



Student Awards Agency for Scotland

**Nursing and Midwifery Student Bursaries
placement expenses claim form
2011-12**

**This form is for students receiving a bursary from
the NMSB Scheme who are eligible to claim travel
and subsistence expenses when on placement.**

Student Awards
Agency for Scotland
Gyleview House 3
Redheughs Rigg
Edinburgh
EH129HH

When on placement, you can reclaim expenses you incur for your course that are above what you would normally spend when in full-time attendance at your institution. You cannot claim for normal daily travel to and from your institution or for your normal day to day living expenses.

What expenses will SAAS pay?

Travel: If you claim more than the cheapest fare available, we will restrict your claim to the cheapest fare. You should take advantage of season tickets, zoned cards and student railcards wherever possible. If you buy a railcard or coachcard in order to get the cheapest fare, we will repay the cost of the card as well as the fare. You must tell us what you would normally spend when in full-time attendance at your institution. We will deduct the amount of your normal daily travel costs (but no more than £5 a day) from the costs of your placement travel. We expect you to meet up to the first £5 of daily travel expenses from your Bursary.

Subsistence: If you must live away from your term time address because of your placement you may reclaim extra board or lodgings charges. The cost of all meals, food, and so on that are not included in the accommodation costs (for example, bed and breakfast) must be met from your Bursary. This includes any extra costs while staying with relatives. You must send us receipts along with your claim.

What expenses will SAAS not pay?

We do not normally pay for:

- air fares, unless your institution is prepared to certify that the use of air transport is justified.
- parking fees; taxi fares; tips; carriage of luggage; bicycles or pets; food and drink for the journey; or
- private transport unless there are exceptional circumstances (for example, if you live in a rural area where public transport is not available). We repay the cost of travel by private transport at the rate of 40 pence per mile.

What you should do now?

- You should fill in this form for the period of your placement. Please make sure that you fill in the form correctly and that you sign and date it at section C. **If you do not we will have to return the form to you and your claim will be delayed. You must make your claim within 6 months of your placement dates.**
- You should pass the completed form to your institution. If they are satisfied that the expenses you are claiming are justified they must sign and date this form at Section C. **If they do not sign the form, we will have to return it to them and your claim will be delayed.**
- We aim to pay approved expenses directly into your bank account within 28 days of receiving your claim.

Data Protection Act 1998: The information you give on this form will be used for the purpose of processing your claim for placement expenses. We have a duty to protect the public funds we handle and may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

Section A – Personal details

SAAS reference number (your claim may be delayed if you do not fill this in)	
Full name	Date of birth / /
Institution	Year of course
Course	
Home address	Term-time address
.....
.....
Postcode	Postcode
Name and address of placement	
.....	
.....	
Postcode	

Section B - Summary of claim

Total travel claimed	<input type="text"/>
Less normal daily travel expenses to institution (you must fill this in). (deduct up to a maximum of £5 a day for normal daily travel)	<input type="text"/>
Total travel expenses due	<input type="text"/>
Accommodation expenses claimed	<input type="text"/>
Accommodation receipts enclosed	<input type="text"/>
Total payment claimed	<input type="text"/>

Section C – Declarations

Declaration by student – we will return your form to you if you do not sign it.

The information I have given on this form is complete and accurate to the best of my knowledge and belief. I understand that if I give you false information, or do not give you complete information, I may be prosecuted and the support may be withdrawn. I agree to repay any amount that I have received which is more than the amount due to me.

Your signature..... **Date**.....

Declaration by institution – we will return your form if your institution does not sign it.

I confirm that the student named on this form was required to spend the periods detailed on this form away from his or her normal place of study for the purpose of practical placements and that this is a necessary part of his or her Nursing or Midwifery course. I also confirm that the expenses claimed are in line with the notes of Guidance.

Name of institution.....

Signature..... **Date**.....

For our use - Checked initials **date**

Institution stamp
