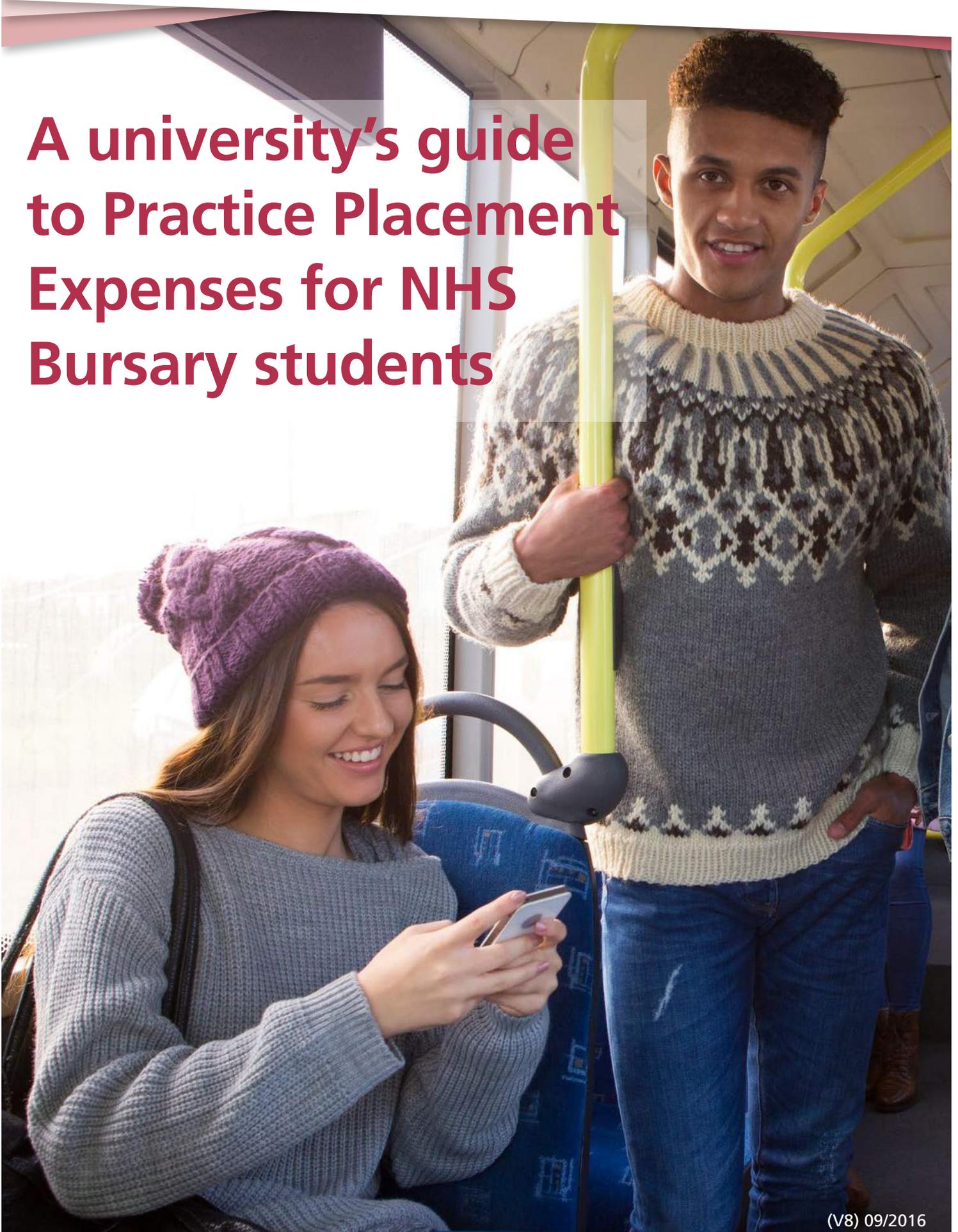


A university's guide to Practice Placement Expenses for NHS Bursary students



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Introduction

NHS commissioned students who qualify for a full bursary are entitled to have some of the additional costs of attending a practice placement reimbursed, providing that a valid claim is made within six months of the costs being incurred. These are known as Practice Placement Expenses (PPE).

