to your usual place of study, as we need this information to determine whether your placement travel costs exceed your normal travel costs to university.

4. Details of travel to and from your practice placement

All students must complete this section in full.

FULL address of your practice placement site	<p>Please enter the full address (including the postcode) of where you attended your practice placement.</p> <p>If you attended a placement at more than one site during the period of this claim, please use a separate sheet for each site but do not include details of any community mileage.</p>
How did you travel to your practice placement site?	<p>Please specify how you travelled to your placement site.</p> <p>If you received a lift to your placement you cannot claim the mileage or any other costs associated with this.</p>
If you used public transport please indicate the cost of your daily return journey	<p>Please enter the total cost of public transport for your daily return journey from your normal or temporary accommodation to your practice placement site.</p>
If you drove or cycled to placement, please indicate the daily return mileage	<p>Please enter the total number of miles you travelled on a daily basis to and from your placement site.</p> <p>If you received a lift to your placement you cannot claim the mileage or any other costs associated with this.</p>
Car hire	<p>If you used a hire car to travel to and from your placement, enter any cost you incurred to hire the car in the box in this section.</p>
If you used a hire car to travel to and from your placement please indicate the cost here	<p>Cost to you of hiring the car: You should indicate the total cost to you of hiring the car, as explained on page four of this guide. If this was covered by your university and you did not personally incur any cost to hire the vehicle, please enter £0.00 in this box, otherwise enter the hire cost for the period of your claim. Don't forget to enter details of your mileage costs in Section 5 and provide evidence of the car hire cost to you with your claim form.</p> <p>If you have incurred additional costs associated with using a hire car, such as tunnels, toll roads and/or parking charges you should go to Section 5 'Details of claim' to enter these in the 'Other allowable costs' column.</p> <p>If you have not incurred any other costs associated with car hire, you should go straight to Section 6 of the form.</p>

5. Details of claim

You must complete this section **in full** and show full details of each journey for which you are claiming, including any weekly return journeys between your temporary accommodation and your normal term-time accommodation, where applicable.

Please provide your university with receipts if you are claiming for public transport or car parking costs.

If you are claiming for more than 20 journeys, please print off and complete additional copies of this page of the claim form, as required.

Date	Please enter the individual dates you are claiming for on each line, preferably in chronological order of each of the journeys you made.
Journeys Postcode from/Postcode to	Please enter the correct postcodes of the locations you travelled from and to for each journey.
Total daily mileage (including mileage undertaken if you used a hire car)	
Return daily mileage to placement site	<p>If you travelled to your placement in your own private motor vehicle, or you used a hire car please indicate in this column your total daily mileage to and from your placement site for each date you travelled.</p> <p>If you are claiming for the cost of using temporary (placement) accommodation, you can only claim for the cost of one return journey per week between your temporary (placement) accommodation and your normal (term-time) accommodation.</p> <p>You may also claim for journeys between your temporary accommodation and your practice placement site if you incur mileage or public transport costs to travel between these, but you cannot claim for any other journeys.</p> <p>The cost of these journeys must be more than the cost of your normal daily travel to and from university otherwise you will not be reimbursed.</p>
Community mileage	<p>Additional mileage/travel costs may be claimed if you have to travel to other practice placement sites, and/or to patients' home addresses. You only need to provide daily mileage totals in this column. Please do not provide individual patients' addresses.</p> <p>Please note: any community mileage incurred must still exceed the cost of your daily mileage to and from your normal place of study. Community mileage on its own will not be reimbursed if it is not in excess.</p>

Public transport

Means of transport

Please specify which method of public transport you used for each of your journeys e.g. bus, train, ferry etc.

Cost of transport

Please provide the total daily cost of each journey for the date in question e.g. return fare etc.

Other allowable costs not normally incurred when attending university

Tunnels, toll roads and parking

If you have to pay these charges as part of your journey to your placement, please provide the total daily cost in this column for each of the dates you travelled.

Passenger miles

If, as well as yourself, you drove one or more NHS funded students to the placement site, you may claim an extra amount per mile for each additional student passenger. **These students must also be in receipt of NHS Bursary funding**, and we will check this against our records when we receive your claim.

Please enter the total number of miles you travelled with all applicable passengers on this date. You will need to provide each passengers' full details in **Section 7** of the claim form.

Please enter the total (where applicable) of:

- your return daily mileage
- any community mileage
- your public transport costs
- cost of tunnel, road tolls and parking
- passenger miles

TOTALS

If you are using any additional sheets please do the same on those. You will be asked to provide your total overall costs further on in the form.

