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Introduction

Who is this guide for?

This booklet is intended as a guide to help you to complete your claim form for the reimbursement of Practice Placement Expenses (PPE).

It is also intended to provide general guidance for university administrators and staff who are involved in the arrangement and authorisation of student placements, including the authorisation of PPE claims.

• Continuing NHS Bursary students who commenced their course before 1 August 2017
• Medical and Dental students who are eligible to receive NHS Bursary funding in the later stages of their course.
• Students attending healthcare courses which started between 1 August 2017 and 31 July 2018, eligible for a NHS Bursary under the 2017/18 Transitional Arrangements, who will be attending their course in 2019/20.
• Continuing students occupying a capped place on an eligible undergraduate pre-registration course.
• Dental hygiene and dental therapy courses commissioned by Health Education England which started on or after 1 August 2018 and before 1 August 2019, at the following institutions:
  • The UCL Eastman Dental Institution,
  • Kings College London,
  • The Greater Manchester School for Dental Care Professionals,
  • The University of Birmingham in partnership with Birmingham Community Healthcare NHS; and
  • Bristol Dental School.

If your course does not fall into one of the categories above, you are not eligible to receive NHS Bursary funding and should not make a claim for PPE.

Healthcare students not mentioned above who are funded through student loans on a course starting on or after 1 August 2017 and who wish to claim reimbursement of practice placement costs may be eligible to claim Travel and Dual Accommodation Expenses (TDAE) from the Learning Support Fund instead. Go to our website for further information.

Disclaimer

New and prospective students should not rely on the arrangements described in this booklet when planning for subsequent academic years as these may be subject to review in the future and as a result may be liable to change.

Further information about NHS Bursaries will be posted on the Student Services website as and when it is made available. Students are advised to check the website on a regular basis.

The Department of Health and Social Care (DHSC) and NHS Business Services Authority (NHSBSA) Student Services will not accept responsibility for any loss incurred (financial or otherwise) by students as a result of relying on current rules and allowances to alter their circumstances.
What type of placement costs can I claim?

You may be entitled to have some of the additional costs 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 part of your course which constitutes supervised clinical practice at premises other than those of the university you normally attend.

Reimbursing placement travel costs

To claim reimbursement for travelling to your placement, the total cost of your daily return travel from your normal accommodation to your practice placement site must exceed the cost of your usual daily return travel to university.

Example 1:

<table>
<thead>
<tr>
<th>Daily return journey</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term time accommodation to/from university</td>
<td>£3.00</td>
</tr>
<tr>
<td>Term time accommodation to/from placement</td>
<td>£2.50</td>
</tr>
</tbody>
</table>

No reimbursement will be made because the daily cost of travelling to the placement is less than the normal daily travel cost.

Example 2:

<table>
<thead>
<tr>
<th>Daily return journey</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term time accommodation to/from university</td>
<td>£3.00</td>
</tr>
<tr>
<td>Term time accommodation to/from placement</td>
<td>£7.50</td>
</tr>
</tbody>
</table>

Reimbursement of £4.50 would be made because the daily cost of travelling to the placement is greater than the normal daily of the excess travel cost.

Students attending part-time courses

If your attendance at university is part-time but you are required to attend your placement on a full-time basis, we may consider your weekly travel costs to university instead.
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 travel to placement in your own motor vehicle, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use.

Students travelling in their own 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.

Costs to be reimbursed are calculated by looking at the receipted cost of travel using the most direct route. If you travel to placement by public transport you should, where available, take advantage of any concessionary or saver schemes, such as travel cards, season tickets, etc.

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 inform you in writing if we or your university amend the amount you have claimed for any reason.

Car hire

You can claim the cost to you of hiring the car, the appropriate mileage rate and the cost of any car parking/tunnel tolls. We do not reimburse for petrol costs.

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 as a one-off cost due to exceptional and/or unforeseen circumstances.
Overseas placements

If you attend a practice placement outside the United Kingdom, the Isle of Man or the Channel Islands, you may be able to claim reimbursement for some of your related costs.

The types of overseas placement costs for which a claim can be made, as well as those which are non-reimbursable, are set out in the table below.

