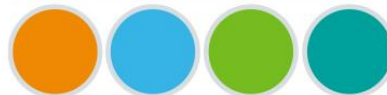


Placement Expense Claims from the NHS Learning Support Fund



NHS Learning Support Fund



Travel and Dual Accommodation Expenses



Business Services Authority

Funding for placement expenses via the NHS [Learning Support Fund](#) (LSF), referred to as Travel and Dual Accommodation Expenses (TDAE), is administered by the NHS Business Services Authority (NHS BSA) Student Services. The Practice Education Unit (PEU) acts as an agent to review and approve placement expense claims based upon the regulations of the LSF.

Contents

To jump to any of these sections, click on the headings below:

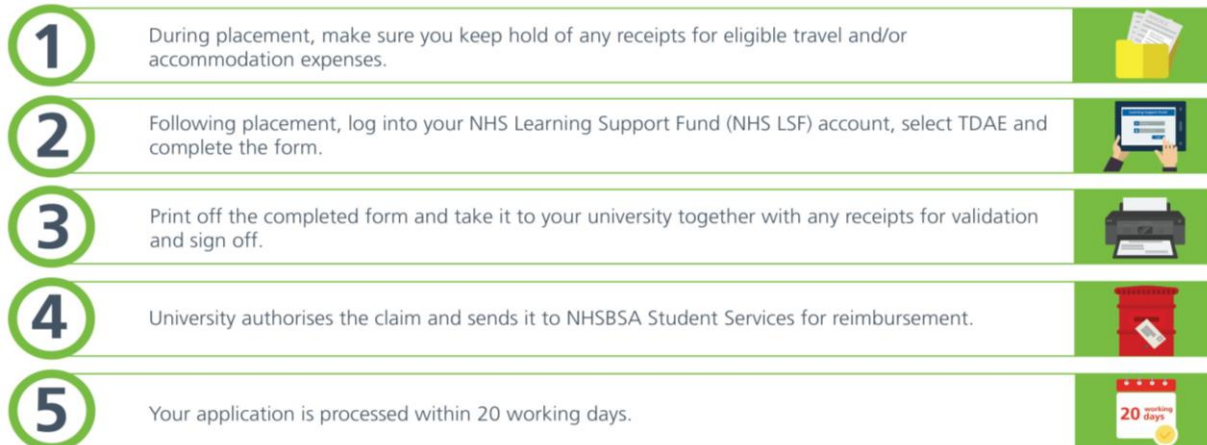
About making placement claims	2
Completing your TDAE placement expenses claim form	3
Making a start.....	3
Public transport.....	3
Driving and parking	3
Before submitting.....	4
PEU will:.....	4
The LSF will:	5
After submitting	5
Contacting the LSF	5
Oxford Brookes University Financial Guidance and Help	5

NHS Learning Support Fund



Travel and Dual Accommodation Expenses (TDAE): Student Journey

Reimbursement of excess travel and dual accommodation costs incurred during practice placements.



About making placement claims

Placement costs include the following:

- Travel to and from the main placement location (either by car or public transport)
- Travel to and from patients' locations during shift where those locations are based within the community
- Parking/toll costs incurred whilst on placement
- Placement-specific accommodation (referred to as secondary accommodation)

Costs must be paid for at the time by the student; claims for reimbursement can only be submitted afterwards.

You need to have created an account with the LSF before submitting an expense claim – you can [Register Online](#) for an account.

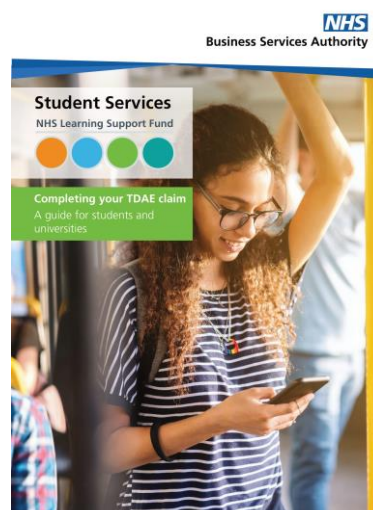
The TDAE claim form is available as a download from your LSF online account – only use the version of the form that you have obtained from your own account.

Further information on claiming TDAE is available on the LSF [website](#).

PEU receives incorrect and/or incomplete TDAE applications on almost a daily basis. This results in delays to you receiving your payment.

It is therefore in your best interest to read the [TDAE guidance booklet](#) (click the link and scroll down the page that opens to find the link to the most up-to-date booklet), and follow the tips and advice later in this document.

If there is anything you are not sure about, it is worth checking the [LSF Knowledge Base](#) to look for an answer.



Completing your TDAE placement expenses claim form

Making a start

- If you haven't made a TDAE claim recently, log into your LSF account and check that you are using the most up-to-date version of the claim form.
- Ensure you complete your SSRN account number on the form (unless you are NOT in receipt of the £5000 training grant, in which case your account number will begin with LSF). 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.
- Claims for TDAE must be submitted within **six** months of the final date of your placement. The LSF will not reimburse claims which are submitted after this time. (N.B. Until September 2021, claims could be made up to nine months after the end of placement – the reduction to six months is a new condition.)

To claim travel expenses under TDAE, 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.

