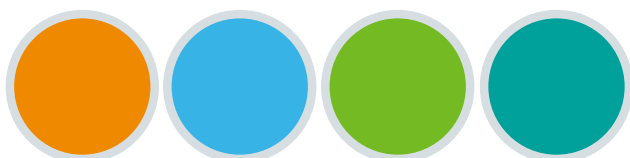


Student Services

NHS Learning Support Fund



Travel and Dual

Accommodation

Expenses (TDAE)

A guide for students and universities



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General information

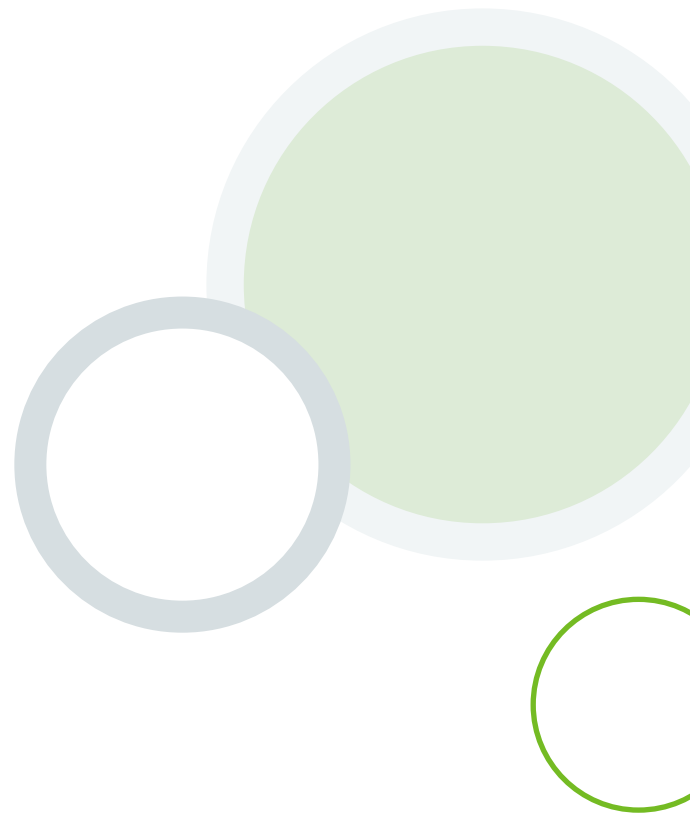
Disclaimer

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 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 future rules and allowances to alter their circumstances.

Overview

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 healthcare students who are eligible for and in receipt of [NHS Learning Support Fund](#).



¹ 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 be required to demonstrate that they would otherwise have met the eligibility criteria defined by either SFE, SFW, SFNI or SAAS, if they had applied to them for a loan.

What is TDAE and what can I claim?

Students who are eligible for the NHS Learning Support Fund (NHS LSF) are entitled to have some of the costs arising from attendance on practice placements reimbursed to them through the Travel and Dual Accommodation Expenses (TDAE), part of the NHS Learning Support Fund.

You can claim if the daily cost of getting to a practice placement is more than you would normally have to pay to travel to university.

Below are examples of how excess travel costs are calculated:

Example 1

Student A's travel costs are as follows:

| Journey | Cost of daily return journey by public transport |
|---|--|
| Travel from term time address to university/normal place of study : | £5.75 |
| Travel from term time address to practice placement 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 by public transport or own motor vehicle |
|---|---|
| Travel from term time address to university/normal place of study : | £10.00 |
| Travel from term time address to practice placement 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

The NHS Learning Support Fund TDAE may provide reimbursement towards your placement travel costs if you use public transport or your own private vehicle.

The costs to be reimbursed are calculated on the receipted cost of travel, by the most direct route by public transport using the most favourable rates, or concessionary schemes, or for the use of your own car via a set mileage rate.

Costs incurred from the use of private hire vehicles such as taxis are not covered under this Scheme and students will only be reimbursed for the cheapest method of transport available to them.

If you are unable to travel to your placement site on a daily basis using public transport, there are provisions to claim for the cost of temporary accommodation near to your clinical practice site instead, where this is the most cost effective method. **See 'Dual accommodation costs' on the next page for more information.**

Your own vehicle or car hire

If you choose to travel to placement in your own vehicle (or a hire car if this was the cheapest method of transport available to you), 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.

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.

City centre congestion/ clean air charging and low emission zones

If your normal journey to university or placement is by car and your usual route involves travelling through one of the above zones and incurring an unavoidable charge, you can include this with your university or placement costs when you claim.

Rates payable 2024/25

| Cost | Claim limited to |
|--|------------------|
| Public transport | Actual cost |
| Travel in or on the student's own vehicle | |
| Pedal cycle | 30p per mile |
| Motor vehicle | 42p 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 during the placement period. If your normal accommodation is in the parental home you can claim towards the cost of temporary accommodation if necessary.

