

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

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



1

Create an account on the Learning Support Fund Application System (LSFAS).



2

During placement, make sure you keep hold of any receipts for eligible travel and/or accommodation expenses.



3

Following placement, log into your LSFAS account, select TDAE and complete the form.



4

Print off the completed form and your student coversheet then take them both to your university together with any receipts for authorisation and sign off.



5

University authorises the form and posts it with the student coversheet to Student Services.



6

Your application is processed and payment made within 30 working days.

