

Student Services

Completing the Practice
Placement Expenses claim form
for NHS Bursary students

A guide for students and universities



Contents

| | |
|---|----|
| Introduction..... | 3 |
| Reimbursing placement travel costs..... | 4 |
| Method of travel..... | 5 |
| Overseas placements..... | 6 |
| Temporary accommodation..... | 6 |
| Completing the PPE claim form..... | 7 |
| Section 1 – Personal details..... | 7 |
| Section 2 – Your course and study base..... | 7 |
| Section 3 – Travel to your normal place of study..... | 8 |
| Section 4 - Details of your practice placement..... | 9 |
| Section 5 – Details of claim..... | 10 |
| Section 6 - Placement accommodation costs..... | 12 |
| Section 7 - Summary of claim..... | 13 |
| Section 8 - Student's declaration..... | 16 |
| Timescales for processing PPE claims..... | 16 |
| Additional guidance for universities..... | 18 |

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 the NHS Bursary 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.

Introduction

Who is this guide for?

The information in this guide is intended to assist in the completion of claims for Practice Placement Expenses by NHS Bursary funded students.

If you have been awarded at least the non-means tested grant element of the NHS Bursary for the 2020/21 academic year, you will be eligible to claim PPE. You must submit an NHS Bursary application for 2020/21 to enable us to determine your eligibility and entitlement.

NHS Bursary funding remains available to the following students in 2020/21:

- Medical and Dental students who are eligible to receive NHS Bursary funding in the later stages of their course (further information for Medical and Dental students is available from [our website](#)).
- Continuing non-medical healthcare students who have been funded through the NHS Bursary throughout their training and who will be continuing on their course during 2020/21 .

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.

Healthcare students not mentioned above who are supported by mainstream student loan funding rather than the NHS Bursary may be eligible to claim [Travel and Dual Accommodation Expenses \(TDAE\) from the NHS Learning Support Fund](#).

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.

Temporary accommodation means secondary accommodation taken by a student for the purposes of attending a compulsory practice placement which forms part of his or her course, where it is not practical for the student to travel to the placement site from their **normal accommodation** on a daily basis.

Practice placement refers to 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:

| Daily return journey | Cost per day |
|--|--------------|
| Term time accommodation to/from university | £3.00 |
| Term time accommodation to/from placement | £2.50 |
| No reimbursement will be made because the daily cost of travelling to the placement is less than the normal daily travel cost. | |

Example 2:

| Daily return journey | Cost per day |
|--|--------------|
| Term time accommodation to/from university | £3.00 |
| Term time accommodation to/from placement | £7.50 |
| 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.

PPE rates payable 2020/21

| Cost | Claim limited to |
|------------------------|------------------|
| Public transport | Actual cost |
| Own motor vehicle | 28p per mile |
| Pedal cycle | 20p per mile |
| Parking and toll roads | Actual cost |

Method of travel

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

Public transport

If you travel to your placement by bus, train, tram, underground, etc you must retain all of your travel tickets/passes and include them with your claim form when you submit it to your university.

Your own vehicle

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 to and from their placement site in their own vehicle 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, but we will inform you by email if we will be paying an amount to you that differs from your original claim.

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, if authorised by your university as the cheapest and/or most practical option available to travel to a specific placement.

Travel by taxi

We will not generally reimburse any costs you have incurred when travelling by taxi unless there were unexpected, exceptional circumstances where a one-off or very occasional taxi journey was the only way for you to get to or from your placement. Where this is the case, your claim should be accompanied by a brief, official letter of explanation from your university.

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.

| Reimbursable costs | Non-reimbursable costs |
|--|--|
| Accommodation (equivalent of up to £55 GBP per night) | Return air fares to the host country from the UK |
| Travel <ul style="list-style-type: none"> within the UK within the host country in excess of normal travel to university | Placement arrangement fees and any associated administrative charges |
| Insurance | Additional tuition fees charged by the placement provider |
| Medical tests | Food |
| Vaccinations | |
| Visa fees | |

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 practical for you to travel there from your normal term time address on a daily basis.

Any temporary placement accommodation costs you claim for must be in addition to your usual term time accommodation costs, 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. 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.