6. Details of accommodation expenses

6a About your placement accommodation

All students must complete this section in full.

Were you living at a different address whilst on practice placement?

Only tick 'Yes' if you moved to temporary accommodation for all or part of your placement period. If you travelled to your placement each day from your normal accommodation, tick 'No' and go straight to Section 7 of the form.

Do you live with your parents during term-time?

If you normally live with your parents during term-time, please tick 'Yes'.

Full address where you stayed whilst on practice placement

Please enter the full address of your temporary accommodation i.e. the place where you stayed in order to attend your placement, including the postcode.

Is the above your parent/s address?

Please tick the relevant box. If you stayed with your parent/s whilst attending your placement please tick 'yes'.

Period claiming for

Please enter the start and end dates of **this** particular claim.

Please note: If you will be on a long placement e.g. for several months, and prefer to claim for shorter periods at a time rather than wait for the placement to end before you are reimbursed, you can make several smaller claims in order to receive part-reimbursement as you go.

Please ensure if you are doing this that your claims do not overlap.

What was the cost of maintaining your temporary accommodation whilst on practice placement?

Please enter the total cost of your temporary (placement) accommodation for the claim period you have entered above. **You must include evidence of your accommodation costs with your claim form**, such as recent invoice(s) or bill(s) from the relevant provider for the period concerned.

If you stayed at your parent/s home during your placement, please enter £0.00 in the box.

6b Your placement accommodation cost

This section is **only** to be completed if you started your course on any date **before 1 September 2012**. If you started your course on or after this date, please go straight to Section 7a of the claim form.

Please enter the total amount you paid for your normal term-time accommodation whilst attending your placement during this claim period. This figure will be used to determine whether you can be reimbursed for the full cost of your placement accommodation or the cost of your normal accommodation (plus 10%).

You will always be reimbursed for the lower amount of the two.

What was the cost of maintaining your normal accommodation whilst on practice placement?

You **must** include evidence of your normal (term-time) accommodation, as well as evidence of your temporary accommodation as per section 6a, unless you normally live with your parents during term-time. **This could be a copy of your current tenancy agreement or a mortgage statement, if you own your own home.**

Please note: If you usually live with your parents during term-time the cost of your normal accommodation is set at £20.00 per day (or £30.00 per day if you study at a London-based university). Payment, if appropriate, will be made at this rate. Your bursary should already have been assessed at the parental home rate.

7. Summary of claim

7a Transport and passenger details

All students must complete this section in full.

Summary of private mileage

Mode of transport

In the **total number of miles** column, please enter the total number of miles you have travelled during this claim period, either by private motor vehicle, hire car and/or bicycle. Please include any community mileage.

Multiply the total number of miles by the rate stated in the second column to give the total rate in £s of your claim.

Passengers

If you have not taken any other NHS student passengers to placement, please go straight to Section 7b or 7c (whichever one is applicable to you).

Full name of passenger

You can claim additional mileage costs for passengers if you were actually taking them to placement. They must also be NHS Bursary funded students (but not EU Fees Only students).

In this column, please enter the first name and surname of each passenger you took to placement.

If there were more than four passengers, please provide additional details on a separate sheet.

Passenger's SBA number

Please enter the six digit NHS Bursary reference number (beginning with 'SBA') of each passenger you took to placement in this column.

Date of birth

Please enter the date of birth of each passenger.

No. of miles

Please enter the total number of miles you covered whilst taking each individual passenger to and from either your placement site or any temporary accommodation, where applicable.

Total amount

Multiply the total number of miles you took each passenger during this claim period by the mileage rate stated to give the total amount in this column.

Passenger mileage – dates of travel

We need to know on which dates of this claim you took the passenger/s named above to/from placement.

Please indicate the actual dates Passenger 1, Passenger 2 etc were given a lift, where applicable.

If you took passenger/s to placement every day of the period you are claiming for, please write 'all' in the *Date/s passenger/s taken to placement* column.

7b Summary of costs.

This section should **only** be completed by students who started their course **before** 1 September 2012.

Total daily mileage costs	Please enter the total number of miles you travelled during this claim period (including any passenger miles, if declared).
Total public transport costs	If you travelled by public transport for all or part of this claim period, please enter the total cost you incurred in fares.
Total allowable costs	If you have incurred additional costs from car parking charges, toll roads, tunnels or petrol costs from the use of a hire car, please enter the total of these costs for this claim period.
Total costs	You should add together all mileage, public transport and other costs that you have incurred (the figures you have provided in the previous three boxes) and enter your overall total transport costs here.