Public transport

- You must provide receipts/tickets as evidence for every journey of public transport that you are claiming for. If you have an electronic ticket(s), please submit a screenshot of it with your claim.
- Taxis cannot be used unless you obtain prior written authorisation from your Link Lecturer or Placement Lead, and must be used in exceptional circumstances only (e.g. you were called out during the night and there was no vehicle or public transport available to you). You must submit this authorisation with your claim. A receipt for the cost of the taxi journey must also be provided.

Driving and parking

- If you are claiming for driving, it is not necessary to provide a receipt for the fuel that you bought.
- You must provide receipts/tickets as evidence for every item of car parking and road tolls that you are claiming for. If you are parking in a car park that will take your ticket when you exit, obtain a separate receipt when you pay to submit with your claim.

Car Insurance

If you are driving to/from placement, you must have adequate car insurance in place. Because driving to placement is not considered a leisure activity, your level of insurance must include **“for business purposes”** or **“for commuting”**. Many car insurance policies do not automatically include this so please check your insurance policy cover note carefully.

- Once you have confirmed your car insurance provides sufficient cover, you communicate your confirmation to PEU via the Placement Planning Form on [PEMS](#). PEU cannot process any claims for driving where the Placement Planning form has not been submitted, or where the question about having access to a car and having appropriate insurance has been answered “No”.

Accommodation

- If you don't need to make a claim for accommodation, leave this section blank.
- If you are claiming for accommodation, remember that the value of accommodation you can claim for is capped. If your accommodation cost you more than the capped amount, you should still submit your receipt/invoice for the full value, and enter the capped amount onto your form.

Before submitting

- When completing your form, please take your time to ensure that:
 - you have answered every question correctly
 - you have used the correct mileage rates
 - you have double-checked your calculations
 - if you usually drive, cycle or use public transport to get to your normal place of study, check you have deducted the usual cost of the equivalent number of journeys from your claim (including any parking costs you usually incur)
- If you are submitting your form electronically, please use a digital signature in the signature box at the end of the declaration; do not just type your name – this is at the request of the LSF.
- You can submit your form by emailing it as a typed pdf, a scanned pdf, or by taking photographs of each page. Please supply the form as a single attachment - it is very difficult to follow forms that are spread across multiple attachments. Free online tools are available to merge pdfs, or convert multiple images into a single pdf, such as <https://combinepdf.com/> and <https://jpg2pdf.com/>.
 - This also applies to submitting your tickets/receipts. Please ensure that tickets/receipts are provided in date order so that your claim can be processed quickly.
- In the past, it was necessary to provide your Student Finance letter and a TDAE claim coversheet with every claim. If you have a SSRN number, it is no longer necessary to provide these documents.
- TDAE claims should be emailed to:
 - Oxford-based students - peu@brookes.ac.uk
 - Swindon-based students - peu-swindon@brookes.ac.uk
- Please keep a copy of your form and all invoices/receipts/tickets for your own future reference.

PEU will:

Check and certify your claim, including:

- checking that you have attended placement for the dates you are claiming and, if you are claiming mileage, that you have submitted your PEMS Placement Planning form
- checking that your claim is accurate and transparent, appropriate for the placement undertaken and has been completed according to LSF guidelines
- checking that you have sufficient insurance in place (where applicable)
- checking that you have provided all relevant supporting evidence (e.g. receipts)
- passing your claim on to the LSF for assessment and appropriate payment

PEU aims to process claims within five working days of receiving a fully and accurately completed TDAE claim form, all relevant receipts and proof of expenditure.

Neither the PEU nor the Faculty of Health and Life Sciences has any power to alter LSF decisions regarding whether your full claim is paid – exceptions cannot be made that contravene the LSF regulations.

PEU has a legal responsibility to prevent false or misleading information being submitted as part of a claim. The University is required to support the LSF in detecting and preventing fraud.

The 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 20 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.

After submitting

- Responsibility for making payments to students sits with the NHSBSA and not PEU. The LSF aims to process claims in three weeks, but it can take up to six weeks. If you haven't received your payment after six weeks, log into your LSF account to see what progress has been made with it. If, after six weeks, there is still nothing showing in your LSF account for your claim, please email the PEU:
 - Oxford based students - peu@brookes.ac.uk
 - Swindon based students - peu-swindon@brookes.ac.uk

Contacting the LSF

If you need to contact the LSF about anything to do with your travel claim, you can do so using:

Telephone: 0300 330 0521

Email: nhsbsa.learningsupportfund@nhsbsa.nhs.uk

Text relay service phone: 0800 7311 888

Open Monday to Friday 8am to 6pm, and Saturday 9am to 3pm.

Oxford Brookes University Financial Guidance and Help

We understand that some students may find themselves struggling to meet the costs of their placement expenses up front. If you find yourself in financial hardship due to placement expenses, we advise you to seek help by:

- Contacting the [Student Support Coordinators](#) or email studentsupport-marston@brookes.ac.uk / hls-swindon-ssc@brookes.ac.uk
- Contacting the [Student Central Advice](#) team or email studentcentral@brookes.ac.uk
- Applying, if eligible, for [Financial Aid](#) or email finaid@brookes.ac.uk
- Contacting [Brookes Union](#)
- Contacting your Academic Adviser