NHS Bursary PPE consist of reimbursement towards the cost of:

- travel to and from the student's placement site
- temporary accommodation if the student has to stay away from their normal term-time accommodation whilst attending a placement

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

Any expenses claimed must be in line with the rules of the NHS Bursary Scheme as laid out by the Department of Health. These are linked to at the bottom of this page.

Who is entitled to claim?

In general, students who have been awarded an NHS Bursary are entitled to claim reimbursement of PPE, as long as these have been reasonably and necessarily incurred. However, any students awarded an 'EU Fees Only' bursary and students who are seconded by their employer to do the course are not entitled to claim PPE.

Different rules on the reimbursement of PPE apply, depending on when students commenced their course.

Students who started their course before 1 September 2012

Students in this category should check their most recent Notification of Award (NOA) in their Bursary Online Support System (BOSS) account to see if there is an amount detailed as a 'travel disregard'. If a travel disregard figure of more than £0.00 is shown on the NOA, they must use their own resources to pay this amount towards practice placement travel or accommodation costs, before they will be entitled to any reimbursement of PPE during the academic year in question.

Students with a 'travel disregard' should still submit PPE claims as these will be used to reduce the travel disregard on a pound for pound basis, but no reimbursements will be made to cover PPE until the travel disregard figure has been reduced to £0.00.

Students who receive a 'Fees Only' bursary award because their spouse, civil partner, partner or their parent/s chose not to declare their income at the bursary application stage will not be able to claim PPE.

The 2016/17 NHS Bursary Scheme rules for these students can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508090/NHS_Bursary_Scheme_Old_Rules_2016-17.pdf.

Students who started their course on or after 1 September 2012

Provided they are not an EU Fees Only or a seconded student, and are therefore eligible for at least the £1,000 non means tested grant, students in this category will always be able to make a claim towards the cost of their travel/accommodation provided that the claim meets the necessary criteria.

The 2016/17 NHS Bursary Scheme rules for these students can be viewed at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/525934/NHS_Bursary_Scheme_New_Rules_5.2_A.pdf

Disabled students

Students who are claiming a taxi allowance through the Disabled Students Allowances should refer to the recommendations in their Needs Assessment Report, their DSAs confirmation letter and the information on the NHS Student Bursaries website for further guidance on reimbursement for these journeys.

Part-time students

Part-time students are entitled to the same PPE as full time students, even though their bursary rate is calculated on a pro rata basis.

London universities

Would **London based universities** please note that NHS Bursary students whose courses are commissioned by any of the following cannot claim their PPE through us. These claims are dealt with under separate arrangements at their universities, outside of the NHS Bursary Scheme.

- Health Education North West London
- Health Education South London
- Health Education North Central and East London

This does not affect students on medicine or dentistry courses attending London-based universities, who may still claim PPE through us.

What can students claim?

Reimbursing placement travel costs

The total cost of a student's daily return travel from their normal term-time accommodation to their placement site must be more than the cost of their daily return travel from their usual accommodation to their university in order for them to receive any reimbursement of their travel costs.

This also applies to part-time students who may only travel to university a few days per week but attend a placement on a full time basis. Their daily return travel costs to their placement must be more than their daily return travel costs to university, or their claim will not be reimbursed.

Examples

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
 The claim will not be reimbursed because the daily cost of travelling to the placement is less than the student's normal daily travel cost.	

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
 The claim will be reimbursed because the daily cost of travelling to the placement is more than the student's normal daily travel cost.	

The table below shows what students will normally be able to claim if the cost of their placement travel is more than they usually pay to travel to and from university on a daily basis.

Students can claim:	If training commenced before 1 September 2012:	If training commenced on or after 1 September 2012:
	the cost of their placement travel in full	the difference between the two costs

Travel to placement

Methods of travel

Students are expected to travel by the cheapest form of transport available where it is reasonably practical for them to do so.

If a student wishes to travel to placement in their own private motor vehicle, it is their responsibility to ensure that they have adequate insurance cover for all risks associated with its use. However, universities must be made aware and authorise its use in advance of the placement.

