

Student Travel Reimbursement and Accommodation Policy

Policy owner	Finance Manager
In consultation with	Quality Manager; Lead for GP and Community Education; Academic Lead for Year 3; Programme Director; School Administration Manager
Policy applies to	Part 1: Primary Care Placements: Years 1 and 2 Part 2: Secondary Care Placements: Year 3 Part 3: General Travel
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Kent and Medway Medical School (KMMS) recognise that travel will be necessary for our students to attend placements and for other academic purposes.

This policy outlines the circumstances in which travel costs and accommodation costs will be reimbursed.

For information about financial support, please see the [KMMS student portal](#)

Part 1: Primary Care Placements: Years 1 and 2

1.1 Purpose and Key Principles

Part 1 of this policy outlines the circumstances in which travel costs and accommodation costs in relation to Primary Care Placements will be funded by student tariff and aims to ensure that:

- Students can attend placements across a wide geographical area in Kent
- Students are not financially disadvantaged by attending certain placements

Due to the duration and geographical spread of placements across Kent and Medway, there will be occasions where it is practical for students to stay in accommodation closer to their placement rather than travel daily.

1.2 Scope

Part 1 of this policy applies to KMMS students attending Primary Care Placements during Years 1 and 2, where travel is organised by the student as a requirement of their programme of study. This section does not cover travel undertaken for any other reason, including personal reasons, which student tariff is not intended to fund. Please refer to Part 3 for travel in relation to other academic purposes.

Expenses claimed from KMMS in relation to travel and accommodation for Primary Care Placements are funded by student tariff via Health Education England Kent Surrey and Sussex (HEEKSS). Medical students are not eligible to apply for funding support via the NHS Learning Support Fund.

Medical students are only eligible for the NHS bursary in the later years of their programme, currently year 5 of a five-year programme of study. It is a student's responsibility to apply for their NHS bursary. If students are eligible to claim expenses under the NHS bursary, they should not also claim expenses from KMMS. Please note that mileage rates payable under the NHS Bursary may differ from this policy.

Where disputed cases arise, these will be assessed on an individual basis, with the School being the final arbiter.

1.3 Rates of reimbursement: Travel

Where eligible, students can claim travel in line with Appendix A.

Student journeys between sites within the same Primary Care Network (PCN) should be reimbursed directly by the PCN, unless appropriate free travel is otherwise supplied. Where students are required to attend whole day sessions in another primary care setting, such as another PCN, journeys can be claimed via KMMS in line with this policy.

Any travel expenditure to attend placements that will exceed £40 pounds per day MUST be approved in advance by the KMMS Lead for GP and Community Care.

Where students have prior approval for accommodation during their placement week, students can claim travel in line with Appendix A and Appendix C of this policy for:

- Travel costs between their term time home address and the accommodation at the start and end of their stay
- Daily travel costs from their accommodation to their placement location

1.4 Accommodation during placement weeks

Accommodation during placement weeks may be appropriate where the daily commute to the Lead GP Practice of the allocated placement exceeds 50 miles from a student's term time home address or is reasonably expected to be more than 1.5 hours each way standard travel time.

Where eligible, students can request approval to book accommodation in line with Appendix C.

1.5 Subsistence during placement weeks

Subsistence will not be reimbursed.

Part 2: Secondary Care Placements: Year 3

2.1 Purpose and Key Principles

Part 2 of this policy outlines the circumstances in which travel costs and accommodation costs in relation to Secondary Care Placements will be funded by student tariff and aims to ensure that:

- Students can attend placements across a wide geographical area in Kent
- Students are not financially disadvantaged by attending certain placements

2.2 Scope

Part 2 of this policy applies to KMMS students attending Secondary Care Placements during Year 3, where travel is organised by the student as a requirement of their programme of study. This section does not cover travel undertaken for any other reason, including personal reasons, which student tariff is not intended to fund. Please refer to Part 3 for travel in relation to other academic purposes.

Expenses claimed from KMMS in relation to travel and accommodation for Secondary Care Placements are funded by student tariff via Health Education England Kent Surrey and Sussex (HEEKSS). Medical students are not eligible to apply for funding support via the NHS Learning Support Fund.

