

Student Travel Expenses Reimbursement Policy

Principles

1. The BSMS travel expenses reimbursement 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. 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 (Phases 2 and 3). Please see below for details of what journeys you can claim for within each Phase.
5. 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 the regional centre where you are placed).
6. Approved rates for reimbursement for the academic year 2019-20 can be found on this webpage: www.hmrc.gov.uk/rates/travel.htm
7. 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 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 location is such that public transport is not available, or 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?

- Standard bus or train fares for any travel required for module placements including IRPs, Tfd visits and SSCs 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 are provided for some placements which are particularly inaccessible by public transport.
- Students travelling together to a placement for which BSMS would normally provide a taxi 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.

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.
- 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 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/check-your-eligibility-and-what-you-could-get>
- <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 2019 for claims made in the 2019/20 academic year.