The reimbursement of the costs of travel by private motor vehicle does not constitute any acceptance of liability by the university, the NHS Business Services Authority or any other NHS body.

When assessing PPE claims, we may on occasion use Google maps to check students mileage details but we will always email them if we amend the amount they have claimed for any reason.

Car parking and tunnel/bridge tolls

Students may also claim reimbursement for the cost of car parking and tunnel/bridge tolls. Receipts must be submitted by the student with their claim form in order for their university to authorise these costs.

Passengers

If a student will also be driving other NHS Bursary funded student/s to the placement, they may claim an additional amount per mile for each student passenger. The passengers must also be eligible to claim PPE and the driver must be insured. The passenger's details, including their 'SBA' reference number, will need to be provided on the driving student's claim form.

NHS students who receive a lift to placement from anyone else cannot claim travel costs for those journeys.

University travel schemes

We advise students that if their university offers full or part reimbursement to them towards the cost of their return travel to university, they must still provide details of the full cost they incur, before reimbursement.

Use of hire cars

If this was the most practical way for the student to travel to their placement, students can receive some reimbursement for hiring a vehicle. Please see the next page for details of what they may be able to claim.

Receipts for the hire car must also be submitted to us with this type of claim. This should be in the student's name to show they personally incurred the costs.

When a hire car has been used students can only claim:

- any cost to them of hiring the car
- the cost of the mileage incurred travelling to and from placement
- the cost of any car parking/tunnel tolls

In all cases the mileage claimed must be more than the cost of the student's normal daily travel to university.

Public transport

Students must always use the most direct route available to them when travelling to and from their placement by public transport. Students are expected to take full advantage of any free and concessionary schemes. If travelling by public transport they may claim the cost of their fares, including any additional cost for the carriage of luggage and bicycles.

Students will need to keep all receipts (e.g. bus/train tickets) and submit these to you with their claim form as proof of the journeys they have undertaken. **You should not send the receipts to us with the student's claim form once they have been checked by the authorising officer at the university, as we do not require them.**

Where the purchase of a monthly or weekly pass will be cheaper for the student than paying for individual daily return journeys for the duration of the placement, the student will normally be able to claim for the full monthly/weekly amount of the pass, where appropriate.

Travel by taxi

We will not reimburse any costs that students have incurred when travelling by taxi unless their use of taxis has been specifically recommended under the Disabled Students Allowance and this has been officially agreed with us in advance.

In all other cases, students travelling by taxi will normally only be reimbursed at the equivalent mileage or public transport rates, where appropriate.

However, if you believe there are very exceptional mitigating circumstances, where the use of a taxi was wholly unavoidable for the student, we may be able to consider additional reimbursement.

In such cases, please supply a signed covering letter on university headed paper with the student's claim form confirming their circumstances and we will give due consideration to their claim for taxi fares.

Exceptional circumstances could, for example, be where a student does not have the use of their own transport or a lift and they are required to attend an early or very late placement shift. If public transport at the required times is either not available or is limited to such an extent that the student would not be able to attend the placement and/or would not be able to reasonably travel home again after their shift/s then we could consider their claim.

Travel whilst staying in temporary accommodation

If it is not practical for a student to travel to the practice placement site from his or her normal accommodation on a daily basis, they may also claim for the cost of:

- one weekly return journey between their normal accommodation and their temporary accommodation
- daily travel from their temporary accommodation to their placement site, where applicable, providing that the cost of that travel is greater than the cost of daily travel from their normal accommodation to their usual place of study

Community mileage

Additional mileage/travel costs may also be claimed if a student is required to travel to other practice placement sites, and/or to patients' home addresses, if free transport is not provided.

Please note that any community mileage must still be more than the cost of the student's daily mileage to and from their normal place of study when added to their other travel costs.

Examples

Journey	Total daily mileage
Daily travel to and from normal place of study	35 miles
Daily travel to and from placement site plus community mileage	48 miles
 This claim <u>would</u> be allowed as it is longer than the student's normal daily journey to university.	

Journey	Cost
Daily travel to normal place of study	50 miles
Daily travel to placement site plus community mileage	40 miles
 This claim <u>would not</u> be allowed as it is not in excess of the student's normal daily travel to university.	