7c Summary of costs

This section should **only** be completed by students who started their course **on or after** 1 September 2012.

Total daily mileage costs	Please enter the total number of miles you travelled during this claim period (including any community and passenger miles, if declared). Enter '0.00' in the box if you did not travel by private motor vehicle.
Total public transport costs	If you travelled by public transport for all or part of this claim period, please enter the total cost you incurred in fares. Enter '0.00' or leave blank if you did not travel by public transport.
Total allowable costs	If you have incurred additional costs from car parking charges, toll roads, tunnels or petrol costs from the use of a hire car, please enter the total of these costs for this claim period. If none of these apply, enter '0.00' in the box.
Total cost of all your placement travel this claim	You should add together all mileage, public transport or car hire costs, and the total allowable costs that you have incurred during this claim period.

If you travel in your own private motor vehicle to and from university, enter the total cost of your equivalent mileage for the period of this claim multiplied by the motor vehicle rate.

If you use public transport to travel to and from university, please enter the total equivalent cost for the period of this claim. If you use a combination of the two, add the total mileage cost to the total public transport cost and enter the total here.

If you normally walk or you are able to get a free courtesy bus which is provided by your university please enter £0.00 in this box.

If you normally receive a lift to university, please enter the total of the equivalent return daily mileage to university multiplied by the number of days you are claiming for on this claim form, multiplied by the appropriate mileage rate in this box.

Students commencing courses from 1 September 2012 onwards can claim the difference between the cost of travelling to and from university and the cost of travelling to and from their placement or, if applicable, their temporary accommodation.

To work out the total amount of travel costs you can claim, deduct the total equivalent cost of travelling to and from university from the total cost of your placement travel for this claim period and enter the result in this section.

If you have claimed for temporary accommodation costs whilst on placement, please enter the total cost for this claim here – as per the figure you have given at Section 6a or 6b.

If you are not claiming for accommodation costs please enter '0.00' in the box.

Total cost of your normal daily return travel to your university when not on practice placement

To work out the total amount of travel costs you can claim, deduct the total equivalent cost of travelling to and from university from the total cost of your placement travel for this period and enter the result in this section

Total accommodation costs

8. Student's declaration

You must sign and date this section.

Please read the declaration in full and then sign and date it with today's date in the relevant boxes underneath.

In case any queries arise about your claim, you are advised to take a copy of the form and any receipts you are submitting before handing these to your university.

Please do not forget to submit a copy of your student coversheet with your claim. This can be obtained from the Documents section of your BOSS account.

9. University authorisation

Your university will complete this section after you have handed your claim form into them.

A final reminder

You **must** hand your form to your university for authentication. Please **do not** send it to NHS Student Bursaries yourself - your university will do this on your behalf.

Please be aware that all claims must be submitted to your university within **six months** of the last day of the placement period you are claiming for, otherwise **they will not be paid**.

Please ensure you have:

- included all receipts and any evidence of accommodation costs, where applicable
- completed all the sections of the form that are relevant to your claim
- taken photocopies of your form and any receipts/evidence before handing them to your university
- attached a copy of your student coversheet (containing your unique barcode) to the front of your form



Timescales for processing PPE claims

We aim to assess PPE claims within 20 working days of the forms being scanned into our system. Please note it can take up to one working day for your claim to be linked to your Bursary Online Support System (BOSS) account after they have been scanned.

We will check your eligibility for reimbursement of PPE and ensure the claim is in order and correctly completed and certified.

We will then assess the claim which will result in one of three outcomes listed below:

- **'Rejected'** means that your claim has been refused. If we decide a claim is not appropriate we will email you to explain the reason for this.
- **'Pended'** means that we need to have additional evidence or answers to outstanding questions before we can complete the claim. If the claim is pended then we will contact either you or your university explaining what action is required. If it is agreed that any amounts should be changed we will follow this up with an email to you to explain and confirm the decision.
- **'Approved'** means that your claim has been approved and you will now be able to view your entitlement in the Payment Schedule in their BOSS account. We will pay the total of the PPE claim to you on the next weekly payment run following assessment (within 10 working days of the claim being assessed). We will then inform you by email of the date the payment will be made to your bank account.

Claims must be received by us within six months of the last day of the placement or they will not be reimbursed.

We post and tweet the dates we are up to with scanning your documents (including PPE claims) daily.

So please 'like' and 'follow' us on  www.facebook.com/NHSstudentbursaries

and  [@nhsbsa_students](https://twitter.com/nhsbsa_students) to be kept up to date.