

NHS Bursary (England) TDAE (Travel and Dual Accommodation Expenses)

Student Questions & Answers Guide

1. What is TDAE?

TDAE (Travel and Dual Accommodation Expenses) helps eligible NHS Bursary-funded medical and dental students claim additional travel and accommodation costs incurred when attending compulsory practice placements as part of their course

2. Who can claim TDAE?

You can claim if:

- You are studying an eligible medical or dental course.
- You have submitted an NHS Bursary application.
- You have been awarded at least the non-means-tested grant element of the NHS Bursary.

3. What travel costs can I claim?

You may claim additional travel costs between your term-time accommodation and your placement site when those costs **exceed your normal travel costs to your allocated base site.**

Examples include:

- Bus, train, tram or underground fares
- Mileage when using your own vehicle
- Bicycle mileage
- Parking charges
- Road and tunnel tolls

4. Can I claim if my placement travel costs less than my normal journey to university?

No. TDAE only reimburses the excess cost above your usual travel to your allocated base site costs. If placement travel is cheaper, no reimbursement is payable.

Commented [KG1]: @Esther Woollam - shall we reword this in light of school decision

Commented [KG2]: same as above

5. What is my 'Normal Place of Study'?

Normal Place of Study: For placement travel and Travel and Dual Accommodation Expenses (TDAE) claims, your normal place of study is the teaching base site assigned to you by the School for your stage of the programme. For MBChB students in the clinical phases of the programme, 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).

As the MBChB programme is delivered across a range of healthcare settings, travel between your normal place of study and placement locations is considered part of the programme. Any TDAE claims will therefore be assessed in relation to your allocated teaching base site.

(Please do not enter Keele University as your claim will be returned to you)

Commented [KG3]: Shall we update this question with Ruth's text?

6. What are the current mileage rates?

Travel Type	Rate
Own motor vehicle	42p per mile
Passenger (NHS bursary student)	7.5p per mile
Bicycle	30p per mile
Public transport	Actual cost
Parking and tolls	Actual cost

7. Do I need to use the cheapest travel option?

Yes. Students are expected to use the cheapest practical method of transport available. If you choose a more expensive option, reimbursement may be limited to the equivalent cheaper cost.

8. Can I claim taxi fares?

No taxi costs will not be reimbursed.

If Disabled Student Allowance (DSA) authorises taxi use, you can claim the public transport equivalent, not the taxi fare.

Commented [KG4]: what acronym is

9. What is dual accommodation?

Dual accommodation applies when you must stay in temporary accommodation near placement because daily travel from your term-time address is not practical.

You must be paying for both:

- your normal term-time accommodation
- your temporary placement accommodation

You must have incurred costs for both your normal term time accommodation and the temporary placement accommodation.

10. What accommodation rates can be claimed?

Accommodation Type	Maximum Rate
Commercial (hotel, B&B, etc.)	£82.50 per night
Non-commercial accommodation	£37.50 per night

These limits also apply to overseas placements.

11. What evidence do I need for accommodation claims?

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You must provide a **receipt** showing:

- your name
- address of accommodation
- total cost
- dates of stay
- if you shared with another student, you must enter their full name and Bursary Reference Number (BRN)

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If non-commercial, you must also provide a bank statement showing payment or cash withdrawal.

12. Can I claim accommodation costs if I stay with my parents?

No. Accommodation costs cannot be claimed when staying in the parental home solely to attend placement. However, eligible excess travel costs may still be claimed.

13. What travel can I claim while staying in placement accommodation?

You may claim:

- One return journey per week between your normal accommodation and placement accommodation.
- Daily travel between placement accommodation and the placement site.

The costs must still exceed your normal travel to university costs.

14. I'm a Disabled Students Allowance (DSA) recipient. Can I claim?

Yes. If your DSA includes support for placement travel by taxi or vehicle, you can reclaim the Public Transport Equivalent Cost (PTEC) deducted from your DSA support.

15. Can I claim for overseas placements?

Yes. Eligible costs may include:

- Accommodation (same nightly rates as UK)
- Travel within the UK
- Travel within the host country
- Medical insurance
- Medical tests
- Vaccinations
- Visa fees

16. What overseas costs cannot be claimed?

You cannot claim:

- Flights or travel from the UK to the placement country
- Placement arrangement fees

- Administration fees
- Additional tuition fees
- Refreshments, phone calls or other incidental expenses
- DBS / Police Checks

17. Can I claim passenger mileage?

Yes. You can claim additional passenger mileage if you transport another NHS Bursary-funded student to placement. You will need their full name, Bursary Reference Number (BRN) number and travel dates.

Commented [KG7]: Is this question on the LSF FAQs?

18. What receipts should I keep?

Keep evidence for:

- Bus and train tickets
- Parking tickets
- Ferry tickets
- Season tickets or travel passes
- Accommodation invoices and receipts
- Overseas costs such as visas and insurance

19. How long do I have to submit a claim?

Claims must be submitted to your university within nine months of the last day of the placement period. Late claims will not be processed.

20. Where do I send my claim?

Please send your completed claim form, together with all required supporting evidence, to:

fmhs.lsfplacementclaim@keele.ac.uk

Your claim will be reviewed by University staff to ensure it has been completed accurately and in accordance with NHS Bursary guidelines. If any sections are

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incomplete or the form has been completed incorrectly, it will be returned to you for amendment before it can be processed.

Please note that University staff are required to follow the procedures set out by NHS Bursaries when reviewing and authorising claims. Only once these checks have been completed can the claim be authorised and submitted to the NHS Business Services Authority (NHSBSA) for assessment.

21. What happens after my claim is assessed by NHSBSA?

Approved – Payment will be made.

Pended – More information is needed.

Rejected – The claim is not eligible, and an explanation will be provided.

Student Checklist Before Submitting

- ✓ Complete **all** relevant sections of the form
- ✓ Complete your normal place of study accurately as either CEC or SaTH
- ✓ Attach **all** travel tickets and receipts
- ✓ Include accommodation evidence if claiming accommodation
- ✓ Include DSA award letter if claiming PTEC
- ✓ Keep copies of everything submitted
- ✓ Submit within 9 months of placement end date

[Guide to NHS Bursary TDAE expenses for students and universities](#)

Commented [KG9]: shall we include they should put their normal place of study accurately for where they are based for their placement site so either CEC or SATH?