The appropriate amount will be paid in line with the NHS Bursary Scheme Rules applicable to the student, as follows:

- For pre-2012 Scheme students the total claim made will be reimbursed.
- For 2012 Scheme students the difference between the costs will be reimbursed.

Overseas placements

Students who are required to attend a part of their course outside of the UK and Islands 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 the students normal term-time accommodation and their university or study base.

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.

The cost of refreshments, sleeper berths, phone calls and any other expenses related to the student's placement either overseas or in the UK will not be reimbursed.

Claiming for placement accommodation costs

Students who started their course before 1 September 2012

These students may claim for accommodation costs if they have to live away from their normal term-time address whilst on placement and are obliged to meet both the costs of their temporary accommodation and of retaining their normal accommodation.

Where this is the case, the student will normally be reimbursed for the total cost of their temporary accommodation, up to a maximum of 110% of their normal accommodation cost in the relevant placement claim period.

Students who started their course on or after 1 September 2012

These students may claim for the cost of any temporary accommodation on or near their practice placement site if it was not practical for them to travel there from their normal accommodation each day. However, if their temporary accommodation is also their parental home, they will not be able to make a claim for their temporary accommodation costs.

A maximum capped amount, outlined each year in the NHS Bursary Scheme Rules, is payable for accommodation costs depending on whether this is commercial accommodation (e.g. hotel, bed and breakfast) or non-commercial accommodation (e.g. lodgings in a private house).

Evidence

Students are required to provide evidence of their temporary accommodation costs. This should at least include their name, the name and address of where they stayed, the cost of the stay and the dates. This information should be on an invoice, receipt or headed paper in the form of bills, receipts, invoices etc.

Please could universities ensure that this documentation is included with students' claims and sent to us as we require sight of these.

Please note that students' basic rate of bursary will not change whilst on practice placement.

Checking and verifying students' PPE claims

When making a claim for the reimbursement of placement expenses, we ask that students:

- refer to the separate guidance document [Completing your Practice Placement Expenses claim form - A step by step guide for students](#) whilst completing their claim form
- complete the correct claim form for the academic year in question ¹
- submit their completed form, along with all required travel receipts and any accommodation evidence to their university
- keep a copy of their claim and all supporting evidence, as they may need to refer to it at a later date
- print a copy of their unique student coversheet and submit one with each individual claim form ² (we are unable to link the claim to the student's record without it).

Claims must be submitted by the student to you within six months of the last day of the placement period they are claiming for.

If a student submits a claim to you outside of the time limit, it should be returned to them and not sent to us as we cannot accept it, regardless of the reason for the delay.

¹ If the first day of the student's placement period commenced on or after 1 September 2016, they should complete the 'Practice Placement Expenses (travel and accommodation) claim form 2016/17'. If this day fell on any date before 1 September 2016, they should complete the relevant claim form for 2015/16 (ensuring they are not claiming outside of the six month application period). Both forms are available on the [Student Forms](#) page of our website.

² The student coversheet is available from the 'Documents' section of the student's Bursary Online Support System (BOSS) account.

Step by step guide to checking the form

1. Personal details

Please ensure that the student has completed all of this section in full, as follows.

Student reference number	This is the six digit reference number from the student's BOSS account beginning 'SBA' as shown on the student coversheet.
When did you first start your course?	Students should correctly indicate whether they started their course before 1 September 2012 or on/after this date by ticking the relevant box.
Surname	Students should enter their surname as it appears on their BOSS account.
Forename(s)	Students should enter their full forename(s) as it/they appear/s on their BOSS account.
Date of birth	Students should enter their correct date of birth here in the format dd/mm/yy.
Term-time address	Students must provide full details of their normal term-time accommodation, including the full postcode.
Contact/mobile number	We ask that students provide a phone number in case we have to contact them about their claim. They should also provide an alternative contact number if they have one.
Email address	Students should provide a current email address in case we need to contact them about their claim. They should also ensure that their email address is up to date in their BOSS account.

2. University course details

Please ensure that the student has completed all of this section in full, as follows.

