Placement Expense Claims – Learning Support Fund

Funding for placement expenses, referred to as travel and dual accommodation expenses (TDAE) is provided by the **Learning Support Fund** (LSF), which is administered by the NHS Business Services Authority (NHS BSA) Student Services.

To check your eligibility for the LSF, which includes TDAE reimbursement, see the guidance at [https://www.nhsbsa.nhs.uk/learning-support-fund/check-your-eligibility-learning-support-fund](https://www.nhsbsa.nhs.uk/learning-support-fund/check-your-eligibility-learning-support-fund)

To keep up to date with the latest information on TDAE claims, please access the following link [https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses](https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses)

The TDAE claim form is only available as a download from your LSF online account (sometimes referred to as a Learning Support Fund Application System (LSAF) account).

**Hints and tips on completing your TDAE placement expenses claim form**

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 the placement site **must be in excess** of your normal daily return travel to university.

It is in your best interest (to help with getting a speedy reimbursement) to do the following:

- Make sure you have registered for a Learning Support Fund Application System (LSAF) account [https://lsfas.nhsbsa.nhs.uk/Pages/Login.aspx](https://lsfas.nhsbsa.nhs.uk/Pages/Login.aspx)

- Before completing your TDAE form, please read the guide [Completing your TDAE claim: A Guide for Students and Universities](https://www.nhsbsa.nhs.uk/learning-support-fund/travel-and-dual-accommodation-expenses)

  The Practice Education Unit (PEU) receives a number of incomplete TDAE applications which delays payment to you and increases our work.

- Ensure you complete your LSF Reference number on the form. This is the unique reference number allocated to you when you register for your online LSF account. You can find this at the top of your LSF online account screen.

- LSF will not accept any TDAE claim which does not have a student coversheet included (printed off from your LSF online account).

- Include your Student Finance letter if it is the first time you are making a TDAE claim. If your claim relates to the previous academic year, your Student finance Letter must be for the previous academic year.
Important Notes:
- If a car is used for placement, you must use your PEMS Placement Planning Form to declare you have appropriate insurance in place. It is not possible to process claims for car mileage without this PEMS Placement Planning Form declaration.
- Taxis cannot be used unless you obtain prior written authorisation from your Link Lecturer or Placement Lead. This must be in the form of a signed covering letter on university headed paper, confirming your mitigating circumstances for using a Taxi. You must submit this authorisation with your claim, otherwise you will not be reimbursed to cost of taxi journeys.
- There is a time limit for submitting TDAE claims. All claims must be submitted to PEU within nine months of the last day of the placement period for which you are claiming. Late claims will not be processed by the LSF.
- Learning Support Fund – Knowledge Base
  You will also find the Knowledge Base on the LSF website very helpful https://contactcentreservices.nhsbsa.nhs.uk/selfnhsukokb/AskUs_LSF/en-gb/10732/learning-support-fund/

Submitting your claim
The Practice Education Unit (PEU) has a legal responsibility to prevent false or misleading information being submitted to LSF as part of a student's claim. The University is required to support LSF in detecting and preventing fraudulent claims.

Important Administrative Notes
Before handing in your claim, please make copies of your TDAE form, receipts and, if applicable, evidence of temporary accommodation.

Please make sure:
- You have included your LSF Cover Sheet and, if it is your first TDAE claim, you have included your Student Finance Letter.
- All receipts are submitted in date order as this will make PEU's work much quicker and enable the unit to pass on the claim to LSF with minimum delay.

PEU will:
- Check and certify your claim. This includes ensuring that you:
  - have attended placement for the dates you are claiming
  - completed your claim in compliance with LSF guidelines (as detailed in the TDAE claim form’s guidance and the LSF Knowledge Base)
- Pass your claim on to the LSF for assessment, and if appropriate, payment.
PEU aims to process claims within 5 working days of receiving a fully and accurately completed TDAE claim form, including your LSF student cover sheet (printed off from your LSF online account), all relevant receipts and proof of expenditure.

The Practice Education Unit (PEU) will submit your claim in full to the LSF, however, we should warn you that Universities do not have any power to alter LSF decisions as to whether the full claim is paid to you.

If you have any issues, you will need to take these up with the LSF directly:

Telephone: 0300 330 0521  
Email: nhsbsa.learningsupportfund@nhsbsa.nhs.uk  
Twitter: @NHSBSA_LSF  
Facebook: LearningSupportFund  
Textphone: 18001 0300 330 1345

LSF will:
- Check your eligibility to receive reimbursement.
- Ensure your claim is in order and correctly completed and authorised by the university.
- If appropriate, process and arrange payment within 30 working days of the TDAE form being scanned on to their system.
You will receive an email notification when it has been processed which will advise you to log on to your LSF account to view details of the payment.