

Student Travel and Accommodation Policy

Principles

1. The BSMS Student Travel and Accommodation Policy is intended to ensure that students required to travel some distance from BSMS for placements (including primary care, secondary care, community and Time for Dementia (TfD) visits) and Student-Selected Components are not significantly disadvantaged by travel time or travel cost.
2. The policy is designed to encourage students to walk, cycle or use public transport where possible and practicable for all journeys, including those outside of the Brighton and Hove area.
3. The policy is designed to minimise transport costs wherever possible, particularly bearing in mind that most student placement travel costs are funded via the NHS.
4. We recognise, however, that due to the specific geography of our region, some placements are more difficult to reach than others; and others are more readily accessible to students living in certain locations. We therefore require students to share information with the school to ensure that, wherever possible and appropriate, placements are allocated to those students who are able to use a private car for travel purposes or to those who live in the vicinity of a particular placement.
5. Taxi transport will only be booked / authorised where there is no other means of making the journey, where it is the most cost effective manner of transport available for the journey (bearing in mind the number of travellers) or where it is not possible to travel by public transport between different locations for scheduled teaching in the time available. In some cases, a taxi may be appropriate for an outward journey, but not for a return journey (and vice versa). NB. The School Office teams are asked to design timetables which avoid the need for taxi travel wherever possible.
6. Students are responsible for their own travel expenses for all module placements within the Brighton and Hove area (including Falmer) and a given radius of the Regional Centres (Years 3, 4 and 5). Please see below for details of journeys for which you can claim.
7. Students are expected to provide their own accommodation throughout the academic year to enable them to attend teaching and placements, however additional accommodation will be provided for rotational residential placements within our Regional Centres (see below).
8. Accommodation will normally be provided for students in Years 3, 4 and 5 for students on placements at Regional Centres where the student is expected to spend at least four days a week at the Regional Centre. This does not include Independent GP placements, which involve a different arrangement. NB. For the academic year 2020-21 accommodation at Worthing Hospital is only provided for Year 3 students (and this is only possible due to the relatively small numbers of Year 3 students allocated to Worthing).
9. Travel between a student's home and main place of study is not permitted for reimbursement under the financial regulations of the University. For Years 1 and 2, the

main place of study is Falmer, for Years 3, 4 and 5, the main place of study is the Audrey Emerton Building/Royal Sussex County Hospital (or, if on a residential placement, the relevant regional centre).

10. Approved rates for reimbursement for the academic year 2020-21 can be found on this webpage: www.hmrc.gov.uk/rates/travel.htm
11. If you have any queries about travel reimbursement, please contact the relevant School Office: Years 1 and 2 (clinical placements): watsonschoolloffice@bsms.ac.uk, Years 1 and 2 (SSCs): bsmsschoolloffice@bsms.ac.uk, Time for Dementia: timefordementia@bsms.ac.uk, and Years 3, 4 and 5: emertonschoolloffice@bsms.ac.uk

Years 1 and 2

What journeys can I claim for outside of the Brighton and Hove area?

- Standard bus or train fares for travel required for GP visits, SCT community hospital visits, TfD visits and Student-Selected Components outside of the Brighton and Hove area. Bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 20-minute walk or bus ride. Where the GP Surgery / other placement location is such that public transport would not allow you to reach the placement in time, a taxi will be provided and paid for by the Medical School; please refer to the module area on studentcentral for further information regarding your specific journey.
- Students who would otherwise qualify to use a taxi or public transport to a placement or visit may, on application to the School Office, be given permission to use a private car instead. This would be on condition that multiple passengers are carried (assuming multiple passengers are making the journey to the same placement / visit). Private car travel will be reimbursed at a given mileage rate for the return journey between Falmer (BN1 9PH) and the placement. Students who live significantly closer to the placement than Falmer should claim for travel between home and the placement if they travel directly between the two. Students may claim for car mileage only, not parking.
- Students, who would otherwise qualify to use a taxi or public transport to a placement or visit and who are not due to travel with others in a shared taxi or private car already paid for under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate for the return journey between Falmer (BN1 9PH) and the placement. Students who live significantly closer to the placement than Falmer should claim for travel between home and the placement if they travel directly between the two. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