<table>
<thead>
<tr>
<th>Reimbursable costs</th>
<th>Non-reimbursable costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (equivalent of up to £55 GBP per night)</td>
<td>Return air fares to the host country from the UK</td>
</tr>
<tr>
<td>Travel</td>
<td>Placement arrangement fees and any associated administrative charges</td>
</tr>
<tr>
<td>• within the UK</td>
<td></td>
</tr>
<tr>
<td>• within the host country</td>
<td></td>
</tr>
<tr>
<td>• in excess of normal travel to university</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>Additional tuition fees charged by the placement provider</td>
</tr>
<tr>
<td>Medical tests</td>
<td>Food</td>
</tr>
<tr>
<td>Vaccinations</td>
<td></td>
</tr>
<tr>
<td>Visa fees</td>
<td></td>
</tr>
</tbody>
</table>

Temporary accommodation

You may be able to claim the cost of staying in temporary accommodation near to your practice placement site if it is not possible or practical for you to travel there from your normal term time address on a daily basis.

You must also show that you have incurred costs for your normal term time accommodation and that you are required to maintain this for the duration of the placement for which you are claiming.

In other words, the temporary placement accommodation costs for which you are making a claim must be in addition to your usual term time accommodation costs.

This is unless your normal term time accommodation is the parental home.

If you stay with your parent/s in their home just for the purpose of attending your placement, reimbursement of accommodation costs will not be made, but you can claim the cost of daily return journeys between this address and your placement site, providing these are in excess of your normal daily travel to university.

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.

You will also be asked to state how much your normal term time accommodation costs are/were during the dates of your placement. You do not need to send evidence of your normal term time address costs, but we may contact you in some cases if we require further information.

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.

Further guidance on claiming placement accommodation costs is available on page 13 of this guide.
Accommodation rates

Placement accommodation costs are reimbursed at the following maximum rates. These rates also apply for placements undertaken outside the UK.

<table>
<thead>
<tr>
<th>Commercial accommodation (e.g. hotel, bed and breakfast)</th>
<th>Non-commercial accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £55 per night</td>
<td>Up to £25 per night</td>
</tr>
</tbody>
</table>

If you are required to stay in temporary accommodation whilst you attend your placement, you may also claim for travel costs as follows:

- any excess cost arising from one weekly return journey between your normal term time accommodation and your temporary placement accommodation and;
- any excess cost arising from daily travel between your temporary placement accommodation and your practice placement site.

Your placement travel costs must still be in excess of your normal daily return travel to/from university or your normal study base.
Completing the PPE claim form - guidance notes for students

The PPE claim form can be completed online before being printed off for your university to authorise.

Section 1 - Personal details

Please complete this section in full. You should ideally provide the same details as on your BOSS account.

Student reference number
This is the six digit reference number from your BOSS account beginning with ‘SBA’.

Term-time address
Provide the address and postcode of where you were living during term time whilst attending this particular placement. 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 placement. Please attach a separate sheet if necessary.

If you will be on a long-term placement, e.g. for several weeks or months, and you prefer to claim for shorter periods at a time rather than wait for the placement to end you can make several smaller claims during your placement in order to receive part-reimbursement. If you choose to claim in this way, ensure that you do not claim for overlapping dates.

Section 2 - Your course and study base

Course year
Enter the course year you are or were in when you attended this particular placement.

Full address of your normal place of study
Enter the full address and postcode of the site, campus or teaching hospital that you normally attend for lectures, tutorials etc.
Section 3 - Travel to your normal place of study

How do you normally travel to the above location?

Select your normal method of travel to your university or usual study base by ticking one of the boxes.

If you use more than one method of transport to get to university you should select the option which applies most of the time.

If you usually travel to university/study base by public transport, enter the daily return cost in the box.

If you ticked C (public transport)

If you use a travel pass or season ticket enter the total weekly/monthly or annual cost in the box. For example ‘£25 per week’.

If you ticked D (drive own vehicle/car share) or E (cycle)

Enter your normal daily return mileage from your term time accommodation to your study base in the box.

If you car share, 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 daily travel to university.

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 toll road 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 above.
## Section 4 - Details of your practice placement

**If you receive any financial assistance towards your placement travel costs from your university, tick Yes and enter how much you receive or expect to receive in the current academic year.**

This is for information purposes only.

### FULL address of your practice placement site

Enter the full address (including the postcode) of your main placement location.

If your placement was based at more than one site, please provide the details of the other site or sites on the form. You may use a separate sheet if necessary. Do not include any community mileage locations (e.g. individual patients homes) as these should be entered at Section 5.

