



## **STUDENT PLACEMENT EXPENSES**

Students should adhere to the following guidelines when claiming accommodation or travel costs while on placement.

Please note that these guidelines are in accordance with the Scottish Awards Agency for Scotland (SAAS) and can be changed/amended by them at any time. Any changes advised by SAAS will be forwarded to students by e-mail.

## **MILEAGE**

**All mileage pre-approval forms must be submitted no later than 2 weeks before the placement start date.**

**Students CANNOT claim for mileage UNLESS:**

- their placement area is audited as 'car user required' (e.g. rural area with no public transport available).
- you are on a community placement with your own caseload or patient visits.
- if public transport does not get you to your placement on time.

**SAAS do NOT take into account any personal circumstances when granting mileage. If travel is more than two and a half hours SAAS would expect you to stay in accommodation.**

If you are required to use your car, students should complete a mileage pre-approval form and email to [saasformsSNMP@rgu.ac.uk](mailto:saasformsSNMP@rgu.ac.uk) along with a copy of your motor insurance certificate which must include commuting. If you have a caseload or are on a community placement you are required to have business cover.

**Mileage that is not approved prior to placement will not be paid.**

If you have submitted a 'Mileage Pre-approval form' the School will e-mail to advise you whether mileage has been approved or not. If your request to claim mileage is approved, you will be sent the relevant mileage sheets which you will be requested to complete, and attach to your SAAS claim form. Mileage will be checked using Google Maps.

Mileage will be capped at £30 per day unless caseloading/visiting patients.

### **DOCUMENTATION REQUIRED FOR MILEAGE CLAIMS**

- Mileage pre-approval form authorised.
- SAAS claim form fully completed and signed with exact dates claimed for.
  
- Detailed Commuting /Caseload Mileage sheet approved and signed by your Practice Supervisor.

## **TRAVEL (EXCLUDING MILEAGE)**

Students may be entitled to claim travel while on placement if their daily commuting

cost is over £5.00 per day. Students must choose the cheapest form of public transport available and take advantage of the free bus pass for under 22's, along with all other student tickets, weekly/monthly passes and student railcards wherever possible.

If a student has to purchase a student railcard to get the cheapest fare, they can reclaim the cost of the rail card from SAAS with the appropriate receipt. Please note that SAAS will not pay for private transport unless approval has been given by the School and this is only granted in exceptional circumstances.

**If a student claims more than the cheapest fare the School will restrict the claim form to the cheapest available fare.**

Students who wish to use private transport (own car) for their own convenience, can do so, but can only claim the cheapest available fare by public transport, and must attach a copy of the fare guide with proof of cheapest available fare to their claim form.

Students claiming travel will have £5.00 per day deducted from any commuting travel claim. (£5.00 per day is included within your bursary). **Mileage will not be paid unless approved by the School. Students who claim mileage which has not been approved by the School prior to commencing their placement will not be paid, and travel will be restricted to the cheapest public transport fare.**

#### **DOCUMENTATION REQUIRED FOR TRAVEL CLAIMS**

- SAAS claim form fully completed and signed (no typed signatures accepted by SAAS) with exact dates & journey claimed for.
- Ferry/Flight Receipts (Orkney/Shetland/Western Isles) if applicable.
- Public Transport receipts (i.e. rail/bus tickets etc.). Copy of fare guide if relevant to your claim.

## **MILEAGE**

### **Students CANNOT claim for mileage UNLESS:**

- their placement area is audited as 'car user required' (e.g. rural area with no public transport available).
- you are on a community placement with your own caseload or patient visits.
- if public transport does not get you to your placement on time.

**SAAS do NOT take into account any personal circumstances when granting mileage. If travel is more than two and a half hours SAAS would expect you to stay in accommodation.**

If you are required to use your car, students should complete a mileage pre-approval form and email to [saasformsSNMP@rgu.ac.uk](mailto:saasformsSNMP@rgu.ac.uk) along with a copy of your motor insurance certificate which must include commuting. If you have a caseload or are on a community placement you are required to have business cover. If adding business cover incurs an additional charge this can be claimed back from SAAS as an expense.

### **Mileage that is not approved prior to placement will not be paid.**

If you have submitted a 'Mileage Pre-approval form' the School will e-mail to advise you whether mileage has been approved or not. If your request to claim mileage is approved, you will be sent the relevant mileage sheets which you will be requested to complete, and attach to your SAAS claim form. Mileage will be checked using Google Maps.

Mileage will be capped at £30 per day unless caseloading/visiting patients.

### **DOCUMENTATION REQUIRED FOR MILEAGE CLAIMS**

- Mileage pre-approval form authorised.
- SAAS claim form fully completed and signed with exact dates claimed for.
  
- Detailed Commuting /Caseload Mileage sheet approved and signed by your Practice Supervisor.

## **ACCOMMODATION COSTS**

Students can claim for reasonable accommodation costs if they have to stay away from home during their clinical placement (if your daily commute will cost more than £35 per day or will take longer than 2 hours).

Students should seek to find the cheapest accommodation available using NHS accommodation & local B & B's in the first instance.

You should only claim costs for the actual days/nights you are on placement, however this may not always be possible. Additional nights can be claimed if you have to stay the night before your shift (e.g. if you have an early shift or if you have a late shift and are unable to get home). SAAS will reimburse travel costs to and from placement accommodation using the cheapest public transport available.

If staying in NHS accommodation, SAAS will reimburse costs for the duration of the placement period. Any accommodation costing more than £35 per night should be pre approved by emailing [saasformsSNMP@rgu.ac.uk](mailto:saasformsSNMP@rgu.ac.uk).

If students book accommodation costing more than £35 per night without pre approval, their claim may be capped at this amount.

If staying with family or friends, students can claim up to a maximum of £15.00 per night.

Students should find accommodation near to their placement because SAAS will not reimburse accommodation as well as a daily commute.

Student accommodation is available at Ninewells Hospital, Dundee, Raigmore Hospital in Inverness and in Orkney and Shetland. When students are placed in these areas they must use the NHS accommodation in the first instance and only if the NHS accommodation is not available then can they look to use alternative accommodation.

SAAS will NOT pay for any booking Fee charges.

### **DOCUMENTATION REQUIRED FOR ACCOMMODATION CLAIMS**

- Details of Accommodation Booked Form or Family and Friends SAAS form where applicable.
- SAAS claim form fully completed with exact dates of days/nights claimed for.
- Accommodation Receipts which must have the Address of the accommodation provider, telephone number, student name, exact dates paid for, cost per night and a signature of receipt of payment.

### **ADVANCE CLAIM**

Students can claim accommodation costs in advance of their placement except when they are staying with family & friends. An advance can only be claimed prior to the placement period.

To claim for an advance payment the student should complete the SAAS claim form in full and submit it along with a completed details of placement accommodation form, and also provide an invoice from the accommodation provider. You may claim an advance of up to 4 weeks at a time.

Once the student has received advance payment from SAAS and has paid the accommodation provider, they can claim for a further advance by following the same procedure but also attaching the receipt as proof of payment for the first 4 weeks.

**PLEASE NOTE THAT NO FURTHER CLAIMS WILL BE PROCESSED IF RECEIPTS FOR ANY ADVANCE ARE NOT PROVIDED**

### **DOCUMENTATION REQUIRED FOR ADVANCE CLAIMS**

- Details of placement accommodation form.
- SAAS claim form fully completed with exact dates claimed for (Exception for NHS staff accommodation whereby an advance for full amount of invoice can be claimed).
- Invoice or Booking form from accommodation provider.
- Receipts for any advance payment must be provided along with the next advance claimed.

## **ISLAND PLACEMENTS**

### **ORKNEY/SHETLAND PREPARATION**

Prior to your placement to either Orkney/Shetland, students will receive an e-mail requesting them to advise whether they will or will not require student accommodation during their placement. This information will then be forwarded to NHS Orkney/Shetland who will arrange the accommodation. You should then receive an e-mail of confirmation from NHS Orkney/Shetland direct with full details.

Student accommodation is available in both NHS Orkney and NHS Shetland. Students are entitled to claim 7 nights per week when in Shetland/Orkney.

### **TRAVEL ORKNEY/SHETLAND/WESTERN ISLES**

Students going on placement to Orkney, Shetland or the Western Isles must arrange their own travel (i.e. flight/ferry). The cost of travel can then be re- claimed from SAAS by completing the SAAS claim form attaching all the relevant receipts. SAAS will not pay for additional baggage or travel insurance when students are booking flights for their community placements. SAAS will only pay for the basic cost of the flights.

Students travelling by Ferry should claim the cheapest form of berth i.e. sleeping pod. SAAS will not pay for you taking your car on the ferry (unless this is a placement requirement and must be pre approved).

Students are entitled to also claim for one (1) mid-term return journey to their place of study if their placement is for 10 weeks or more. Receipts for all travel bookings must be submitted along with claim forms. Please ensure that when booking travel online that you print your booking details and proof of payment because no payment will be approved without your receipts. SAAS will not pay any booking fees.

## **SICK LEAVE**

Students who go off on sick leave during their placement cannot claim accommodation costs for the period of sickness.

## **APPROVAL**

The School aims to process claim forms as quickly as possible. Almost all delays occur when accurate information is not provided; necessary documents are missing or some of the required pre-approval forms have not been submitted. Any incomplete or incorrect forms will be returned to the student to their email address/term time on our system. It is therefore very important that you update any change of address on the student portal. Any claim forms received which have a different term time address to what we have on our system will not be processed and will be returned to the student's email address. All expenses approved by the School of Nursing, Midwifery & Paramedic Practice are in line with the Student Awards Agency for Scotland guidelines. These guidelines may change periodically if advised by SAAS.

## **PAYMENT**

SAAS aim to pay all expenses directly into your bank account within 21 days of receiving approved claims from the School. However if all relevant sections of the form are not completed, or if all documentation required is not submitted your form will be returned to the School from SAAS which will delay payment.

## **SUMMARY**

**It is a School policy that claim forms must be submitted within 28 days of the student completing their placement. Please note that this differs from the SAAS timescale.**

- Submit required forms prior to starting placement (i.e. mileage pre-approval forms, advance claims etc).
- Ensure all relevant sections of the forms are completed, signed and the required documentation is attached (incomplete forms will be returned to the student).
- Claims submitted by email will not be processed.
- Completed forms should be submitted to one of the two drop boxes marked for placement expenses on level 2 (beside the social area outside the clinics) or posted to School Office at the School of Nursing, Midwifery and Paramedic Practice, Ishbel Gordon Building, Garthdee Road, Aberdeen, AB10 7QG.

## **DO NOT SEND CLAIM FORMS DIRECTLY TO SAAS**

- If there is a query with your claim form you will either be contacted by e-mail or your claim will be returned to your term time address which we have on our system. Students should therefore check their e-mails regularly following submission of a claim form and ensure that any change of term time address is updated on the student portal.
- If in doubt check it out:

<https://www.rgu.ac.uk/practice-learning/practice-learning-forms-and-guides>

<https://www.saas.gov.uk/forms>

[or Moodle NUS062](#)