



Student Travel and Accommodation Policy – Year 5

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, 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 **in advance** 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). 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 normally be provided for residential placements within our Regional Centres (see below).
8. Accommodation will normally be provided for students in Year 5 for students on placements at Regional Centres, where possible. Students will be expected to use the accommodation provided unless specific alternative arrangements have been agreed in advance. If students do not take up their accommodation, they will not be able to claim daily travel to the regional centre, as monies have already been used for accommodation.
9. Travel between a student's 'term-time accommodation' and main place of study is not permitted for reimbursement under the financial regulations of the University. For Year 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. If you have any queries about travel reimbursement, please contact 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 attachments.

Standard bus or train fares for any travel required for placements 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 using the bus can get single journey tickets for £2.00 up to 31/12/24, subject to government changes after this date. 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 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, (the Emerton Office staff will notify you via email, if you are able to get reimbursed by using a taxi – they will ‘cc’ placementslogistics@bsms.ac.uk so they are aware ahead of your claim).

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 5 Regional Centre placements

Accommodation is provided for students on regional centre placements as follows:

All placements in Chichester, Eastbourne and Hastings, plus most placements in Redhill (NB. individual arrangements may apply for some students on placement in Redhill)

Students are expected to move into their accommodation over the weekend prior to the start of their placement. **If students do not take up their accommodation, they will not be able to claim daily travel to the regional centre, as monies have already been used for accommodation.**

Students may claim the cost of up to one return journey per week on a placement at Chichester, Eastbourne, Hastings and Redhill 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 their term-time address / use University facilities once a week and cannot be claimed for travel to other destinations.

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 Brighton 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 (especially for psychiatry, but also 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.

Where this is not possible and you need assistance in organising your travel please contact placementlogistics@BSMS.ac.uk, giving as much notice as possible. **Taxis to/from accommodation to/from Placement venue will not be reimbursed.**

Private car travel will be reimbursed at a given mileage rate for the return journey between the AEB / Regional Centre (as appropriate) and the placement. All other guidance can be found in other areas of this document.

Elective placements

Electives are self-funded modules. NHS Bursary claim forms may be submitted as often as necessary and within the academic year the expense relates to. Claims should be submitted (via email) with receipts (where necessary) for all journeys listed to placementlogistics@bsms.ac.uk from where they will be processed and passed to the NHS Bursary team for payment on a regular basis. Non-NHS Bursary claims are to go to the BSMS Electives Fund at Electives@bsms.ac.uk at the Emerton office.

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 Travel and Dual Placement Expense scheme - please see later section regarding the NHS Bursary.

Claims should be made using the appropriate form, which can be found on My Studies [here](#). Students using the UoS Student Expense Claim form should read the guidance notes on 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**.

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](#)

Students making claims via the NHS Bursary will receive their expenses from them. Note, the NHS bursary team take approx. 4 weeks to reimburse you.

NHS Bursary

Students in their fifth or subsequent year of study may be eligible to receive travel (and other) expenses paid by their bursaries (not fees only). Details of eligibility can be found on the NHS website:

[Guide to NHS Bursary TDAE expenses for students and universities \(nhsbsa.nhs.uk\)](https://nhsbsa.nhs.uk)

[Travel and Dual Accommodation Expenses claim form \(nhsbsa.nhs.uk\)](https://nhsbsa.nhs.uk)

Students should not claim for the same travel or placement expenses via BSMS (UoS) and via the NHS bursary scheme. Remember all expenses are paid with NHS monies and funds are limited

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

Policy updated September 2024 for claims made in the 2024/25 academic year