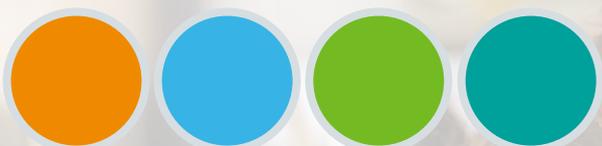


# Student Services

NHS Learning Support Fund



## Completing your TDAE claim

A guide for students and universities



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# General 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.

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.

## Who can apply for TDAE?

To be eligible to apply for TDAE, students must meet the general eligibility criteria for claiming NHS Learning Support Fund (NHS LSF) allowances. See [our website](#) for further information.

The information in this guide is intended to assist in the completion of claims for Travel and Dual Accommodation Expenses (TDAE) by:

- New and continuing students studying on an eligible pre-registration healthcare course who are eligible for tuition fee and maintenance loan funding from the Student Loans Company<sup>1</sup>. A list of eligible courses is included in our NHS Learning Support Fund guidance booklet, available on our website; **and**
- University administrators and staff involved in the arrangement and authorisation of student placements, including the authorisation of TDAE claims.

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<sup>1</sup> Students who choose not to claim a student loan for personal reasons may still be eligible to access the NHS Learning Support Fund; They will still be required to demonstrate that they would otherwise have met the additional eligibility criteria defined by either SFE, SFW, SFNI or SAAS, if they had applied to them for a loan.

## What is TDAE and how do I claim it?

TDAE is one of the NHS LSF allowances. It provides reimbursement of excess travel and accommodation costs that are incurred by healthcare students whilst attending a practice placement.

The key requirement for claiming travel expenses under TDAE, apart from personal eligibility, is that

the cost of your daily return travel to and from your placement site must be in excess of your normal daily return travel costs to university.

Below are two examples of how excess travel costs are calculated:

### Example 1

Student A's travel costs are as follows:

Journey	Cost of daily return journey
Travel from <b>term time address</b> to <b>university/normal place of study</b> :	£5.75
Travel from <b>term time address</b> to <b>practice placement</b> site	£9.00

**Student A can claim reimbursement of £3.25 per day (£9.00 less £5.75) via TDAE towards their placement travel costs for the duration of this placement because it costs them more to travel to placement than it does to get to university.**

### Example 2

Student B's travel costs are as follows:

Journey	Cost of daily return journey
Travel from <b>term time address</b> to <b>university/normal place of study</b> :	£10.00
Travel from <b>term time address</b> to <b>practice placement</b> site	£8.50

**Student B cannot claim reimbursement via TDAE towards their placement travel costs for this particular placement. This is because it does not cost them more to travel to their placement than it does to travel to university.**

## Method of travel

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

### Your own vehicle

If you choose to travel to placement in your own vehicle, rather than public transport, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use.

Students travelling 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 does not constitute any acceptance of liability by your university, the NHSBSA or any other NHS body.

### Car hire

You can claim any excess cost to you of hiring the car, including the appropriate mileage rate and the cost of any car parking/tunnel tolls. Your university must agree and authorise any use of a hire car in advance.

### Travel by taxi

We will not normally reimburse any costs you have incurred when travelling by taxi unless there were unexpected, mitigating circumstances and a one-off or occasional taxi journey was the only way for you to get to or from placement. If this was the case, your claim should be accompanied by a letter of support from your university.

## Rates payable 2020/21

Cost	Claim limited to
<b>Public transport</b>	Actual cost
<b>Travel in or on the student's own vehicle</b>	
Pedal cycle	20p per mile
Motor vehicle	28p per mile
Parking, tolls and ferries	Actual cost

## Dual accommodation costs

You may be able to claim towards the cost of staying in temporary accommodation near to your practice placement site if it was not possible or practical for you to travel there from your normal term time address each day.

To be entitled to reimbursement for accommodation you must have incurred costs for **both** your normal term time accommodation **and** the temporary placement accommodation at the same time. This is unless your normal term time accommodation is your parental home. If this is the case, you will be able to claim towards the cost of your temporary accommodation.

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. 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 placement accommodation. This must include your name, details of where you stayed, the cost of the stay and the dates. This information should be on an invoice, receipt or company-headed paper.

If you do not provide the relevant receipt/s to support your claim, your university will not be able to authorise your claim and you will not be reimbursed.

## Placement accommodation rates

Commercial accommodation	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, (as described in the example below) **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 normal daily travel to 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 additional costs.

The types of overseas placement costs which can and cannot be reimbursed are set out in the table below.

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

## What if I am receiving help with my travel costs through Disabled Students Allowances (DSAs)?

The help provided by TDAE is completely separate to any travel associated costs that may be awarded through the DSAs paid by the Student Loans Company.

You should only claim for additional placement travel or accommodation costs that are **not** already met through the DSAs.

For example, if you are being funded through DSAs for daily travel to your placement site, you should not claim for this via TDAE.

# Completing the claim form – guidance notes for students

To make a TDAE claim, you must first register for a [NHS Learning Support Fund](#) account. Once you have done this and your registration has been accepted, you can select 'Travel and Dual Accommodation Expenses' from your main account page after you have logged on.

## 1. Personal details

Please complete this section in full. You should ideally provide the same details you entered when you created your NHS LSF account. If your address or contact details have changed since you did this, please update them on your NHS LSF account.

### Student Services Reference Number (SSRN)

This is the unique account reference number allocated to you when you registered for your online account. NHS Learning Support Fund account. You can find this by [logging on to your NHS LSF account](#) - it will be shown at the top of the screen.

### University student reference/ID number

This will have been allocated to you when you first enrolled as a student. If you are unsure of this, please speak to your university.

