

Guidance for Completion of the NHS Student Bursaries Travel and Dual Accommodation Expenses (TDAE) Claim Form (MBChB Students)

Please ensure that all sections relevant to your claim are completed, as detailed below. Supporting documentation, including receipts, tickets, and proof of payment, must be submitted with your claim. Forms that are incomplete or contain incorrect information will be returned to you for correction, which will result in a delay to any reimbursement.

You should always obtain the most up to date version of the TDAE claim form from our website at [Travel and Dual Accommodation Expenses \(TDAE\) | NHSBSA](#) (England) [Search Results - NHS Wales Shared Services Partnership](#) (Wales)

All claims must be submitted to the University within nine months (NHS Bursaries England) and six months (NHS Bursaries Wales) of the last day of the placement period you are claiming for.

Forms should be submitted to **fmhs.lsfplacementclaim@keele.ac.uk**

1. PERSONAL DETAILS	
NHS Bursary Ref no	You must enter this number in full. (You can obtain this number by logging on to your NHS Bursary online account)
Surname	Surname that you registered with NHS Bursaries
Forename	Forename that you registered with NHS Bursaries
Date of Birth	Please enter in the format dd/mm/yyyy
Term Time Address including full postcode	This is the address that you lived at during the placement period being claimed for, please DO NOT enter details of any accommodation that you have moved out of prior to the placement commencing.
Contact Telephone Number	Your most up to date contact number
Email address	Please enter you Keele email address

2. YOUR COURSE AND STUDY BASE	
Name of University	Keele University
Name of Course	MBChB
Course Year	Academic Year of course that placement claim relates to.
Full Address of your normal place of study including postcode	Your normal place of study is your allocated clinical base site, either: University Hospitals of North Midlands NHS Trust (UHNM), or Shrewsbury and Telford Hospital NHS Trust (SaTH).
3. PUBLIC TRANSPORT EQUIVALENT COSTS – FOR STUDENTS IN RECEIPT OF DSA	This section is for recipients of the NHS Bursary Disabled Students Allowance (DSA) with a Study Needs Assessment that recommends taxi travel to and from placement. If the above applies, you can claim back the Public Transport Equivalent Cost (PTEC) that is deducted from your DSA taxi or mileage allowance. You should provide a copy of your NHS Bursary DSA award letter with your claim form so that your university can check you are eligible.
Your Placement Details (for students in receipt of DSA)	Enter the start and end date of the placement period being claimed for. Enter the full address including postcode of the placement that you are claiming for.
Travel to and from your Placement (for students in receipt of DSA)	Enter each date travelled individually giving the postcodes of where you travelled from and to. Enter the method of travel for each date being claimed for and the Public Transport equivalent cost you wish to claim. Enter the cost of the total claim at the bottom of each page.
4. TRAVEL TO YOUR NORMAL PLACE OF STUDY	Tick which box is correct for the method of travel used to get to your place of study (UHNM / SaTH) from your term time address, as entered in Section 1.
If you ticked C (public transport)	Provide the total daily RETURN cost from your term time address to your place of study (UHNM / SaTH). If you use a travel pass or season ticket, provide the total cost of this and confirm whether this is weekly/ monthly/annually. You must retain your tickets / proof of payment to accompany your claim.
If you ticked D or E	Enter the normal RETURN mileage per day from your term time address to your place of study (UHNM / SaTH). Enter the total daily cost incurred for any parking, tunnel or toll road costs.
5. DETAILS OF YOUR PRACTICE PLACEMENT	Enter the start and end date of the placement period being claimed for. Enter the full address including postcode of the placement that you are claiming for.
If you use public transport to placement	Enter the cost of your daily RETURN journey from your term time address to the placement. You must retain your tickets / proof of payment to accompany your claim.

