Placement Expense Claims – NHS Bursaries
Funding for placement expenses, referred to as Practice Placement Expenses (PPE) is provided by NHS Bursaries, administered by NHS Business Services Authority (NHS BSA) Student Services.

To check your eligibility for the NHS Bursary, which includes PPE reimbursement, see the guidance at https://www.nhsbsa.nhs.uk/nhs-bursary-students/check-your-eligibility-and-what-you-could-get

To keep up to date with the latest information on PPE claims, please access the following link https://www.nhsbsa.nhs.uk/nhs-bursary-students/bursary-forms

The PPE claim form is available to complete online or to download from your Bursary Online Support System (BOSS) account. You can also download the form from the NHSBSA Bursary Forms website https://www.nhsbsa.nhs.uk/nhs-bursary-students/bursary-forms

Hints and tips on completing your PPE placement expenses claim form

The key requirement for claiming travel expenses under PPE, 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 Bursary Online Support System (BOSS) account https://lsfas.nhsbsa.nhs.uk/Pages/Login.aspx

- Before completing your PPE form, please read the guide Completing the Practice Placement Expenses claim form: A Guide for students and universities

- Ensure you complete your SBA Reference six digit number on the PPE claim form. This is the unique reference number allocated to you when you register for your BOSS account.

- NHS Bursaries will not accept any PPE claim which does not have a student coversheet included, which contains your unique barcode, helping to speed-up processing of your claim. The coversheet is printed off from your BOSS account.
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 the cost of taxi journeys.

- There is a time limit for submitting PPE 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 NHS Bursaries.

- NHS Student Bursaries – Knowledge Base
  You will also find the Knowledge Base on the LSF website very helpful

Submitting your claim

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

Important Administrative Notes

Before handing in your claim, please make copies of your PPE form, receipts and, if applicable, evidence of temporary accommodation.

Please make sure:

- You have included your BOSS Cover Sheet.
- 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 NHS Bursaries’ guidelines (as detailed in the PPE claim form’s guidance and the NHS Bursaries Knowledge Base)

- Pass your claim on to NHS Bursaries for assessment, and if appropriate, payment.

PEU aims to process claims within 5 working days of receiving a fully and accurately completed PPE claim form, including your BOSS student cover sheet (printed off from your BOSS account), all relevant receipts and proof of expenditure.

The Practice Education Unit (PEU) will submit your claim in full to NHS Bursaries, however, we should warn you that Universities do not have any power to alter NHS Bursaries’ 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 NHS Bursaries directly. Please see the website:
[https://www.nhsbsa.nhs.uk/nhs-bursary-students/contact-us](https://www.nhsbsa.nhs.uk/nhs-bursary-students/contact-us)

**NHS Bursaries 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 25 working days of the PPE form being scanned on to their system and linked to your BOSS account.

You will receive an email notification when it has been assessed, informing you of the date the payment will be made to your bank account.