

## Travel and Dual Accommodation Expenses (TDAE): HEI Journey

Reimbursement of excess travel and dual accommodation costs incurred during practice placements.



1

Student creates an account on the Learning Support Fund Application System (LSFAS) and downloads the TDAE claim form which they complete and hand to the university along with their coversheet and any receipts.



2

University checks the receipts and approves the expenses by completing section 9 of the claim form.



3

University posts the authorised forms, student coversheet and **accommodation receipts only** to: Learning Support Fund (TDAE), Student Services, Ridgway House, Northgate Close, Middlebrook, Bolton, BL6 6PQ



4

Student Services process the application and payment is made to the student within 30 working days.