How to claim

- For claims relating to Year 1 or 2 placements please complete the University of Sussex BSMS Student Expense Claim Form. This form is available to download from studentcentral (my course / documents and policies). Please read the guidance notes on the back of the form carefully before completing the form.
- Claims for bicycle or car mileage should include full details of the journeys undertaken including the post code of each location and the names of passengers (if appropriate). Claims for car mileage will be paid to the car driver only – the School will not fund private arrangements between students for ‘petrol money’. Students may claim for car travel only, not parking. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA or RAC; we will not reimburse actual mileage if a lengthy route is taken.
- Students claiming for bicycle or car mileage should check the current applicable rates (including passenger rates) via this website www.hmrc.gov.uk/rates/travel.htm
- Students claiming bicycle or car mileage are advised to send the completed claim form to the relevant School Office for checking before printing out and signing a hard copy of the form.
- Claim forms should be submitted with receipts for all journeys listed to the School Office, Watson Building, University of Brighton, Falmer campus.

- Claims may be submitted as often as necessary and will be processed by the School Office and passed to the University of Sussex for payment on a regular basis.

How will I be reimbursed?

- You will be reimbursed via BACS payment directly to your bank account. If you have not previously received expenses from the University of Sussex, please provide your bank details via Sussex Direct – do not add them to the claim form.

Years 3 and 4

What journeys can I claim for outside of the Brighton and Hove area?

NB. See further down for details regarding students on residential placements in modules 303 and 306

- Standard bus or train fares for any travel required for placements including IRPs, TfD visits and non-residential placements within modules 306, 402 and 403 outside of the Brighton and Hove area. Bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 20-minute walk or bus ride.
- Private car travel will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live significantly closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may claim for car travel only, not parking.
- Travel will not be reimbursed where regular transport is provided from the Audrey Emerton Building e.g. the free bus service between RSCH and Princess Royal Hospital or taxis provided by BSMS to the Chailey Heritage Foundation (see below for exceptions).
- Taxis may be provided for some placements which are particularly inaccessible by public transport in accordance with the general principles set out above.
- Students travelling together to a placement for which BSMS would normally provide a taxi or reimburse for public transport may elect to travel together in one private car on condition that four students are travelling together (or fewer if the placement involves less than four students in total). The nominated student driver must inform the School Office at the Audrey Emerton Building one week in advance of the journey in order for the booked taxi transport to be cancelled.
- If you are required to travel between a placement and another BSMS timetabled session, and the journey takes longer by public transport than the time available to travel, please contact the School Office at the Audrey Emerton Building. If it is not possible to make alterations to your timetable, you will be reimbursed for transport by taxi or private car.
- Specific arrangements are in place in Module 402 for placements at the Nightingale Primary Care Centre at Haywards Heath. Taxis are not provided from Brighton, but students may reclaim the cost of a taxi from PRH to Nightingale so long as they take the free bus to PRH. Alternatively, students may reclaim the cost of a train journey to Haywards Heath if they then walk (or cycle) from the station to Nightingale.
- Students, who would otherwise qualify to use a taxi or public transport to a placement or visit and who are not due to travel with others in a shared taxi or private car already paid for under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live significantly closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.
- For 2020-21 only, Year 4 students will undertake one 5-week module 402 rotation based at the East Surrey Hospital in Redhill. This is not a residential placement. Group return transport via a coach between one location in Brighton (still tbc) and the East Surrey Hospital will be provided (by SASH) for the three days per week each week that students

will be on this placement. Students are expected to use this group transport solution and therefore reimbursement for other means of travel will not normally be available. SASH will also provide local transport (or reimbursement, as appropriate) for students on this rotation who are scheduled to visit clinics etc outside the hospital location.