Medical students are only eligible for the NHS bursary in the later years of their programme, currently year 5 of a five-year programme of study. It is a student's responsibility to apply for their NHS bursary. If students are eligible to claim expenses under the NHS bursary, they should not also claim expenses from KMMS. Please note that mileage rates payable under the NHS Bursary may differ from this policy.

Where disputed cases arise, these will be assessed on an individual basis, with the School being the final arbiter.

2.3 Rates of reimbursement: Travel

Where eligible, students can claim travel in line with Appendix B.

Any student journeys between sites during the placement will be covered by the relevant placement provider's travel policy and arrangements and should not be claimed from KMMS.

2.4 Accommodation during placement weeks

With the exception of any students attending placement at East Kent Hospitals University NHS Foundation Trust, accommodation during placement weeks will be provided, including weekends and vacation time, where this occurs after the start and before the end of the placement weeks.

2.5 Subsistence during placement weeks

Subsistence will not be reimbursed.

Part 3: General Travel

3.1 Purpose and Key Principles

In order to complete their academic programme at KMMS, there will be occasions when students will need to travel beyond Canterbury campuses, such as attending Student Selected Components.

Part 3 of this policy aims to ensure that:

- Students can participate fully in academic programme activities where travel beyond campus is required
- Students are not financially disadvantaged by participating in such programme activities

3.2 Scope

This part of the policy applies to KMMS students participating in academic programme activities where travel beyond Canterbury campuses is required. It does not cover any placement related travel.

Students will be notified in advance of an activity whether associated travel costs will be eligible for reimbursement.

Where disputed cases arise, these will be assessed on an individual basis, with the School being the final arbiter.

3.3 Rates of reimbursement: General Travel

Where eligible, students can claim travel in line with Appendix A.

3.4 Accommodation

It is not anticipated that accommodation will be required for participation in any general academic programmes.

Students can arrange and pay for their own accommodation directly when travelling for academic programmes; any such arrangements are at the student's own risk and expense.

3.5 Subsistence

Subsistence will not be reimbursed for participation in general academic programmes.

Appendix A: Travel Reimbursement and Rates Year 1 and Year 2 Primary Care Placements & General Academic Purposes

KMMS encourages students to determine the most appropriate form of travel and in doing so take account of:

- The cost of the journey
- The duration of the journey
- Environmental impact and sustainability
- Risk management and health and safety

Wherever practical, students are encouraged to travel by public transport, but should also consider alternative means of travel which may be less costly and more sustainable, including car-sharing or available shuttle bus arrangements. Where using public transport, students are encouraged to make use of any discounts available through applicable railcards and weekly season tickets.

Where the daily cost of travel between a student's normal term time address (or accommodation address if arranged by KMMS) and the destination exceeds the daily cost of travel between a student's normal term time address and the university, students are entitled to claim the following:

Type of travel	Reimbursement
Public transport	Actual daily cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university.
Travel via student's own transport	The daily mileage cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university. Mileage will be calculated and reimbursed at current applicable rates: http://www.hmrc.gov.uk/rates/travel.htm

The daily travel cost will be calculated according to the most direct route to the destination location, as agreed by KMMS via either Google Maps or route planners (such as the AA or RAC). This applies to journeys undertaken either by road travel, bicycle or public transport.

Where a student is travelling via their own vehicle, additional reimbursement of 5p per mile can be claimed by the driver for car share arrangements with other students attending the

same destination. Please note that students are not permitted to claim for additional mileage incurred in picking up or dropping off fellow students from different locations. Mileage claimed by the driver should be the most direct route, as outlined above.

Where applicable, please refer to Appendix C regards mileage distances that can be claimed in relation to travel to placement from accommodation arranged by students.

Any claims for reimbursement should be submitted to finance@kmms.ac.uk after completion of the KMMS Student Expense Claim Form. The form can be downloaded from the Student Portal.

Students should retain all tickets and receipts and ensure that any supporting evidence requested on the claim form is submitted; failure to do so could prevent a claim from being reimbursed. All claims must be submitted within 2 months of the spend having been incurred and no later than Friday 14th July 2023.