Accommodation rates

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

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

If you need to stay in temporary accommodation in order to 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.

Completing the PPE claim form - guidance notes for students

You should always obtain the most up to date version of the PPE claim form from our website at: www.nhsbsa.nhs.uk/nhs-bursary-students/bursary-forms.

Section 1 - Personal details

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 one you use the most frequently.

If you ticked C (public transport)

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

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, 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

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

FULL address of your practice placement site

If your placement was based at more than one site, please additional copies of this section for each site. Do not include any community mileage locations (e.g. individual patient homes) as these should be entered at Section 5.

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.

Car hire

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 for this.

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.

Overseas placement - other costs

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.

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.

If you are claiming for public transport or car parking costs, you must include all original bus, train, car parking and ferry tickets, as well as any receipts for travel passes or season tickets, with your form, as your university needs to have sight of these in order to authorise your claim.

Date

Enter the individual dates you are claiming for on each line, preferably in chronological order of each of the journeys you made.

Total daily mileage (including mileage undertaken if you used a hire car)

If you travelled to placement in your own vehicle, or if you used a hire car, provide your total daily mileage for each day of travel.

If you received a lift to placement you cannot claim for any travel costs associated with this.

Return daily mileage to placement site

If you are claiming for the cost of placement accommodation, you can only claim for the cost of **one return journey per week** between your placement accommodation and your term-time accommodation.

You may also claim for journeys between your accommodation and your practice placement site where applicable.

Community mileage

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.

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.

If your journey to and from placement included parking, tunnel or road toll costs, you should enter the relevant amounts in this column.

Other travel costs

If you took other NHS Bursary students to placement in your vehicle, you may claim an extra amount per mile for each additional student passenger. Enter any relevant miles in this column - you will also be asked to provide further details at Section 7 of the form.

Section 6 - Placement accommodation costs

You should only complete this section if you had to take up secondary accommodation away from your normal term time address in order to attend your placement and you incurred dual accommodation costs.

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

Full address of your placement accommodation

Enter the full address, including the post code.

Period claiming for

Enter the check-in and check-out dates for your placement accommodation.

Total cost to you of your placement accommodation for the above period.

Enter the total cost 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 receipts from the relevant provider. These must be addressed to or include your name and show the dates for which the accommodation was booked and used. The relevant rate charged per night should also be included.

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

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. 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

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

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.

No. of miles

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.

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.

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

Total daily mileage costs 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, enter the total cost you incurred in fares. If you used a travel pass or season ticket, provide the total cost of this for this particular claim period.

Other travel costs If you have incurred additional costs from car parking charges, toll roads, tunnels or petrol costs from the use of a hire car, enter the total of these costs for this claim period.

Total cost of all your placement travel this claim Add together all mileage, public transport and other costs you incurred during this claim period.

Total cost of your normal travel to university If you normally travel in your own vehicle to and from university, enter the total cost of your equivalent mileage for the period of this claim multiplied by the mileage rate of 28p per mile.

Total cost of your normal travel to university If you use public transport to travel to and from university, 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 of those two costs.

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

To work out the total amount of travel costs you can claim, deduct your total daily travel to university from the total cost of your placement travel

You can claim the difference between the cost of travelling to and from university and the cost of travelling to and from your placement or, if applicable, your temporary accommodation.

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 enter '0.00' in the box or leave blank.

Section 8 - Student declaration

Read the declaration and if you are happy with the terms set out, sign and date it on page 10.

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

Hand your form to your university for authorisation at Section 9.

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 it has been scanned.

We will check your eligibility for reimbursement of PPE and ensure the claim has been correctly completed and authorised.

Once we have assessed your claim, we will notify you of one of three possible outcomes, as follows:

- **'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.

They will check your claim and if they are happy with the information you have provided, they will authorise and send it to us directly.

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.

- **'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 NHS 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 on our website](#).

Eligibility

Provided they 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 criteria described in this guide.

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 who have been awarded a DSAs travel allowance for journeys to and from placement should not claim for these journeys through PPE.

Temporary 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 usual term time address.

'Temporary accommodation' means secondary accommodation taken by a student for the purposes of attending a compulsory practice placement. 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 be 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 available 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.

Authorisation

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.

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.