Name of university	Students should enter the full name of their university in this section.
Name of course	Students should enter the full name and correct qualification of the course they are undertaking e.g. 'BSc Physiotherapy' or 'BA Adult Nursing' etc.

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

Please ensure that the student has completed all of this section of their claim form in full, as follows.

Full address of your normal place of study	Students should enter the address of their normal place of study including the full postcode . This will usually be their university or the actual site/campus they 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)	Students should enter their normal means of travel to university/normal place of study (e.g. own vehicle, bus, train, bicycle, walk, receive a lift etc.). They should also state if they travel by free bus to and from university (if one is available) or if they receive a lift from someone else, by entering 'free bus' or 'lift' in the box. If your university offers assistance to students with the cost of their normal daily travel to and from university, we ask that those who receive reimbursement must still enter the full cost of their normal daily travel (before reimbursement) in the relevant box/es in Section 3 of the claim form.
If you use public transport please indicate the cost of your daily return journey	Students who use public transport to travel to university should enter the total cost of their fares for a daily return journey in this section. Please be aware that we still need to know the student's daily travel costs even if they are a part-time student and they only travel to university a few days per week.
If you drive or cycle to university please indicate the daily return mileage	Students who normally drive or cycle to university should enter the total number of daily return miles in this section. If the student car shares or receives a lift to university, they must still show their daily return mileage in the relevant box in this section. We use this to determine if their placement travel costs are more than their normal costs to and from university.
Other costs incurred for tunnels, toll roads, and car parking	If a student normally has to pay to use toll roads and/or tunnels to get to and from university and/or parking charges when they arrive at university, they should enter the total daily cost for these in this section. Please check that the student has not included any additional costs which are not part of their normal daily travel, if these only occurred once or very infrequently. An example of this could be where a student occasionally had to use a different route due to road works and so, temporarily, they could not avoid using a toll road or tunnel. We don't need this to be included with their normal daily cost.

4. Details of travel to and from your practice placement

Please ensure that students have completed this section of their claim in full, as follows.

FULL address of your practice placement site	Students should enter the full address including the full postcode of where they attended their practice placement. If they attended a placement at more than one site during the period of the claim, they should use a separate sheet to detail each site.
How did you travel to your practice placement site?	Students should specify how they travelled to their practice placement site. Details of any changes in the route taken due to road works/closures should be stated on the claim form. This will ensure consistency when checking claims. If a student received a lift to/from their placement, they cannot claim for the mileage or any other costs associated with those journey/s.
If you used public transport please indicate the cost of your daily return journey	Students should enter the total cost of public transport for their daily return journey from their normal or temporary accommodation to their practice placement site.
If you drove or cycled to placement, please indicate the daily return mileage	Students should enter the total number of miles they travelled on a daily basis to and from their placement site. Cost to you of hiring the car: If this was covered by the university and the student did not personally incur any cost to hire the vehicle, they should enter £0.00 in this box.
If you used a hire car please indicate the costs here	If the student has incurred additional costs associated with using a hire car, such as tunnels, toll roads and/or parking charges they should enter these in the Other allowable costs column in Section 5 of the claim form.

5. Details of claim

Students must complete this section in full and show details of each journey for which they are claiming, including any weekly return journeys between their temporary and their normal accommodation, if applicable.

They should include the relevant receipts or tickets if they are claiming for public transport or car parking costs for you to check their journeys/costs, but these do not need to be sent to us once you have endorsed the student's claim.

If they are claiming for more than 20 journeys on the same claim form, they should print and complete additional copies of this page of the form and attach them together.