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.

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.

Normal accommodation

Your primary accommodation during term time.

Temporary accommodation

Secondary accommodation taken for the purposes of attending a compulsory practice placement which forms part of your course, where it is not practical for you to travel to your placement site from your normal accommodation each day.

Commercial accommodation

Accommodation provided subject to a commercial rental agreement, which, whether a tenancy or a licence, imposes conditions upon the parties to the agreement, including payment, that are enforceable at law.

Non-commercial accommodation

This is generally if you stay with friends or relatives and/or in a room in a private house, where there is no formal tenancy or contract in place, without a formal rental payment. **It also includes accommodation advertised on online platforms, such as Airbnb, which is then booked through informal, offline arrangements.**

Placement accommodation rates

| Commercial accommodation | Non-commercial accommodation |
|--------------------------|------------------------------|
| Up to £82.50 per night | Up to £37.50 per night |

If you need to stay in temporary accommodation in order to attend your placement, you may also claim for the following:

- 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 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 |
|--|---|
| Accommodation (equivalent to the relevant £GBP nightly rate in the table above) | Air fares to and from 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 | Tips/telephone calls |
| Visa fees | |

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

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

If you are being funded through DSA for travel to your placement site, you should not claim for this via TDAE.

Making a claim

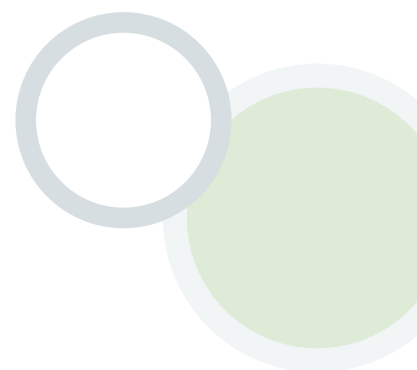
To make a TDAE claim, you must first register for a [NHS Learning Support Fund](#) account and submit a valid application for the Training Grant. Once you have done this and you have been approved for NHS LSF, you can submit a claim after (or during) your placement. You must do this within 6 months of your placement end date.

From 7 January 2025 TDAE claims must be submitted electronically directly through your NHS LSF account.

We cannot accept claims submitted by previous methods after this date.

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 entire part-reimbursement.



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 rules**.

It is the responsibility of each academic authority to authorise and confirm the validity of each student's claim in line with the requirements set out in this section.

Eligibility

To be eligible to claim TDAE students must be eligible for and in receipt of the NHS Learning Support Fund for the academic year for which they are submitting a TDAE claim.

Part-time students

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

Students attending designated blended learning courses

Where students do not have a university base site because the majority of their course is delivered remotely, they will not incur daily or weekly costs to travel to university, and are not required to provide a cost at section 2. This should be given as £0.00 or 'N/A - blended learning'

Travel

Travel by taxi

Universities should note that from the 2024 to 2025 academic year Department of Health and Social Care rules only permit us to reimburse travel claims for the **cheapest form of transport** available where it is reasonably practical to do so. This may be by public transport or private vehicle

but it remains the case that there is no provision for reimbursement of taxi fares.

Please advise your students that claims for taxi journeys are unlikely to be reimbursed at the full cost and we may request information on the equivalent public transport or mileage rate instead.

The use of taxis for an entire placement will not be considered.

Congestion / clean air charging - students can include these in their university or placement costs. See page 6 for more information.

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 travel from their normal accommodation to the placement site 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 placement 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 will be required to provide evidence of their temporary placement accommodation costs with their claim form. The evidence must include their name, the name and address of where they stayed, the cost of the stay and the dates.

Accommodation booked through online platforms such as Air B n B or similar

This will normally be regarded as commercial accommodation and students can be reimbursed up to £82.50 per night. The exception to this is accommodation advertised on online platforms which the student then books through informal, offline arrangements. This will be regarded as non-commercial accommodation and students will only be able to claim up to £37.50 per night towards their costs.

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 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 and Islands 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

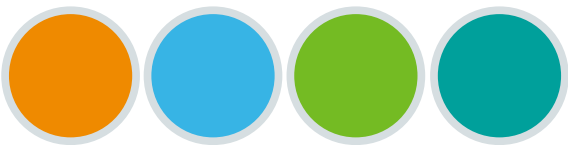
From 7 January 2025 students will be able to make an online claim through their NHS LSF account. They should not submit any further paper claims to you after this date.

As a result, the spreadsheet method will be phased out and universities will authorise claims electronically via the new system.

Please see our website at www.nhsbsa.nhs.uk/information-universities-and-colleges/guides-and-toolkits for further details.

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 www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf