

NHS Wales Student Bursary Practice Placement Expenses for Medical Students

Student Questions & Answers Guide

Question / Topic	Information
Who can claim?	All NHS Wales funded students in receipt of a Notification of Award from NHS Wales Student Awards Services are eligible to claim.
What travel expenses may I claim?	You may claim travel between your term-time or practice placement address and your placement site. Additional travel within the community to other placement sites or patients' homes may also be claimed if free transport is not provided. The cheapest available transport should be used, taking advantage of free or concessionary schemes. Public transport costs, including luggage and bicycle carriage, can be claimed. Taxi costs are only allowable in exceptional circumstances, and airfares are not reimbursable. Receipts (e.g., bus/train tickets, parking, tunnel, and toll receipts) must be provided; claims without receipts will not be refunded.
How do I apply for travel and accommodation expenses?	Download a Practice Placement Expenses (PPE) Claim Form from the NHS Wales website and complete all relevant sections. 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 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 Student Awards Services at ABM.SAS@wales.nhs.uk. The

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	university must authorise the costs before payment can be made. Claims cannot be submitted in advance of a placement.
Is there a time limit for claiming travel and accommodation expenses?	Yes. Your PPE claim form must be received within 6 months of the last day of each placement.
Can I have expenses reimbursed for an Elective placement?	If the Elective placement is within the UK, travel costs can be reimbursed. If the Elective is outside the UK, reimbursement is limited to travel to and from a UK airport.
Can I have consumables and vaccination costs reimbursed for an Elective placement?	No. Consumables and vaccination costs for Elective placements are not reimbursed.
Can I claim expenses for taking a passenger to a placement?	You may claim for a passenger who is also funded by NHS Wales. Passengers funded by NHS England, Scotland, or Northern Ireland are not eligible.
When will my PPE claim be paid?	Claims are processed within 20 working days of receipt from the Document Scanning Team or the university. Once processed, you will receive an email confirming the amount due. Cardiff University will make payment within 4 weeks of that email.
Can I use my own motor vehicle?	Yes. You may use your own vehicle or bicycle if you have appropriate insurance cover and have notified your university accordingly. Mileage rates are: Bicycle – 20p per mile and Motor Vehicle – 27p per mile .
Can I claim other costs?	Taxi fares are only reimbursable in exceptional circumstances and require university certification. Reimbursement is capped at the motor vehicle rate of 27p per mile . Costs for tips, refreshments, sleeper berths, phone calls, and other incidental placement expenses are not reimbursable. Airfares are not reimbursed, but public transport costs between your

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	UK term-time residence and a UK airport may be claimed with valid receipts.
Will my bursary be increased whilst I am on placement?	Possibly. If you normally live with your parents ("Home" rate) and must move away for a placement, your bursary may be increased to the "Elsewhere" rate or "London" rate (if the placement is in London). Students already receiving the "Elsewhere" rate who move to London for placement may be uplifted to the "London" rate. The uplift is intended to reflect additional accommodation requirements during placements.

nwssp.nhs.wales/ourservices/student-awards-services/student-awards-services-documents/faqs/medical-and-dental-bursary/