Date	<p>The student should enter the individual dates for which they are claiming on each line. Their journeys should be listed preferably in chronological order.</p> <p>Please check that all the dates being claimed for are correct.</p>
Journeys Postcode from/Postcode to	<p>The student is asked to enter the correct postcode of the locations they travelled from and to for each journey.</p>
Total daily mileage (including mileage undertaken if you have used a hire car)	
Return daily mileage to placement site	<p>If the student travelled to their placement in their own private motor vehicle or used a hire car, they should specify their total daily mileage to and from their placement site for each date they travelled.</p> <p>If they are also claiming for the cost of using temporary (placement) accommodation at Section 6 of the form, they can only claim for the cost of one return journey per week between their temporary placement accommodation and their normal term-time accommodation.</p> <p>Students may also claim for journeys between their temporary accommodation and their practice placement site if they have incurred mileage or public transport costs to travel between them, but they cannot claim for any other journeys.</p> <p>The cost of these journeys must be more than their normal daily travel to and from university or the claim will not be valid.</p>

Community mileage

Additional mileage/travel costs may be claimed if the student had to travel to other practice placement sites (and incurred travel costs to do so), such as to patients' home addresses. They only need to provide the daily mileage totals in this column and should not give details of any individual patients' addresses.

Please note: any daily community mileage incurred **must** still be more than the cost of the student's daily mileage to and from their normal place of study.

Public transport

Means of transport

Students should specify which type of public transport they used for each of their journeys e.g. bus, train, tram, ferry etc.

Cost of transport

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

Other allowable costs not normally incurred when attending university

Tunnels, toll roads and car parking

If these charges were part of a student's daily journey to their placement, they should provide the total cost in this column for each of the dates they travelled.

Tunnel/road tolls will only be reimbursed if the cost of using them was reasonably and necessarily incurred.

If the student drove other NHS Bursary funded student/s to the placement site, they may claim an extra amount per mile for each additional student passenger. **The passenger/s must also be eligible to claim placement travel expenses.**

We will check this against our records when we receive the student's claim, but if you know the student is claiming for non-bursary funded passengers, please amend their claim form accordingly.

Passenger miles

The student should enter the total number of miles they travelled with all applicable passengers on the dates in question. They will be asked to provide details of each passenger at Section 7 of the claim form.

We can only consider passenger costs as part of the student's daily travel to their placement. We will not include these costs as being part of student's normal travel to university.

Please check that students have correctly entered the total (where applicable) of:

- their return daily mileage
- any community mileage
- their public transport costs
- the cost of tunnels, road tolls and parking
- any authorised passenger miles

TOTALS

6. Details of accommodation expenses

6a About your placement accommodation

All students must complete this section in full, as follows.

Students should only tick 'Yes' to this question if they moved to temporary accommodation for all or part of their placement period.

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

If they travelled to their placement each day from their normal term-time accommodation, they should tick 'No' to this question and proceed straight to Section 7 of the form.

If a student normally lives with his/her parents during term-time, they should tick 'Yes' to this question.

Do you live with your parents during term-time?

If you are aware of the student's normal term-time residence, please check that they have completed this question correctly.

Full address where you stayed whilst on practice placement

Students must enter the full address of their temporary accommodation including the full postcode.

Students should enter the start and end dates for this particular claim.

Period claiming for

Please note: If a student will be attending a placement for a long period e.g. for several months, they may prefer to claim for a few shorter periods (rather than wait to complete the placement before they receive any reimbursement). If so, we are happy for them to make several smaller claims in order to receive part-reimbursement as they go.

If the student is doing this, please ensure that their claim dates do not overlap.

Students should enter the total cost of their temporary (placement) accommodation for the claim period they have entered above.

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

They must attach evidence of their temporary accommodation costs such as recent invoices, bills or receipts from the relevant provider for the period concerned.

6b Your placement accommodation cost

This section is **only** to be completed by students who started their course on any date **before 1 September 2012**. If the student started their course on or after this date, they should not complete this section, but go straight to **Section 7a** instead.

The student should enter the total amount they have paid for their normal term-time accommodation whilst attending their placement during the period of this particular claim.

This figure will be used to determine whether they can be reimbursed for the full cost of their temporary (placement) accommodation or for the cost their normal accommodation (plus 10%). Students will always be reimbursed for the lower amount of the two.

The following evidence must be provided by the student and sent to us, along with their claim form, to show the cost of maintaining their **normal accommodation**:

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

- If they pay **rent** on their normal accommodation they must provide a copy of their full tenancy agreement which covers the dates that they were on their placement.
- If they pay a monthly **mortgage** for their normal accommodation they must provide a copy of their annual mortgage statement. This will usually show the full address of the property and a detailed breakdown of the monthly mortgage payments.
- For the cost of maintaining their **temporary accommodation** they must provide official receipts showing the amount/s they were charged.
- These should at least show the name of the student, the address where they stayed, the cost of the accommodation and the dates this covered.
- This information should be on an invoice, receipt or headed paper.

