

City University London
School of Community & Health Sciences

MONTHLY CLAIM FOR REIMBURSEMENT OF EXCESS TRAVEL EXPENSES FOR CLINICAL PLACEMENTS

This form is to be used to reclaim excess travel expenses incurred on clinical placements monthly in arrears. Further guidance on completion of the form is given overleaf

Normal Daily Travel to / from the University

| Term-time residence address (Note 2) | Ticket Type (wkly / mthly) and Zones | Weekly / Monthly or Daily Cost £ p | |
|--------------------------------------|--------------------------------------|--|--|
| | | *B | |

| BANK DETAILS (Note 5) | |
|---------------------------------|--|
| Name of Bank / Building Society | |
| Account Number: | |
| Sort Code | |

Travel costs to clinical placements where the daily cost is in excess of the normal daily cost of travel to / from the University

| Clinical Placement Address (Note 2) | Start date of Placement | End date of Placement | No. of days | Details of Travel (Note 3) | | Daily Cost £ p | Total Cost £ p |
|---|-------------------------|-----------------------|-------------|----------------------------|---|--|--|
| | | | | Mileage or Ticket Type | Means of transport and reason for own vehicle use if applicable | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | *A | TOTAL |
| *CLAIM AMOUNT (DIFFERENCE A - B) | | | | | | | |

I certify that the above expenses were properly incurred under the conditions stated overleaf

| | |
|-----------------------|---------------|
| Student number | S |
| Full Name | |
| Tel. Number | |
| Signature | Date |
| Course Name | Cohort |

| Office use only | | | |
|--|-------|------|--|
| Cost Centre / Account Code | /6292 | | |
| Checked by Student Helpdesk: Signature | | Date | |
| Approved by School Finance: Signatures | | Date | |
| Checked by Central Finance: Signature | | Date | |

NOTES:

1. Students can claim the cost of journeys between their term-time residence and a clinical placement site providing the cost is in excess of their normal daily travel costs from their term-time residence to the University. If the cost of travel to clinical placement is greater than the normal cost of daily travel to the University, the student can claim the **difference** of costs incurred (i.e. clinical placement cost less normal term-time residence cost). If the daily cost of travel to clinical placement is less than or equal to the normal cost of daily travel to the University then no claim can be made. Please note that if the journey to clinical placement is similar to the journey to University the student is expected to use the same method of transport.
2. The term-time residence address and clinical placement address must be given IN FULL. The home address need only be given once on the form unless it has changed during the period, but the clinical placement address must be given for each period of placement.
3. The type of ticket and means of public transport used must be given or if the journey was made by the student's own vehicle then the mileage for the whole journey, type of vehicle and reason for use of own vehicle must be given. The details given must be adequate as claims may be audited by the NHS. Wherever reasonably practical the student must travel by the most direct route by public transport and avail themselves of the most favourable concessionary schemes or of facilities provided free at the point of use. The student's own vehicle should only be used where one of the following reasons applies and is stated on the form:
 - i. the destination was inaccessible by public transport
 - ii. the journey by public transport was inconvenient due to the times of travel – times of travel must be given
 - iii. bulky items were carried – details of the items carried must be given
 - iv. the number of students travelling together made it economic – the names of fellow travellers must be given

Car allowance is payable at the rate of 16.2 pence per mile for motor vehicles up to 1250cc, 23 pence per mile for other motor vehicles, and 6.2 pence per mile for use of a pedal cycle. An additional 2 pence per mile is payable for each official passenger (i.e. a named full bursary holder). However, a student using a care for a journey where none of the four reasons given above apply is entitled only to reimbursement of second-class fares.

4. Claims must be supported by Receipts. Students should note that the claim will be checked against School records of attendance on assignments and any discrepancies will be investigated.
5. Payment of expense claims will be made monthly by bank transfer based on the bank details provided by the student. Claims forms must be handed in to the School Finance Office by the 5th of the month for payment to be made at the end of that month.
6. In case of any problems or queries, please contact the School Finance Office.