

Scope: Students	Effective Date: 01/01/2024	Responsible Dept: Placement Team	Equality Impact Assessment Completed:
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# Placement Expenses Policy

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UNIVERSITY

## 1. PURPOSE

- 1.1. For programmes with professional placements, it is expected that students will be required to travel to locations across the region. This policy sets out the situations where expenses may be able to be claimed in relation to travel to placement.

## 2. SCOPE

- 2.1. This policy applies to students who are engaged in a course which is supported by the Placement Team, namely: Initial Teacher Education (ITE), Early Years Education and Care (EYEC) and health related courses.
- 2.2. This policy does not cover travel with respect to work experience modules or those undertaking a placement year/year in industry.
- 2.3. This policy does not cover any expenses incurred by staff in supporting students on during their placement activity.

## 3. HEALTH RELATED COURSES

- 3.1. The University does not normally contribute to the costs of travel or accommodation for students on health related courses.
- 3.2. Students on health related courses may be eligible for support through the NHS Business Service Authority, currently the Learning Support Fund Travel and Dual Accommodation Expenses Scheme.
- 3.3. The University will support students through the administration of the NHS scheme in a timely manner and providing guidance to students on applicable amounts and how to apply.

## 4. POSTGRADUATE INITIAL TEACHER EDUCATION

- 4.1. Students undertaking a Postgraduate course in ITE are not eligible for expenses support.

## 5. EARLY YEARS EDUCATION AND CARE

- 5.1. Expenses are not usually paid for students on the EYEC programme.

- 5.2. A one-off payment for all students may be made which is a contribution towards the cost of travel. This payment is negotiated annually by the School of Education, Language and Psychology and is solely at the discretion of the school.

## 6. UNDERGRADUATE INITIAL TEACHER EDUCATION

- 6.1. Undergraduate ITE students may be entitled to expenses to support their travel to placement. Expenses are a contribution towards the cost of travel to placement and may not be a full reimbursement.
- 6.2. Students are only eligible to claim a contribution towards travel expenses where they are using public transport or driving a car (own vehicle or hire car) where the total distance of daily return travel to and from placement is greater than the total distance of daily return travel to and from University from their normal term-time accommodation (as stated in the appropriate student records system). This applies whether travel to University is normally made five days a week or less.
- 6.3. Where the University is providing transport to placement, such as on a coach, students allocated to this will not be eligible to claim any travel contribution. If a student chooses to make their own way to placement when allocated to a coach, they will be responsible for covering the cost of their own travel.
- 6.4. Students who are eligible for support are able to claim one of the following:
- Mileage for using own vehicle – a per mile supplement is paid if a lift is provided to another student(s)
  - Fuel costs for hire car users – all claims must be accompanied by receipts
  - Public transport costs – students are expected to use the most time and cost efficient journey. Students should consider buying a season ticket where appropriate.
  - Taxi cost – this is used in exceptional circumstances and must be approved in advance (see Placement Travel Policy) and receipts must be provided.
- 6.5. Where eligible, travel contributions will be based on the shortest distance to and from placement. Any claims submitted detailing a longer distance may be amended to reflect the shorter journey.
- 6.6. In exceptional circumstances the Placement Team may suggest arranging alternative accommodation during your placement. Alternative accommodation will only be suggested if the location of the host means the travel time would be above the maximum permitted under the Placement Travel Policy. If accommodation is agreed in advance students may be able to claim support towards the cost.
- 6.7. Accommodation support is subject to the following provisions:
- 6.7.1. Accommodation and cost has been approved in advance by the Placement Team. Accommodation should be self-catered or bed and breakfast. Full board/all Inclusive accommodation will not be approved.
- 6.7.2. Subsistence payments are not made to students staying in alternative accommodation. It is expected that students' subsistence cost will be comparable to those when living in term time accommodation. Exceptional

circumstances will be considered on a case-by-case basis and must be agreed in advance by the Placement Team.

- 6.7.3. All accommodation claims must be accompanied by receipts.
- 6.8. Staying with friends or family during a placement is not considered alternative accommodation for the purposes of expenses unless there is evidence of the commercial nature of the agreement, whereupon a contribution may be made in line with the provisions outlined above.
- 6.9. All claims for ITE expenses must be made via the method communicated to students during placement introductions and guidance. Expenses claims via any other means will not be accepted.
- 6.10. All claims for ITE expenses must be received via the appropriate method within 1 month of the applicable placement finishing. The applicable placement is the placement for which expenses are being claimed.