

## Allied Health Professions

### Practical placement: Claim for additional travel or accommodation expenses

Please read the notes below carefully before you fill in the form.

#### General guidance

You should fill in this form if you are taking a course in one of the Allied Health Professions (AHP), and as a necessary part of your course you have to go on a practical placement away from your university. If this applies to you, and you have extra travel or accommodation costs when you are on placement, use this form to claim them. We do not pay normal daily travel expenses to your university during term-time. **We must receive your claim within 6 months of your placement end date or we will not be able to pay your expenses.**

The Section C **must** be signed by you and Section D of the form **must** be countersigned by the designated signatory at your university or we cannot accept the form.

**All students** – you can only apply if your household income is below £34,000.

**Continuing students** – if you started your AHP course in 2012-2013 or earlier, you can still apply if your household income is £34,000 or above, as long as you received placement expenses in 2012-2013. You can also apply if you would have received placement expenses in 2012-2013 had you been eligible to apply (for example, if you were not on a placement year).

#### Travel expenses

We will not normally pay the cost of air fares, parking fees, taxi fares, tips, carriage of luggage, and food and drink for the journey. We will only pay air fares where you can prove that the air fare is cheaper than other transport.

We normally pay travel expenses based on the cheapest fares available. Wherever possible, you should take advantage of season tickets, zone cards and student railcards. If you have to buy a railcard or coachcard in order to get the cheapest fare, we will repay the cost of the card. If you are unable to use public transport, please tell us why. In certain circumstances, we may pay a maximum of 40 pence each mile to cover the costs of using your car.

#### Accommodation

The maximum we can pay for accommodation costs while you are on placement is £10.08 each day (£8.57 during the summer outwith term-time).

You should send the form to us, along with receipts if you are claiming for extra accommodation costs, as soon as possible after your placement finishes. We will pay any money due to you straight into your bank account.

### Section A – Your details

Name  Date of Birth   /   /

SAAS reference number

University  Course

Address that you are travelling to your placement **from**:

Is this your home or term-time address? – please **tick one of these boxes** Home  Term

Name and address of placement, including postcode:

### Section B – Summary of claim

Total travel costs  £ Total number of days travel

Total accommodation costs  £ Total number of days accommodation

Please note that the maximum allowance we can pay for accommodation is £10.08 per day.

Total amount claimed  £

### Section C - Student declaration

- As far as I know, the details above are complete and accurate.
- I understand that you make payments on a claim by claim basis, irrespective of previous claims.
- I understand that if I give you false information or do not give you complete information, you may prosecute me and withdraw my support.
- I agree to pay any amount I have received, or that has been paid on my behalf, which is more than the award due to me.

Signature  Date   /   /

**Section D must now be filled in and countersigned by the designated signatory at your university or we will not be able to accept this form.**

**Section D – University declaration**

- I confirm that the student named on this form is required to spend the period detailed on this form away from their place of study for the purpose of practical placements and this is a necessary part of their course.
- I confirm I have checked the expenses claimed are reasonable and in line with the guidance notes.

Total payment due to the student £

Name of university

Signature  Date   /   /

**Details of travel and accommodation costs claimed in Section B**

Date	Method of travel	Car miles @ 40p per mile (Please tick if any of these are patient visits)		Journey, provider and ticket type details	Shift times	Travel cost
			PV?			
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
<b>Total cost</b>						£

Date	Details of accommodation	Accommodation cost
		£
		£
		£
<b>Total cost</b>		£

Continue on the second sheet if necessary

**Details of travel and accommodation costs claimed in Section B (continued)**

Date	Method of travel	Car miles @ 40p per mile (Please tick if any of these are patient visits)		Journey, provider and ticket type details	Shift times	Travel cost
			PV?			
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
			PV?			£
<b>Total cost</b>						£

Date	Details of accommodation	Accommodation cost
		£
		£
		£
<b>Total cost</b>		£

Continue on a separate sheet if necessary