### Term-time address

Enter the full term-time address where you lived at whilst attending **this particular placement**.

#### Information

If you will be on a long-term placement, e.g. for several months, and 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.

## 2. Your course and study base

### Course year

Enter the course year you are / were in when you attended this placement - e.g. 'first' 'second' or '1', '2', etc.

### Full address of your normal place of study

This is your university site; i.e. the main site or campus you attend on a regular basis for taught sessions.

## 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 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, 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.

## 4. Details of your practice placement

### Travel allowance through DSAs

Tick 'yes' if you have been awarded assistance with travel to university and/or placement from the DSAs as part of your student loan funding.

### Full address of your 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 you shared this cost with another student, enter your proportion of the total cost.

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.

### Overseas placement - other costs

Complete this section if your placement was based outside the UK, or 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 receive a lift to your placement, you cannot claim the mileage or any other costs associated with these journeys.

## 5. Your travel to placement

In this section, you are asked to provide details of your journeys to placement.

### **i** Information

If you are claiming for public transport or car parking costs, you must include all original tickets with your form. Your university must have sight of these in order to authorise your claim.

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

### **Date**

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

Ensure you enter the correct postcodes for the location(s) you travelled to for each journey.

### **Total daily mileage: return mileage to placement site**

If you travelled to your placement in your own private motor vehicle, or you used a hire car, show your total daily return mileage to your placement site for each date you travelled. If you are claiming for the cost of using temporary (placement) accommodation, you can only claim

for the cost of **one return journey per week** between your temporary (placement) accommodation and your normal (term-time) accommodation.

You may also claim for journeys between your temporary accommodation and your practice placement site if you incur mileage or public transport costs which are more than the cost of your normal daily travel to and from university otherwise your claim will not be valid.

### **Total daily mileage: community mileage**

Additional mileage/travel costs may be claimed if you have to travel to other practice placement sites, or to patients' home addresses. You only need to provide daily mileage totals in this column. Please do not provide individual patients' addresses.

### **i** Information

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.

## 6. Dual 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.

**Please note:** if you stayed in the parental home temporarily in order to attend your placement, you cannot claim for reimbursement of accommodation costs, but you may be able to claim excess travel costs.

### Full address of your placement accommodation

Enter the full address of your temporary placement accommodation, including the post code.

### Period claiming for

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

### Total cost (to you) of your placement accommodation for this period

Enter the total cost of your temporary (placement) accommodation 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 for the period you are claiming for.

#### **i** 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 specific purpose of attending your placement because it was not practical for you to travel to your placement site from your normal 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 parent/s during term time.

## 7. Summary of costs

All students must complete this section in full.

### Summary of private mileage

In the total number of miles column, 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 £) of your claim.

### Total mileage costs

Enter the total amount of travel costs for this claim period, including the cost of any community mileage.

Enter '0.00' in the box if you did not travel by private motor vehicle or hire car.

### 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, card or season ticket, provide the total cost of this for this claim period.

Enter '0.00' if you did not travel by public transport.

### Other travel costs

If you have incurred additional costs from car parking charges, toll roads or tunnels, enter the total of these costs for this claim period. If none of these apply, enter '0.00' in the box.

### Total cost of all your placement travel this claim

You should add together all mileage, public transport and the total allowable costs that you have incurred during this claim period.

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

If you 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 motor vehicle rate of 28p per mile.

If you use public transport to travel to and from university enter the total equivalent cost for the period of this claim.

If you used a combination of these to get to this placement add your total mileage cost to your total public transport cost and enter the combined total in the relevant box.

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

### Total amount of travel costs you can claim

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.

### Overseas placement - other allowable costs

If you have claimed additional overseas placement costs at Section 4, enter the total amount (from vaccinations/insurance/visas) in this box.

### Total accommodation costs

If you have claimed for temporary accommodation costs whilst on placement, enter the total cost for this claim here, as per the amount you have given at Section 6. This is a completely separate figure to the travel calculations you have entered above, so should not be included with those.

If you are not claiming any accommodation costs, please enter '0.00' in the box.

## 8. Declaration

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

## Authorisation

Pass your claim to your university along with all the supporting receipts. Your university will advise you of their preferred method for submitting TDAE claims to them.

If your university is satisfied your claim is valid they will authorise it and send the details to us for reimbursement.

We aim to process TDAE claims within 20 working days of receipt.



# Additional guidance for universities

## Policy

Any placement expenses claimed by students under TDAE must be in accordance with the [Department of Health and Social Care's NHS Learning Support Fund policy](#).

## Eligibility

Provided they are, or would be, eligible for a tuition fee and maintenance loan from either Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland, students will be able to make a claim towards the cost of their travel/accommodation, provided that the claim meets the necessary criteria outlined in this guide.

## Part-time students

Part-time students are entitled to reimbursement at the same rates of travel/accommodation as full time students.

## Travel

### Travel by taxi

We will not normally reimburse any costs students have incurred when travelling by taxi.

However, if you believe a student has mitigating circumstances and an occasional or one-off taxi journey was unavoidable, reimbursement of taxi fares can be made.

## 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 they are also required to meet the cost of their normal term time accommodation at the same time as their normal term time accommodation. 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.

## 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 travelling

from the UK or Channel Islands / Isle of Man to the country hosting the placement.

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 check the student's claim is accurate and in accordance with the placement undertaken. If you need to make any changes to the amounts claimed, please advise the student about this.

Once approved, the claim details should be transferred onto the dedicated Excel spreadsheet which should be sent to [nhsbsa.placementcosts@nhs.net](mailto:nhsbsa.placementcosts@nhs.net).

Full details of the TDAE claims process can be found in your online [toolkit](#).