



## Student Services

Guide to NHS Bursary

Travel and Dual Accommodation

Expenses for students

and universities

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## Disclaimer

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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 [NHSBSA 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 because of relying on current rules and allowances to alter their circumstances.

## Introduction

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### Who is this guide for?

**The information in this guide is to assist in the completion of travel and accommodation expense claims by NHS Bursary funded medical or dental students who have incurred additional costs from attending a practice placement as part of their course.**

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 Travel and Dual Accommodation Expenses (TDAE) claims.

NHS Bursary funding is available to students studying to become a doctor or dentist who are eligible to receive NHS Bursary funding in the later stages of their course.

You must submit an NHS Bursary application for the 2025/26 academic year to enable us to determine your eligibility for all NHS Bursary allowances, including TDAE claims. If you are awarded at least the non-means tested grant element of the NHS Bursary you will be eligible to make a TDAE claim.



## 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 residence 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 their 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.

## Travel Costs for Disabled Students on Placement

Students receiving the NHS Bursary Disabled Students Allowance (DSA) with a Study Needs Assessment that recommends taxi travel to and from placement, can claim back the Public Transport Equivalent Cost (PTEC) that is deducted from their DSA.

Any travel costs to university will not be deducted from your total claim.

You can only claim for placement travel, not for the PTEC deducted for journeys to university or your usual study base.

For example:

If your DSA covers taxi travel but £3.00 per journey is deducted as a public transport cost, you can claim that £3.00 back through the NHS Bursary Travel and Dual Accommodation Expenses (TDAE).

To do this, you should complete Section 3 only of the NHS Bursary TDAE claim form and submit it to your university for authorisation along with a copy of your NHS Bursary DSA award letter.

### Retrospective PTEC claims

Previous recipients of Disabled Students Allowance (DSA) with a Study Needs Assessment that recommended taxi travel to and from placement, can also claim back the PTEC for past placements.

If you are claiming for a past placement, you must have been in receipt of an NHS Bursary and DSA at the time of the placement.

The usual six-month deadline for these TDAE claims does not apply. However, all retrospective claims, in respect of past placements, need to be submitted by the end of the 2025-26 academic year – i.e. by 31 August 2026.

## Excess 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. (This does not apply to DSA students claiming the Public Transport Equivalent Cost).

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 per day of placement would be made because the daily cost of travelling to the placement is greater than the normal daily cost of travelling to university.	

## 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.

## TDAE rates payable 2025/26

Cost	Claim limited to
Public transport	Actual cost
Own motor vehicle	42p per mile
Passengers (must be a NHS bursary student)	7.5p per mile
Pedal cycle	30p per mile
Parking and toll roads	Actual cost

## Method of travel

(Not applicable to DSA students only claiming PTEC reimbursement). Students are expected to travel by the cheapest form of transport available where it is practical to do so.

### Public transport

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

You may be reimbursed at the cheapest available rate if you use a more expensive method of travel.

For example, if you choose to use a taxi or private hire vehicle, you will be reimbursed at the equivalent cost of bus, train, or other standard method of public transport, where appropriate.

### 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 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 or most practical option available to travel to a specific placement.

## Temporary accommodation

You may be able to claim the cost of staying in temporary accommodation near to your practice placement site (either in the UK or for an overseas placement) if it is not practical for you to travel there from your normal term time address daily.

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

When making a claim, you must provide receipted evidence of the cost of your temporary accommodation\*, which should be in the form of an invoice and include:

- your name
- the address of where you stayed
- the total cost you paid
- the dates from and to

### 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 £82.50 per night	Up to £37.50 per night

If you need to stay in temporary accommodation 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.

## 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 certain essential associated costs, as shown below.

Reimbursable costs	
Accommodation	<b>Paid at the equivalent of up to £82.50 GBP per night</b>
Travel	<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>
Medical insurance	<b>Actual cost</b>
Medical tests	<b>Actual cost</b>
Vaccinations	<b>Actual cost</b>
Visa fees	<b>Actual cost</b>

\*If you use non-commercial accommodation you must provide proof of the transaction via bank statement.

## Completing the TDAE claim form - guidance notes for students

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You should always obtain the most up to date version of the TDAE claim form from our website at: [www.nhsbsa.nhs.uk/nhs-bursary-TDAE](http://www.nhsbsa.nhs.uk/nhs-bursary-TDAE).

### 1. Personal details

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Student reference number	This is the six digit reference number from your NHS Bursary Application System account beginning with 'BRN'.
Term-time address	Provide the address and postcode of where you were living during term time <b>whilst attending this placement</b> . If you changed your term-time address during this claim period, you should enter details of both term-time addresses you were living at whilst attending this placement. Please attach a separate sheet if necessary.

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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.

### 2. Your course and study base

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

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### 3. Public Transport Equivalent Costs - for students in receipt of Disabled Students Allowance (DSA)

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This section should only be completed by students who are in receipt of the NHS Bursary Disabled Students Allowance (DSA) who receive assistance from the DSA to travel to placement by taxi or by use of their own vehicle.

Students to whom this applies can claim back the Public Transport Equivalent Cost (PTEC) deducted from their DSA taxi or mileage allowance, through TDAE.