### Car hire

You should indicate the total cost to you of hiring the car. 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. If you shared the hire cost with another student, enter the amount you contributed and provide the relevant evidence of this.

### Overseas placement - other costs

Complete this section if your placement was based outside the UK, the Channel Islands or the Isle of Man and you incurred costs for vaccinations, visas and/or travel/medical insurance. Remember to include evidence of these costs with your claim form.

You can claim for overseas accommodation or travel expenses (within the UK and within the host country) at sections 5 and 6 of the form. **Placement arrangement fees, administration charges or additional tuition fee costs cannot be reimbursed.**

---

**Information:**

If you received a lift to your placement, you cannot claim the mileage or any other costs associated with these journeys.
## Section 5 - Details of claim

This section of the claim form asks you to detail your journeys to and from your placement site(s) and the associated costs.

If you are claiming for temporary accommodation costs, remember to include any weekly return journeys between your placement accommodation and your normal term-time accommodation.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Enter the individual dates you are claiming for on each line, preferably in chronological order of each of the journeys you made.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total daily mileage (including mileage undertaken if you used a hire car)</strong></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If you are claiming for the cost of using temporary (placement) accommodation, you can only claim for the cost of <strong>one return journey per week</strong> between your temporary (placement) accommodation and your normal (term-time) accommodation.</td>
</tr>
<tr>
<td></td>
<td>You may also claim for journeys between your temporary accommodation and your practice placement site where applicable.</td>
</tr>
<tr>
<td></td>
<td>The cost of these journeys <strong>must</strong> be more than the cost of your normal daily travel to and from university otherwise your claim will be invalid.</td>
</tr>
<tr>
<td></td>
<td><strong>Community mileage</strong></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><strong>Please note:</strong> 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.</td>
</tr>
</tbody>
</table>
Enter any additional costs associated with your placement travel in this column, such as any tunnel, toll road or parking costs.

If you took other students from your course to placement in your own vehicle, 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 you will be asked to provide their details at Section 7 of the form.
## Section 6 - Placement accommodation costs

You should only complete this section if you had to take up separate, secondary accommodation away from your normal term time address in order to attend your placement and you incurred an additional cost as a result.

**If you stayed in the parental home temporarily in order to attend your placement, you cannot claim for reimbursement of accommodation costs.**

<table>
<thead>
<tr>
<th>Full address of your placement accommodation</th>
<th>Enter the full address of your temporary placement accommodation, including the post code.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period claiming for</td>
<td>Enter the check-in and check-out dates for your placement accommodation.</td>
</tr>
<tr>
<td>Total cost to you of your placement accommodation for the above period.</td>
<td>Enter the total cost of your temporary (placement) accommodation for the claim period you have entered above. <strong>You must include evidence of your accommodation costs with your claim form,</strong> such as recent invoice(s) or receipts from the relevant provider for the period concerned.</td>
</tr>
</tbody>
</table>

**Important information:**

The placement accommodation costs you are claiming for must be excess accommodation costs. This means that your placement accommodation was secondary accommodation taken for the purposes of attending a compulsory practice placement which forms part of your course, because it was not practical for you to travel to your placement base site from your usual term-time accommodation each day.

You must also have incurred costs for your term time accommodation at the same time you attended placement, unless you normally live with your parents during term time.
Section 7 - Summary of claim

7a Transport and passenger details

### Summary of private mileage

<table>
<thead>
<tr>
<th>Mode of transport</th>
<th>In the <strong>total number of miles</strong> 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Multiply the total number of miles by the rate stated in the second column to give the total rate in £s of your claim.</td>
</tr>
</tbody>
</table>

#### Passengers

<table>
<thead>
<tr>
<th>Full name of passenger</th>
<th>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).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In this column, please enter the first name and surname of each passenger you took to placement.</td>
</tr>
<tr>
<td></td>
<td>If there were more than four passengers, please provide additional details on a separate sheet.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passenger’s SBA number</th>
<th>Enter the six digit NHS Bursary reference number (beginning with ‘SBA’) of each passenger you took to placement in this column. This information will allow us to check our records more quickly.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the total number of miles you covered whilst taking each individual passenger to and from either your placement site or any temporary placement accommodation, where applicable.</td>
</tr>
</tbody>
</table>

### Passenger mileage – dates of travel

<table>
<thead>
<tr>
<th>Passenger mileage – dates of travel</th>
<th>We need to know on which dates of this claim you took the passenger/s named above to/from placement.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicate the actual dates Passenger 1, Passenger 2 etc were given a lift, where applicable.</td>
</tr>
<tr>
<td></td>
<td>If you took passenger/s to placement every day of the period you are claiming for, please write ‘all’ in the <strong>Date/s passenger/s taken to placement</strong> column.</td>
</tr>
</tbody>
</table>

---

Completing the Practice Placement Expenses claim form. A guide for students and universities 2019-20 (V2) 09.2019
<table>
<thead>
<tr>
<th>7b Summary of costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total daily mileage costs</strong></td>
</tr>
<tr>
<td>Enter the total number of miles you travelled during</td>
</tr>
<tr>
<td>this claim period (including any passenger miles, if</td>
</tr>
<tr>
<td>declared).</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total public transport costs</strong></td>
</tr>
<tr>
<td>If you travelled by public transport for all or part of</td>
</tr>
<tr>
<td>this claim period, please enter the total cost you</td>
</tr>
<tr>
<td>incurred in fares. If you used a travel pass or season</td>
</tr>
<tr>
<td>ticket, provide the total cost of this for this</td>
</tr>
<tr>
<td>particular claim period.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total allowable costs</strong></td>
</tr>
<tr>
<td>If you have incurred additional costs from car parking</td>
</tr>
<tr>
<td>charges, toll roads, tunnels or petrol costs from the</td>
</tr>
<tr>
<td>use of a hire car, please enter the total of these</td>
</tr>
<tr>
<td>costs for this claim period.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total cost of all your placement travel this claim</strong></td>
</tr>
<tr>
<td>Add together all mileage, public transport and other</td>
</tr>
<tr>
<td>costs you incurred during this claim period.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Total cost of your normal daily return travel to your</strong></td>
</tr>
<tr>
<td>university when not on practice placement</td>
</tr>
<tr>
<td>If you travel in your own private motor vehicle to and</td>
</tr>
<tr>
<td>from university, enter the total cost of your equivalent</td>
</tr>
<tr>
<td>mileage for the period of this claim multiplied by the</td>
</tr>
<tr>
<td>mileage rate of 28p per mile.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If you use public transport to travel to and from</td>
</tr>
<tr>
<td>university, please enter the total equivalent cost for</td>
</tr>
<tr>
<td>the period of this claim. If you use a combination of</td>
</tr>
<tr>
<td>the two, add the total mileage cost to the total public</td>
</tr>
<tr>
<td>transport cost and enter the total here of those two</td>
</tr>
<tr>
<td>costs.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If you normally walk or you are able to get a free</td>
</tr>
<tr>
<td>courtesy bus which is provided by your university</td>
</tr>
<tr>
<td>please enter £0.00 in this box.</td>
</tr>
</tbody>
</table>
To work out the total amount of travel costs you can claim, deduct your total daily travel to/from university to and from university from the total cost of your placement travel.

Students 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.

Placement accommodation costs

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 6.

If you are not claiming for accommodation costs please enter ‘0.00’ in the box.
Section 8 - Student’s declaration

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

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 you;
- attached a copy of your student coversheet (containing your unique barcode) to the front of your form. This is available from your BOSS account.
- taken copies of your form and any receipts/evidence before handing them to your university; this is important in case your form is lost or misplaced.

Deadlines

All claims must be submitted to your university within nine months of the last day of the placement period for which you are claiming, so don’t complete or submit a claim form if the last day of the placement period you are claiming for was more than nine months ago, as you will have missed the deadline to claim. Late claims will not be processed.

Submitting your claim

You must hand your form to your university for authorisation at Section 9. Your university will send your signed claim form to us on your behalf.

Timescales for processing PPE claims

We aim to assess PPE claims within 25 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 your 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.
You can find out the latest information regarding Student Bursaries on our social media channels:

@NHSBSA_Students

www.facebook.com/NHSstudentbursaries
Additional guidance for universities

Policy

Any placement expenses claimed by students must be in accordance with the rules of the NHS Bursary Scheme as laid out by the Department of Health and Social Care. The latest NHS Bursary Scheme rules for these students can be viewed here.

Eligibility

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

Part-time students

Part-time students are entitled to the same PPE as full time students.

London universities

Please note that NHS Bursary students whose courses are commissioned by any of the following cannot claim 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.

