

Travel and Dual Accommodation Expense (TDAE) Claims

The TDAE is a Learning Support Fund allowance provided by the NHS Business Services Authority. This fund provides reimbursement of excess travel and accommodation costs incurred by healthcare students, who receive funding from Student Loans England (SLE), whilst attending a practice placement. If you do not receive SLE funding please contact NHS Business Services Authority/Learning Support Fund (NHS BSA/LSF) direct as they consider applications on a case-by-case basis.

There is some key information below about making TDAE claims but all the information you should need is on the [NHS Learning Support Fund website](#). This includes a [detailed guide](#) of what can be claimed and how to complete the claim form.

You will need to create an NHS BSA/LSF account on their website in order to download the claim form itself.

Please note that the NHS can change their policies during the year and whilst we will always aim to keep you up to date it is best to regularly check their website if you are uncertain about what you can claim.

What can I claim?

TRAVEL

You can claim travel to and from your placement location as long as the cost of your daily return is more than your usual return travel to university.

Key Points:

- You will be expected to travel by the cheapest form of transport available where it is reasonably practical to do so.
- Methods of Travel to consider: Walking/Cycling
Public Transport
Own Vehicle
Car Hire (must be agreed with the University beforehand)
Taxi (last resort only. Consistent use of a taxi must have prior agreement from the University).
- Parking/tolls can also be reimbursed if receipts are provided.

- All receipts for Tamar Bridge or the Torpoint Ferry must be provided – you will need to ask for this at the Tamar Bridge. Without a receipt you will only be reimbursed £1 per crossing instead of £2.
- If you get a lift with somebody else to university this is viewed as your “normal daily travel” and should be included on page 2 of the claim form.
- Derriford Hospital staff car park does not issue receipts – you can claim £2.50 per day if on placement at Derriford Hospital and claiming for travel.
- Indicate the recognised route planner used such as Google Maps, AA, Apple etc. - random checks are carried out to check mileage claims.
- On page 3 of the claim ensure the correct mileage/bus fare/parking has been claimed against the correct days.
- Community mileage claims can only be reimbursed if the claim includes the return mileage to and from your placement area.

ACCOMMODATION

If it is not possible/practical for you to travel to your placement each day from your normal term time address you may be able to claim towards the cost of staying in temporary accommodation near to your placement site.

You can only claim for temporary accommodation if you have incurred costs for both your normal term time accommodation and the temporary one at the same time.

Key Points:

- If your normal term-time address is your parental home, you can claim towards temporary accommodation.
- You cannot claim if staying at your parental address for the purpose of attending your placement.
- The maximum amount you can claim for staying in a commercial residence eg. Hotel or Air B & B = £55 a night.
- The maximum amount you can claim for staying in a non-commercial residence = £25 a night.
- Receipts in your name must be provided for the appropriate dates claimed.
- You can claim for one return trip a week from your term-time address to your temporary accommodation address.
- You can claim daily return travel from your placement accommodation to your placement location as long as this is more than your usual journey from your term-time address to the University.
- No “extras” eg. Breakfast or cleaning fees that are not included in the price will be reimbursed.

Top Tips

- Submit claims forms on a regular monthly basis – do not wait until the end of your placement to make a claim.

- Claims are verified against your timesheet before they are submitted – please ensure your practice hours are up to date and have been confirmed by your mentor before submitting your claim.
- All original receipts must be attached to a claim – petrol receipts are not required.
- Keep a copy of all claim forms and receipts for your own records.
- Ensure writing is legible – especially your name.
- Ensure the declaration at the end of the form is signed to say you have made a claim in accordance with the NHS LSF guidelines.
- Make sure all placement locations addresses are provided including the name, address and postcode – you can print off additional pages of the form as required. **NEVER include patient's private details if out on community placements.**
- Ensure total amount of your claim is provided and is correct – please double check using a calculator.

How Do I Submit My Claim?

Once you have completed your claim form please send:

- 1) Your completed claim form
- 2) Any supporting evidence – receipts, invoices etc.
- 3) The page of your Student Finance England award letter for this academic year that has your name and address on
- 4) Any other covering letters required

To:

Nursing & Midwifery Students:

SNAMHHSPlymouth@plymouth.ac.uk - Plymouth students

KSPAReception@plymouth.ac.uk - Truro students

ExeterSoN@plymouth.ac.uk - Exeter students

Health Professions Students:

PAHC.Reception@plymouth.ac.uk – PAHC students

Alternatively, when it is safe to do so, you can hand it in to the Faculty Student Reception or the Out of Hours Box.

What happens next?

- 1) The University Professional Services team will check your claim against your timesheets, attendance record, evidence and NHS BSA/LSF regulations.
- 2) We will raise any queries with you and inform you if any changes are going to be made before forwarding to the NHS BSA/LSF for payment.
- 3) Your claim will be signed by the University and sent to the NHS BSA/LSF for payment. Claims are normally forwarded within 48 hours of submission dependent on public holidays/staff etc.
- 4) A record is created on your POW account which you can then use to track the status of your claim and subsequent payment.
- 5) Payment should be made to you within 20 working days of NHS BSA/LSF receiving it.

If claiming, additional expenses, a further 5 days should be allowed while the payment is processed through the BACS system – please budget accordingly.

Please read the [NHS BSA/LSF website](#) clearly if you have any queries or contact the Professional services Team directly on SNAMHHSplymouth@plymouth.ac.uk or KSPAreception@plymouth.ac.uk, ExeterSoN@plymouth.ac.uk or PAHC.Reception@plymouth.ac.uk.

You can also call the NHS BSA/LSF via your account or telephone 0300 330 0521 (free calls).