If you drove or cycled to Placement	Enter the daily RETURN mileage from your term time address to the placement.
Overseas placement – other costs	If your placement took place outside the British Isles you may be entitled to reimbursement for essential vaccinations/medication, medical insurance and any required visas. Enter the details and provide evidence of the costs with your claim form.
6. DETAILS OF THE CLAIM	Please provide details of each daily return journey to placement. If you are claiming for more than 20 journeys for this placement period you should copy the sheet and complete additional copies of this page of the claim form, as required. If you use additional pages these must be signed and dated unless integrated into the actual claim form.
Date	Enter each date travelled individually.
Journeys	Enter the postcodes of where you travelled from and to.
Total Daily Mileage if you travelled by car	Enter the RETURN daily mileage to your placement site and enter any community mileage accrued in the community mileage column. This must be recorded separately.
Public Transport	Enter the means of transport, bus, train etc. Enter the transport cost of the RETURN journey.
Other	Tunnels, toll road etc. enter the daily amount, you must retain your tickets / proof of payment to accompany your claim. Passenger miles, enter the daily mileage for any passengers.
Totals	You must enter the totals at the bottom of EACH sheet completed.
7. PLACEMENT ACCOMMODATION COSTS	If you had to take up temporary (secondary) accommodation away from your normal term time address to attend your practice placement, and you incurred dual costs as a result, complete this section. You cannot claim reimbursement if you stayed with your parent(s) in their home to attend your placement. If this is the case do not complete this page and go to Section 8.
Full Address of your Placement Accommodation	Enter the full address and postcode of the address you stayed at during the placement that you are claiming for.
Period you are claiming for	Enter the from and to dates of when you resided at the accommodation.
Total cost (to you) of your placement accommodation	Enter the total cost of the accommodation, you must include official evidence of this with your claim form. Please note that an invoice is not proof of payment. If you shared the accommodation with another student/s you will need to provide their full name and BRN number. The costs must be split equally and each student is only allowed to claim for their share of the accommodation, NHS Bursaries do not allow one student to claim the accommodation costs for themselves and their group.

	You will they need to provide evidence of maintaining dual accommodation costs in order to claim, if this is accommodation is for an elective placement.
Do you live in the parental home during term time	Tick Yes or No – do not leave this blank. If No – you must enter the approximate cost of your normal term time accommodation. Do not leave this box blank.
8. SUMMARY OF CLAIM	Do not complete this section if you have completed Section 3 and you are only claiming for the Public Transport Equivalent Cost as a disabled student.
Transport and Passenger details	Enter the total number of miles including any community mileage into the box relevant to the mode of transport used. Multiply this number by the mileage rate and enter the total in the total amount box.
Passengers	Enter the full name, BRN number, DOB and number of miles. Multiply the number of miles by 7.5p and enter the total in the total amount box.
Passenger mileage – dates of travel	Enter the dates you took the passengers listed in the above section to placement. If you took them every day of the placement, enter 'all' in the 'Date/s passenger/s taken to placement' column.
9. SUMMARY OF COSTS	You do not need to complete this section if you are only claiming for PTEC as a disabled student and have completed Section 3. Reimbursement of travel costs is limited to the difference between the cost of your daily travel to placement and the cost of your daily travel to your normal study base (UHNM / SaTH)
Total Mileage Costs	Enter the total cost of all mileage undertaken during this placement.
Total Public Transport Costs	Enter the total cost of all public transport costs during this placement.
Other travel costs car parking etc	Enter the total cost of any car parking, car hire, tunnel charges, road tolls during this placement.
Total cost of all your placement travel this claim	Enter the total cost of all placement costs during this placement, using the figures entered in the sections above.
Total cost of your normal travel to University (UHNM / SaTH)	This is the total return cost of your daily travel to university (UHNM / SaTH) (section 4) multiplied by the total number of days on placement (section 5).
Total amount of travel cost you can claim	To work out the total amount of travel costs you can claim, deduct your total daily travel to university (UHNM / SaTH) from the total cost of all your placement travel.
Overseas Placement	Enter the total cost of any vaccinations, visas, medical insurance. (You must provide evidence for each being claimed for along with proof of payment).

Placement Accommodation costs	Enter the total amount for your placement accommodation. (You must provide evidence of booking showing the full address of the accommodation, dates, student name/s and proof of payment).
10. Student Declaration	Review all the information that you have entered onto the form before reading and signing this declaration. If you choose not to accept it your claim will not be processed. If your form is returned to you for further amendments, you will be required to re-accept the declaration and sign and date the form again. Read the relevant booklet and / or any other relevant information regarding the conditions for claiming Travel and Dual Accommodation Expenses. Guide to NHS Bursary TDAE expenses for students and universities Any information given on your form and in any supporting documents provided must be complete and accurate. You understand and accept that if you provide NHSBSA Student Services with false or misleading information, financial support may be refused or withdrawn, and you may be liable to prosecution and/or civil proceedings.