Other Regional Centre placements:

- Students are expected to use the accommodation provided for residential placements in modules 303 and 306 (at Chichester, Worthing, Eastbourne and Hastings). They are expected to move in to their accommodation over the weekend prior to the start of their 11-week placement,
- All Year 3 students will be required to attend weekly teaching sessions in Brighton on Mondays. Therefore students on residential placements may claim the cost of 12 return journeys by public transport or car between Brighton/AEB (BN2 5BE) and the Regional Centre. The 12 journeys represent the 11 Mondays, plus a return journey to cover the two ends of the placement. If other journeys are necessary in relation to assessments, these may be claimed additionally. Bus saver tickets and student railcards should be used where possible. Local taxi journeys between bus / railway station and the hospital will also be refunded, where appropriate, to assist students travelling with luggage on moving in / moving out days. Students should aim to travel in groups wherever this helps to minimise the cost of travel.
- Residential placement accommodation is provided and paid for in advance. We realise that students may wish to make their own decision regarding when and how to travel between their commitments, but we will not be able to refund any additional travel as these funds have already been committed to accommodation.
- For students on a residential placement, who need to travel as part of the placement (especially psychiatry), we will reimburse car mileage, standard bus or train fares for any travel required for clinical placements outside of a 6 mile/11 km radius of the Regional Centre. Bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 20-minute walk or bus ride.
- Private car travel will be reimbursed at a given mileage rate. Students may claim for car travel only, not parking. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA or RAC.
- Students, who qualify for travel reimbursement under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

How to claim

- For claims relating to Year 3 and 4 placements, please complete the University of Sussex BSMS Student Expense Claim Form. This form is available to download from studentcentral (my course / documents and policies). Please read the guidance notes on the back of the form carefully before completing the form. Please add the date of travel, placement visited and module code in the Details section of the form.
- Claims for car mileage should include full details of the journeys undertaken including the post code of each location and the names of passengers. Claims for car mileage will be paid to the car driver only – the School will not fund private arrangements between

students for 'petrol money'. Students may claim for car travel only, not parking. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA or RAC; we will not reimburse actual mileage if a lengthy route is taken.

- Students claiming for bicycle or car mileage should check the current applicable rates (including passenger rates) via this website www.hmrc.gov.uk/rates/travel.htm
- Students claiming bicycle or car mileage are advised to send the completed claim form to the relevant School Office for checking before printing out and signing a hard copy of the form.
- Claim forms should be submitted with receipts for all journeys listed to the School Office, Audrey Emerton Building, Royal Sussex County Hospital, Eastern Road, Brighton BN2 5BE. Students may submit hard copy claim forms by post or in person. If submitting by post please ensure you have previously sent an emailed copy for checking and that you attach (and keep a copy of) all relevant receipts.
- Claims may be submitted as often as necessary and will be processed by the School Office and passed to the University of Sussex for payment on a regular basis.

How will I be reimbursed?

- You will be reimbursed via BACS payment directly to your bank account. If you have not previously received expenses from the University of Sussex, please provide your bank details via Sussex Direct – do not add them to the claim form.

Year 5

What journeys can I claim for?

Brighton and Haywards Heath Regional Centre placements:

- Standard bus or train fares for any travel required for clinical placements outside of the Brighton and Hove area. Bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 20-minute walk or bus ride.
- Private car travel will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live significantly closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may claim for car travel only, not parking.
- Travel will not be reimbursed where regular transport is provided from the Audrey Emerton Building e.g. the hourly free bus service between the RSCH and Princess Royal Hospital.
- Students, who would otherwise qualify to use a taxi or public transport to a placement or visit and who are not due to travel with others in a shared taxi or private car already paid for under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live significantly closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

Other Regional Centre placements:

- Standard bus or train fares for any travel required for clinical placements outside of a 6 mile/11 km radius of the Regional Centre (3 mile/5 km radius for Redhill). Bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 20-minute walk or bus ride.
- Private car travel will be reimbursed at a given mileage rate for the return journey between the Regional Centre and the placement. Students who live significantly closer to the placement than the Regional Centre should claim for travel between home and the placement if they travel directly between the two. Students may claim for car travel only, not parking. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA or RAC; we will not reimburse actual mileage if a lengthy route is taken.
- Students, who would otherwise qualify to use a taxi or public transport to a placement or visit and who are not due to travel with others in a shared taxi or private car already paid for under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate for the return journey between the Regional Centre accommodation and the placement. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

- Students may claim the cost of 8 weekend return journeys by public transport or car between Brighton/AEB (BN2 5BE) and the Regional Centre (ie. up to one journey for each week of an attachment that is not in Brighton/Haywards Heath). Students who do not live in Brighton should claim the cost between home and the Regional Centre if this is less than the cost of the journey between Brighton/AEB and the Regional Centre.
- Students on placement at Worthing Hospital, without accommodation on site, may claim for their daily commute from Brighton/AEB. Students travelling to Worthing are encouraged to cycle or to use the train (15 minute walk from station to hospital). If students choose to drive, please car share wherever possible. Students may claim for car travel only, not parking - there is free non-restricted parking about 15-20 minutes walk away from Worthing Hospital.

Independent GP placements:

- If you have arranged your own GP placement, NO travel allowance is payable. Exceptions may be made for travel back to Brighton for specific teaching/examinations e.g. the seminar programme, mini conferences, Situational Judgement Test, if agreed in advance by the School Office.

Preparation for Practice placements:

- Travel while based at one of the Regional Centres (including Brighton and Haywards Heath) will be paid according to the same rules as the clinical attachments during the year (see above).
- NO travel allowance is payable if you choose to undertake your shadowing block or student-organised placement outside of one of the Year 5 Regional Centres.

How to claim

- For claims relating to Year 5 placements, please complete the University of Sussex BSMS Student Expense Claim Form. This form is available to download from studentcentral (my course / documents and policies). Please read the guidance notes on the back of the form carefully before completing the form. Please add the date of travel, placement visited and module code in the Details section of the form.
- Claims for car mileage should include full details of the journeys undertaken including the post code of each location and the names of passengers. Claims for car mileage will be paid to the car driver only – the School will not fund private arrangements between students for ‘petrol money’.
- Students claiming for bicycle or car mileage should check the current applicable rates (including passenger rates) via this website www.hmrc.gov.uk/rates/travel.htm
- Students claiming bicycle or car mileage are advised to send the completed claim form to the relevant School Office for checking before printing out and signing a hard copy of the form.
- Claim forms should be submitted with receipts for all journeys listed to the School Office, Audrey Emerton Building, Royal Sussex County Hospital, Eastern Road, Brighton BN2 5BE. Students may submit hard copy claim forms by post or in person. If submitting by post please ensure you have previously sent an emailed copy for checking and that you attach (and keep a copy of) all relevant receipts.
- Claims may be submitted as often as necessary and will be processed by the School Office and passed to the University of Sussex for payment on a regular basis.

How will I be reimbursed?

- You will be reimbursed via BACS payment directly to your bank account. If you have not previously received expenses from the University of Sussex, please provide your bank details via Sussex Direct – do not add them to the claim form.

NHS Student Travel Grants

- Students in their fifth or subsequent year of study (Year 5 and some students in Year 4) may be eligible to receive travel (and other) expenses within the means-tested NHS Student Grants Unit scheme. Details of eligibility can be found on the NHS Student Grants unit website:
 - <https://www.nhsbsa.nhs.uk/nhs-bursary-students/medical-and-dental-students>
 - <https://www.nhsbsa.nhs.uk/nhs-bursary-students/bursary-forms> - look at the practice placement expenses document
- Students should not claim for the same travel or placement expenses via BSMS and via the NHS bursary scheme. Remember this is NHS money and funds are limited.

Policy updated May 2020 for claims made in the 2020/21 academic year.