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7. Car parking can also be reimbursed. If the journey itself is not refundable, but the cost of parking means the overall daily cost of mileage plus parking is greater than the journey to University, NHSBSA will pay the difference. Please check on Blackboard for the various main Acute hospital trusts to see if car park passes are available, this is much cheaper and an easier option than using the pay and display. You can only claim expenses if you attach the parking tickets/permit to your claim form, which PLAST are required to check before authorising the claim and passing to NHS for payment. Passes are not always paid in full, but calculated on



There are 2 key documents for claiming travel expenses:

- TDAE Claim Form 
- For drivers: The


When you submit your claim, you need to ensure you have your correct unique reference number

The reference numbers are allocated to you when you apply for the NHS Learning Support Fund funding (please do not ask PLAST for a number, as we do not allocate them). If you have yet to apply for funding, details are here <https://services.nhsbsa.nhs.uk/nhslsf/>

The Placement Support Team administers the scheme in the following ways:

- Receiving, checking, and authorising completed claim forms and associated documents (including tickets, passes and proof of hire car payment)
- Details of all claims are recorded on our database. You are therefore advised to keep a copy of all claim forms and tickets submitted.
- Contacting students in the event of any queries or missing paperwork, such as bus tickets, driver indemnity statement etc.
- Permission for students to use a hire car or to have temporary accommodation.
- Sending claim forms to NHSBA for processing.

Please refer to the NHSBSA booklet available on their website.

All forms and evidence must be emailed to _____ NHSBSA no longer accepts paper forms it is all completed electronically. Forms received with PLAST and forwarded to NHSBA for payment. 

_____ but this will differ depending on the volume of claims and the number of queries/incomplete documents to follow up. Please note that NHSBSA aims to process forms within 20 days of receipt. Forms can be submitted at any time (completed attendance only) within 6 months of the final date of the placement you are claiming for; however, it is strongly recommended that students claim every month whilst on placement.

Unfortunately, many students do not provide the correct documents to PLAST. This delays the processing of ALL the travel claims in a monthly period. We will contact you to inform you of any missing information, but this is likely to mean that payment of your claim is delayed so please ensure you follow the guidelines and check

During your program, your placements can be based in a range of locations, with varying travel distances. To use your vehicle to travel to placement

Different insurance companies take a different view about what constitutes Some will be happy to include travel to placement within this insurance, but some may regard it as business travel and therefore charge an additional amount.

The University recommends that when students renew their insurance, they shop around for a policy which will include journeys to a variety of placements within their definition of #

Where students are on a community-based placement we recommend students discuss with their travel with the mentor in their vehicle. This happens in many cases anyway, but from time to time some students use their own vehicles to travel to the different sites.

Students who are undertaking community mileage (driving around to meetings or service user homes during the course of the working day) if they wish to use their own vehicle for such journeys. If you do not provide this confirmation, then NHSBSA are not obliged to reimburse you for any community mileage incurred as this would place liability with the University and the NHSBSA. For this reason, the University reserves the right to delete any community mileage claimed where the student does not have business mileage insurance.

In the event of an accident, **you may not** be covered if the insurance company discovers that you were insufficiently covered for the journeys involved.

Adding business mileage insurance to your premium will normally incur additional costs this differs on an individual basis. NHSBA/University of Worcester are



Students should ensure that they submit the following documentation in order to prevent any delays to their travel claims being checked by PLAST or authorised by the NHS bursary office: -

| Have you used the up to date TDAE Claim form? (Available via the LSF website) | |
|---|--|
| Have you included your SSRN or SBA reference number? | |
| Have you checked that your journey dates are correct? | |
| Have you signed and dated the form? | |
| | |
| Have you provided PLAST with your online | |
| Have you attached car park tickets/passes, where relevant? | |
| | |
| Have you checked that your tickets/passes cover all the journeys listed? | |
| Have you attached your original bus/train tickets/passes? | |