Travel

Travel by taxi

We will not normally reimburse any costs students have incurred when travelling by taxi. Generally, claims for taxi travel will usually be reimbursed at the equivalent mileage or public transport rates.

However, if you believe there are mitigating circumstances where an occasional or one-off taxi journey was unavoidable, 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.

**Disabled Students Allowances**

Students in receipt of a DSAs travel allowance for taxis to placement should not submit claims via the PPE process as reimbursement will be made separately through the DSAs.

**Placement accommodation**

Students may claim for the cost of temporary accommodation on or near their practice placement site if it was not practical for them to travel to placement from their normal term time address.

‘Temporary accommodation’ means secondary accommodation taken by a student for the purposes of attending a compulsory practice placement where it is not practical for the student to commute to the placement on a daily basis. Students must show that their placement accommodation is an **additional** cost in that they are also required to meet the cost of their normal term time accommodation at the same time. The only exception to this is if students normally live in the parental home during term time.

Students who stay in the parental home solely for the purpose of attending their placement cannot claim for any accommodation costs but they may still be reimbursed for daily travel to placement, subject to the normal claim arrangements.

**Evidence**

Students are required to provide evidence of their temporary placement 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.**

**Travel whilst staying in temporary placement accommodation**

Students who are claiming temporary placement accommodation costs may also claim travel expenses as follows:

- The cost of one weekly return journey between their normal accommodation and their temporary accommodation
- The cost of daily travel from their temporary accommodation to their placement site, where applicable, the cost for these journeys must be greater than the cost of daily travel from their normal term time accommodation to their usual place of study.
**Overseas placements**

Students who undertake their placement outside of the UK and Islands may be reimbursed for some of their additional travelling costs if these:

- have been necessarily incurred, either within the country where the placement is situated or within the UK and
- are in excess of the daily return cost of travel between their normal term-time accommodation and their university or usual study base.

The location of the placement does not affect students’ entitlement to make a claim as similar types of costs can be reimbursed whether they are incurred within or outside the UK. The only stipulation is that the placement being undertaken is a necessary part of the course, whether the student elects to undertake it in the UK or overseas.

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

**We cannot reimburse students for the cost of air or other fares which have been incurred in travelling from the UK and Islands to the country hosting the placement, but internal air fares within the UK may be reimbursed if they are the cheapest form of travel when compared to other methods.**

Students cannot claim for refreshments, sleeper berths, phone calls and any other additional expenses related to the placement either overseas or in the UK. This also includes placement arrangement / administration fees.

**Authorising students’ claims**

Please verify the claim at Section 9 by checking that it is accurate and in accordance with the practice placement undertaken. In addition, the student should have signed and dated Section 8 of the form.

If you need to make any changes or amendments to the student’s claim, please initial the change(s) and advise the student.
Sending PPE forms to us

For reimbursement to be made, all claim forms must be received by the HEI within nine months of the last day of the placement period for which students are claiming.

Once you are happy with the student’s claim and it has been checked and verified, please complete both the checklist and the authorisation sections.

Receipts/invoices

Bus/train/parking and other travel tickets should not be sent with claim forms, but we do require the following so please include these when sending any claims to us:

- evidence of accommodation
- taxi costs
- car hire and/or
- any relevant covering letters,
- in case of exceptional circumstances, etc.

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

The student coversheet

Students are required to print a copy of their student coversheet from their online bursary account (BOSS) and submit this with each individual claim form. We are unable to link the claim to the student’s record without it, so please ensure students include this as otherwise the claim form may be returned.

Posting claims to us

Universities should send completed forms to **NHS Student Bursaries, Ridgway House, Northgate Close, Middlebrook, Horwich, Bolton, BL6 6PQ.** Please do not include any staples or sellotape and ensure the form has been signed and stamped to authorise it.

We expect that universities will want to send claims in batches rather than separately for each student and this is perfectly acceptable.
Timescales

We aim to assess all valid placement claims within 25 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.

Help us to help your students

We appreciate universities ensuring placement claims are sent as regularly as possible to us. This helps avoid delays in students receiving payment and reduces enquiries from students to both universities and our call centre asking about receipt of their claim forms and dates of expected payment.

Where possible, please do keep your students informed of your timescales for submitting placement claim forms to us, as this helps manage expectation of when claims are likely to be reimbursed.