If a student normally lives with their parents during term-time, they will only be required to provide evidence of their temporary accommodation costs and we will assume that the cost of their normal accommodation is £20 per day for students attending universities outside the London Metropolitan area, or £30 per day for (Medical or Dental) students attending universities located within the London Metropolitan area.

Payment, if appropriate, will be made at this rate. (Please note: The student's bursary award should already have been assessed at the parental home rate.)

If a student moves to their parental home temporarily to attend their placement they cannot claim reimbursement for any accommodation costs.

7. Summary of claim

7a Transport and passenger details

All students must complete this section in full.

Summary of private mileage

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

Mode of transport

Students should then multiply the total number of miles by the appropriate rate (as stated on the form in the second column of this section) to give the total amount of their claim in £s.

Please check that the student has provided the correct figure in this section.

Passengers

If the student has not taken any other NHS student passengers to placement, they should go to Section 7b or 7c (whichever one is applicable to them).

Students can only claim additional mileage costs for passengers they were taking to their placement. The passengers must be NHS Bursary funded students (but EU Fees Only and seconded students should not be included).

Full name of passenger

They should give the first name and surname of each passenger that they took to placement.

Passenger's SBA number

The student should enter the six digit NHS Bursary reference number (beginning with 'SBA') of each passenger that they took to placement in this column, if known.

Date of birth

The student should enter the correct date of birth for each passenger.

No. of miles

Please ensure that the student has entered the total number of miles they covered this claim whilst taking each individual passenger to and from either their placement site or any temporary accommodation, where applicable.

Total amount

In this section of the form, students must multiply the total number of miles they took each passenger (in this claim period) by the relevant rate as stated on the form. This should then give the total amount of passenger costs they can claim in this column. Please check that the correct amount has been provided.

Passenger mileage – dates of travel

We need to know on which dates of this placement claim the student took the passenger/s they have named above.

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

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

7b Summary of costs

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

Total daily mileage costs

The student should enter the total number of miles they travelled during this claim period, including any passenger miles, if declared.

Total public transport costs

If the student travelled by public transport for all or part of this claim period, they should enter the total cost that they paid in fares or travel passes etc.

Total allowable costs

If the student has paid additional costs for car parking charges, toll roads, tunnels or petrol costs from the use of a hire car, they should enter the total of these costs for this claim period. These should be evidenced by the appropriate receipts or tickets.

Total costs

Students should add together all mileage, public transport or car hire costs that they have incurred (i.e. the total of the figures they have provided in the previous three boxes). They should then enter the overall total transport/travel 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

The student should enter the total number of miles they travelled during this claim period, including any passenger miles, if declared.

They should enter '0.00' in the box if they did not travel by private motor vehicle.

Total public transport costs

Students travelling by public transport for all or part of the claim period should enter the total cost that they incurred in fares or travel passes, or enter '£0.00' if they did not travel by public transport.

Total allowable costs

The student should have totalled any costs they have incurred for car parking charges, toll roads or tunnels costs here. If none of these apply, they should enter £0.00 in the box.

Total cost of all your placement travel this claim

Students must add together their total daily mileage costs, their total public transport costs and the total of allowable costs they have incurred during this placement claim and then enter the overall total for these in the box.

Students travelling in their own private motor vehicle to and from university should enter the total cost of their equivalent mileage for the period of this claim multiplied by the motor vehicle rate.

If a student used public transport to travel to and from university, they should enter the total equivalent cost for the period of this placement claim.

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

If the student used a combination of the two, they should add the total mileage cost to the total public transport cost and enter the overall total in the box.

