



## Student Travel and Accommodation Policy – Year 4

### 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, Time for Autism (TfA) visits) 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 and Regional Placement 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).
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 Year 4 for students for placements at Chichester, Eastbourne and Hastings where the student is expected to spend at least four days a week at the Regional Centre and where the placement is of four or more weeks in duration. Students allocated to shorter placements at these locations and at other centres are expected to commute from their term-time address in Brighton.
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 Year 4 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 2024-25 can be found on this webpage: [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-mileage-fuel-rates-allowances)

11. If you have any queries about travel reimbursement, please contact [placementlogistics@BSMS.ac.uk](mailto:placementlogistics@BSMS.ac.uk)

## **What travel will be reimbursed?**

Students can claim for journeys to placements outside of the Brighton and Hove area, as follows:

**NB. See separate sections further down for details regarding students on residential regional centre placements and GP placements.**

Standard bus or train fares for any travel required for placements including TFA visits and non-residential placements outside of the Brighton and Hove area. Student-rate 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 25-minute walk or 40-minute bus ride.

Students on placement at Princess Royal Hospital (PRH), Haywards Heath, are encouraged to use the free bus services via Metro (routes 271 and 272 between the RSCH and PRH and route 270 between the Old Steine and PRH). Students using the 270, 271 and 272 to travel between sites on hospital business can apply for a free inter-site bus pass (more information from the AEB School Office). Students can also buy discounted tickets on board by showing their NHS ID (£3.80 return and £15.70 weekly). Students who choose to use other routes for placements at PRH can claim for their journeys, but the claim amount will be capped at £10 per day / return journey. Students who drive to PRH are encouraged to car share with other students doing the same journey.

Private car travel to a placement outside the Brighton and Hove area 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.

Taxi travel may be agreed (in advance) for some placements which are particularly inaccessible by public transport in accordance with the general principles set out above.

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.

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.

## **Year 4 Regional Centre placements**

Accommodation is provided for students on some regional centre placements at Chichester, Eastbourne and Hastings in module 402.

Students are expected to move in to their accommodation over the weekend prior to the start of their placement, unless informed otherwise. Students using public transport to get to the temporary accommodation, can use a taxi from their term-time address to their nearest railway station / from the end station to their temporary accommodation, with all of their luggage needed on moving in/out days.

Students on residential placement at Chichester, Eastbourne and Hastings may claim the cost of up to one return journey per week by public transport or car between Brighton/AEB (BN2 5BE) and the Regional Centre. Students who live closer to the regional centre 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. This travel allowance is designed to allow students to return to the Brighton area for IRP activities on Mondays and / or for other Brighton-based activities at the weekend and cannot be claimed for travel to other destinations.

Students are expected to use the accommodation where provided for residential placements as these will enable students to get more fully involved in their placement hospital (including out of hours activities – e.g. near peer teaching).

Residential placement accommodation is booked and paid for in advance. We realise that students may wish to make their own plans regarding when and how to travel between their normal term-time and placement accommodation, but we are not able to refund any travel above the weekly return journeys per rotation specified above as the funding is already committed to providing the placement accommodation.

Most placement accommodation is on or very near the hospital site. For students placed in accommodation not on the hospital site, it is possible to claim for daily travel from your placement accommodation to the hospital site if the journey from your placement accommodation to the hospital site costs more than your normal commute from your term-time address to the AEB. In this case, we will refund the difference between your placement commute and your normal commute. Please claim using the normal form, stating the cost of your normal commute and subtracting this from the amount you have spent commuting on placement.

For students on a residential placement, who need to travel as part of the placement (e.g. between sites such as Eastbourne and Hastings), we will reimburse car or bicycle 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 (3 mile/5 km radius for Redhill). Private car travel will be reimbursed at a given mileage rate for the return journey between the Regional Centre and the placement. All other guidance can be found in other areas of this document.

## **GP placements**

If you intend to book accommodation for your GP placement you must read through the Yr 4 Request to Book process, as you need to complete a 'request for permission to book' form. The online form is available [here](#) (if prompted, use your BSMS Microsoft account).

This must be submitted before you book accommodation as all booking requests must be **pre-authorised**. Accommodation should not be booked until you receive confirmation that your request has been approved.

Please note the following **important information** – If you do not follow the procedure and have not been granted authorisation/permission to book accommodation, your expense claim will **not** be processed, and you will **not** be reimbursed your costs. If your request is approved, please ensure you only book accommodation which is fully refundable in the event of cancellation, in case circumstances change within the academic year and on the rare occasion that a practice withdraws its commitment at short notice.

## Request to Book

Students using public transport to get to the temporary accommodation, can use a taxi from their term-time address to their nearest railway station / from the end station to their temporary accommodation, with all of their luggage needed on moving in/out days.

Please see separate guidance on My Studies [here](#) for Year 4 students claiming travel and / or accommodation reimbursement. Please read the detailed notes provided on My Studies for more information.

## London Placements

Before purchasing monthly travelcards, please contact [placementlogistics@bsms.ac.uk](mailto:placementlogistics@bsms.ac.uk) to check which is the cheapest form of travel. It might be cheaper to buy daily travel for the 16 days at GP placement.

## How to claim

Be sure to state your **term-time address** on the claim form.

**NB. Where possible all claims relating to placements should be made via the NHS Bursary practice placement expenses scheme - please see later section regarding the NHS Bursary.**

Claims should be made using the appropriate form, which can be found on My Studies (my course / documents and policies / student travel). Students using the UoS Student Expense Claim form should read the guidance notes on the back of the form carefully before completing the form, Students must use the form provided (in My Studies) and send it in as an editable pdf so that BSMS staff can add information and approve.

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 Google; 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](http://www.hmrc.gov.uk/rates/travel.htm)

Claim forms may be submitted as often as necessary and should be submitted (via email) with receipts (where necessary) for all journeys listed to [placementlogistics@bsms.ac.uk](mailto:placementlogistics@bsms.ac.uk), from where they will be processed and passed to the University of Sussex for payment on a regular basis.

## **How will I be reimbursed?**

Students making claims that are not covered by the NHS Bursary expenses scheme 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 [Sussex Direct Login Page](#)** – do not add them to the claim form.

Students making claims via the NHS Bursary will receive their expenses from them.

## **NHS Student Travel Grants via the NHS Bursary**

Students in their fifth or subsequent year of study (due to

Intercalation / repeat year) may be eligible to receive travel (and other) expenses within the means-tested NHS Student Grants Unit (NHS Bursary) scheme.

Details of eligibility can be found on the NHS Student Grants unit website:

[Category · Customer Self-Service \(nhsbsa.nhs.uk\)](#)

[Register for an NHS Bursary account \(nhsbsa.nhs.uk\)](#)

Students should not claim for the same travel or placement expenses via BSMS (UoS) and via the NHS bursary scheme. Remember this is NHS money and funds are limited.

NB. Certain caps apply to accommodation and other costs – please read the NHS Bursary guidance carefully.