You should complete all of Section 3 including your placement details, dates of the placement period and your individual journeys.

The details you enter must match the journey, postcode and cost details set out on your NHS Bursary DSA Award letter. Your claim may be delayed or declined if you are claiming for journeys not detailed on your DSA award letter or recommended on your Study Needs Assessment.

Unless you also want to claim for other placement costs not covered via DSA, you should go to Section 9 of the form, sign the declaration and submit it to your university with a copy of your DSA award letter, as advised.

## 4. Travel to your normal place of study

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Do not complete this section if you are **only** claiming for the Public Transport Equivalent Cost as a disabled student as per Section 3.

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How do you usually 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.

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### 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.

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

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

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.

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## 5. Details of your practice placement

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You should not complete this section if you are **only** claiming for the Public Transport Equivalent Cost as per Section 3 of the form.

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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 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.

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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.

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.

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Overseas placement - other costs

Complete this section if your placement was based outside the British Isles and you incurred costs for vaccinations, visas 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.

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## 6. Details of claim

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You do not need to complete this section if you are **only** claiming for the Public Transport Equivalent Cost as a disabled student at Section 3.

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 further 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.

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Date	Enter the individual dates you are claiming for on each line, in chronological order of the journeys you made.
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### **Total daily mileage (including mileage undertaken if you used a hire car)**

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Return daily mileage to placement site	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.
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#### **If you received a lift to placement you cannot claim for any travel costs associated with this.**

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.

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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.
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**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.

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## Other travel costs

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

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.

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## 7. Placement accommodation costs

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

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

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Full address of your placement accommodation

Enter the full address, including the post code.

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Period claiming for

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

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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.

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### 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.

## 8. Summary of claim

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You do not need complete this section if you are **only** claiming for the Public Transport Equivalent Cost as a disabled student at Section 3.

### Transport and passenger details

#### Summary of private mileage

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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.

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#### Passengers

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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 BRN number

Enter the six digit NHS Bursary reference number (beginning with 'BRN') 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.

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## 9. Summary of costs

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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	<p>If you normally travel in your own vehicle to and from university, enter the total cost of your equivalent milage for the period of this claim multiplied by the mileage rate of 42p per mile.</p> <p>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.</p> <p>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.</p>

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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.

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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 7.

If you are not claiming for accommodation costs enter '0.00' in the box or leave blank.

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## 10. Student declaration

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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. Late claims will not be processed.

This does not apply to retrospective PTEC claims, see page 5 of this guide for more information.

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;
- 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.

### Submitting your claim

Send your form to your university for authorisation.

## Timescales for processing TDAE claims

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We aim to authorise TDAE claims within twenty working days of receipt from your university.

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

Once we have assessed your claim, there will be three possible outcomes, as follows:

- **'Rejected'** means that your claim has been refused. If we decide a claim is not eligible, 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 needed. 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 Details in your NHS Bursary Application System account. We will pay the total of the TDAE claim to you on the next weekly payment run following assessment (within ten working days of the claim being assessed). We will then contact you by email to confirm that your claim has been processed.

## Additional guidance for universities

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### 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** under NHS Bursary – Policies.

### Eligibility

Provided they are eligible for at least the non means tested grant, students will be able to make a claim towards the cost of their travel/accommodation as long as their claim meets the criteria described in this guide.

### Travel

#### Travel by taxi

We will not normally reimburse any taxi fares. 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 a one-off or occasional use of a taxi during a placement was due to an unforeseen or unexpected circumstance, please provide a covering statement or email giving the full reason for the taxi use to enable us to consider the claim.

We are unable to guarantee that all taxi claims will be reimbursed, but they will be fully considered on a case-by-case basis.

#### Public Transport Equivalent Costs for students in receipt of Disabled Students Allowance.

As set out on page 5 of this guide, students can claim for this cost through TDAE.

They must be in receipt of the NHS Bursary Disabled Students Allowance (DSA) and have been authorised to receive help through the DSA for travel to placement, such as taxis.

They should complete Sections 1, 2, 3 and 10 of the claim form if they wish to claim this cost back for the relevant placement period and they are not claiming for any other non-DSA placement costs. They must provide a copy of their NHS Bursary DSA award letter with their claim form.

The standard deduction for daily travel to/ from their normal accommodation to university will not be applied to PTEC claims.

The costs and journeys claimed for at Section 3 must match the details on the award letter. Where this is not the case the claim should be returned to the student and not included on your TDAE spreadsheet.

#### 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 **added** 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 should provide evidence of the receipted cost of the 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 chooses 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 or the host country 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 11 by checking that it is correct 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 TDAE forms to us

**For reimbursement to be made, all claim forms must be received by the university 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 the relevant spreadsheet with the claim details, as per normal procedures.

## Timescales

We aim to assess all valid placement claims within twenty working days of the spreadsheets being received.

## 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 spreadsheets are likely to be reimbursed.

## **Student Services**

### **Guide to NHS Bursary Travel and Dual Accommodation Expenses for students and universities**

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You can find out the latest information regarding NHS Bursaries on our social media channels:

 [www.facebook.com/NHSstudentbursaries](https://www.facebook.com/NHSstudentbursaries)

 [@NHSBSA\\_Students](https://twitter.com/NHSBSA_Students)