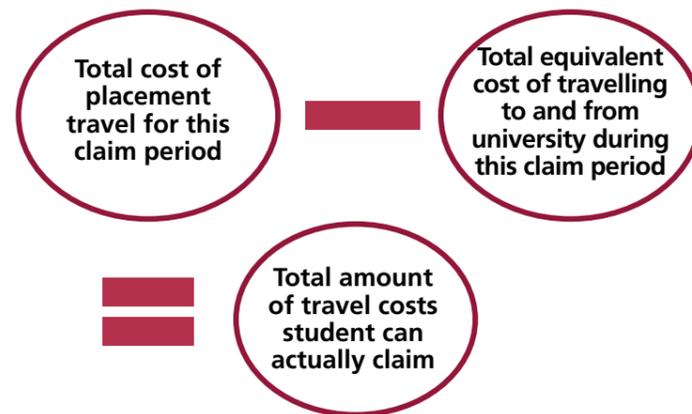
Students who walk or use a free university courtesy bus should enter £0.00 in this box.

Students who normally receive a lift to university should enter the total of the equivalent return daily mileage to university multiplied by the number of days being claimed for multiplied by the appropriate mileage rate.

Students whose courses commenced 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 that can be claimed, students are asked to deduct the total equivalent cost of travelling to and from university from the total cost of their placement travel for this claim period. The resulting figure should be entered in this box. Please check that they have entered the correct amount on the form.

To calculate the maximum travel costs you are entitled to this claim, deduct your total daily travel to university from the total cost of all your placement travel



Total accommodation costs

Students claiming temporary accommodation costs whilst on placement must enter the total cost for the claim period here, as per the figure they provided at Section 6a or 6b.

If they are not claiming for any accommodation costs they should enter '0.00' in this box.

8. Student's declaration

All students must complete this section by reading the declaration in full and then signing and dating it with the relevant date in the boxes underneath.

Please check that the student has completed this section. If they have not, please ask them to do so before sending the claim form to NHS Student Bursaries, as we will not be able to process it otherwise.

9. University authorisation

Once a claim form has been submitted by a student, it must be verified by an authorised officer at the university. They should check that the claim is accurate and in accordance with the practice placement undertaken. All required entries on the form must be completed in a clear and legible manner by the student and as set out in the guidance above.

Please ensure that the student has supplied a copy of their student coversheet and has signed and dated Section 8 of the form.

If any changes are made to the student's claim by the authorising officer, we ask that, where possible, the student is made aware of this before their claim form being sent to us.

Once you are happy with the claim and it has been checked and verified, please complete both the checklist and the authorisation section under the declaration in full. If the checklist has not been completed we will be unable to process the student's claim form.

Sending PPE claim forms to us

Bus/train/parking and other travel tickets should not be sent with claims. **We only require evidence of accommodation, taxi costs, car hire and/or any required covering letters to be included with the student's claim form.**

Please do not include any staples or adhesive tape with this evidence as the forms are scanned when we receive them and this can delay the process.

Completed claim forms should be sent to us at the following address:

NHS Student Bursaries
Ridgway House
Northgate Close
Middlebrook
Horwich
Bolton
BL6 6PQ

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 a student's claim to be linked to their Bursary Online Support System (BOSS) account after they have been scanned.

We will check the student's 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 the student claim has been refused. If we decide a claim is not appropriate we will email the student, explaining the reason.
- **'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 the university or the student explaining what action is required. If it is agreed that any amounts should be changed we will follow this up with an email to the student to explain and confirm the decision.
- **'Approved'** means that the student's claim has been approved and they will now be able to view their entitlement in the Payment Schedule in their BOSS account. We will pay the total of the PPE claim to the student on the next weekly payment run following assessment (within 10 working days of the claim being assessed). We will then inform the student by email of the date the payment will be made to their bank account.

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



Help us to help your students

We appreciate universities ensuring that PPE claims are sent as regularly as possible to us. This helps avoid delays in students receiving payment and mitigates unnecessary enquiries from students to NHS Student Bursaries and universities, asking about receipt of their claim forms and dates of expected payment.

If possible, please keep students informed of your timescales for submitting PPE claim forms to us, as this helps manage their expectations of when their claims are likely to be assessed and paid.

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

So please encourage your students to 'like' and 'follow' us on



www.facebook.com/NHSstudentbursaries



[@nhsbsa_students](https://twitter.com/nhsbsa_students)



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