

Allied Health profession students – practical placement expenses claim form

You cannot claim for normal daily travel to and from your university or for normal day-to-day living expenses. Each claim should amount to at least £20. **We will only accept claims for placements in Scotland.**

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

What expenses will we pay?

Travel:

We can only pay mileage claims for travel by car in the following exceptional circumstances:

- There is no public transport available to get you to and from your placement.
- You are claiming a small amount of mileage in order to reach nearby public transport.

If you expect your travel costs to be more than £30 each day, you should stay in local accommodation wherever possible.

If you wish to use private transport for your own convenience, you can, but you can only claim the cheapest cost of travel by public transport.

When using public transport, you must purchase the cheapest suitable ticket, for example, student tickets and weekly/monthly passes. If you claim more than the cheapest fare, we will restrict your claim where appropriate. We only need to see receipts for flight and ferry travel costs. However, you should keep your receipts for other travel methods as evidence in the event of a dispute over the actual ticket cost.

Accommodation:

You can claim for accommodation costs if you have to live away from home or a term-time address whilst on placement. You must only claim the cheapest accommodation available to you. If you incur costs while staying with family and friends, we will pay you up to a maximum of £15 each night. **In all cases, you must send us receipts for the accommodation.**

Please note: you can only claim travel from your home/term-time address to your placement accommodation. We will not pay travel costs between your placement accommodation and placement address. You should therefore seek accommodation as close as possible to your placement address. Claims can only be made for placements undertaken in Scotland.

What expenses will we not pay?

We will not pay:

- Mileage where public transport is available, irrespective of personal circumstances.
- Airfares, unless your university confirms that the use of air transport is justified.
- Parking fees, taxi fares, tips, carriage of luggage, bicycles or pets.
- Meals whilst travelling or when staying away from home.

What should you do now?

You should fill in this form for the period of your placement. Please make sure you fill in the form correctly and that you sign and date it at section C. We will not accept any forms that you have altered using any type of correction fluid – please fill in a new form if you need to amend anything.

We will return any forms that you have incorrectly filled in or that you have not signed to your University. This will result in a delay in your claim.

You should then give the filled-in form to your university for the appropriate person to check and sign. 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.

We will pay approved expenses claims into your bank account within 20 days of us receiving your claim. If you have any queries, please contact your university first as they will be able to advise when they sent your claim to us.

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 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 Allied Health profession course.
- I confirm I have checked the expenses claimed are reasonable and in line with the guidance notes.

Total amount claimed by student in Section B £

Name of university

Signature

Date

/

/

Details of travel and accommodation costs claimed in Section B

| Date | Method of travel | Car miles @ 45p per mile | Journey, provider and ticket type details | Shift times | Travel cost |
|-------------------|------------------|--------------------------|---|-------------|-------------|
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| Total cost | | | | | £ |

| Date | Details of accommodation | Accommodation cost |
|-------------------|--------------------------|--------------------|
| | | £ |
| | | £ |
| | | £ |
| Total cost | | £ |

Continue on the second sheet if necessary

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

| Date | Method of travel | Car miles @ 45p per mile | Journey, provider and ticket type details | Shift times | Travel cost |
|-------------------|-------------------------|---------------------------------|--|--------------------|--------------------|
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| | | | | | £ |
| Total cost | | | | | £ |

| Date | Details of accommodation | Accommodation cost |
|-------------------|---------------------------------|---------------------------|
| | | £ |
| | | £ |
| | | £ |
| Total cost | | £ |

Continue on a separate sheet if necessary