Students cannot claim for taxi expenses unless in exceptional circumstances with prior agreement of the KMMS Curriculum and Assessment Team. Should you consider a taxi journey may be required, please submit your request prior to travel to the Curriculum and Assessment Team:

- via placements@kmms.ac.uk where it relates to your placement week
- via curriculum@kmms.ac.uk where it relates to general academic purposes

Where this is approved in advance, the agreed cost of taxi travel will be reimbursed.

In exceptional circumstances, travel may be arranged and paid for directly by KMMS.

Any students choosing to travel by private vehicle should ensure that they have all necessary and appropriate insurance cover for all risks associated with this use.

Any student travelling via their own transport or through car share arrangements do so at their own risk.

Travel between the university campuses is not covered by this policy.

Parking costs will not be reimbursed.

Further guidance on completing expense claim forms and submitting evidence is available on the student portal.

Appendix B: Travel Reimbursement and Rates

Year 3 Secondary Care Placements

KMMS encourage students to determine the most appropriate form of travel and in doing so take account of:

- The cost of the journey
- The duration of the journey
- Environmental impact and sustainability
- Risk management and health and safety

Wherever practical, students are encouraged to travel by public transport, but should also consider alternative means of travel which may be less costly and more sustainable, including car-sharing or available shuttle bus arrangements. Where using public transport, students are encouraged to make use of any discounts available through applicable railcards and season tickets.

For students on placement at:

- **Dartford and Gravesham NHS Trust**
- **Medway NHS Foundation Trust**
- **Maidstone and Tunbridge Wells NHS Trust**

KMMS will reimburse up to the equivalent cost of one trip from the University to the relevant Trust to commence the placement and one trip to return to the University from the relevant Trust at the end of the placement.

For students on placement at:

- **East Kent Hospitals University NHS Foundation Trust**

KMMS will reimburse travel by rail or car to attend placement in line with the table below. Please note that:

- Rail travel will be reimbursed up to the equivalent weekly season ticket rate
- Bus travel will not be reimbursed

Subject to criteria outlined above, eligible students are entitled to claim in line with the following:

Type of travel	Reimbursement
Public transport	Actual daily cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university.
Travel via student's own transport	The daily mileage cost <i>LESS</i> the normal daily cost of the return journey between the student's term time address and the university. Mileage will be calculated and reimbursed at current applicable rates: http://www.hmrc.gov.uk/rates/travel.htm

The travel cost will be calculated according to the most direct route to the destination location, as agreed by KMMS via either Google Maps or route planners (such as the AA or RAC). This applies to journeys undertaken either by road travel, bicycle or public transport.

Where a student is travelling via their own vehicle, additional reimbursement of 5p per mile can be claimed by the driver for car share arrangements with other students attending the same placement. Students are not permitted to claim for additional mileage incurred in picking up or dropping off fellow students from different locations. Mileage claimed by the driver should be the most direct route, as outlined above.

Any claims for reimbursement should be submitted to finance@kmms.ac.uk after completion of the KMMS Student Expense Claim Form. The form can be downloaded from the Student Portal.

Students should retain all tickets and receipts and ensure that any supporting evidence requested on the claim form is submitted; failure to do so could prevent a claim from being reimbursed. All claims must be submitted within 2 months of the spend having been incurred and no later than Friday 14th July 2023.

All claims for travel by students on placement at East Kent Hospitals University NHS Foundation Trust must be submitted as **one complete claim per month** in line with the timelines above. Please refer to the student portal for further information.

Students cannot claim for taxi expenses unless in exceptional circumstances with prior agreement of the KMMS Curriculum and Assessment Team. Should you consider a taxi journey may be required, please submit your request prior to travel to the Curriculum and Assessment Team via placements@kmms.ac.uk. Where this is approved in advance, the agreed cost of taxi travel will be reimbursed.

In exceptional circumstances, travel may be arranged and paid for directly by KMMS.

Any students choosing to travel by private vehicle should ensure that they have all necessary and appropriate insurance cover for all risks associated with this use.

Any student travelling via their own transport or through car share arrangements do so at their own risk.

Travel between the university campuses is not covered by this policy.

Parking costs will not be reimbursed.

Further guidance on completing expense claim forms and submitting evidence is available on the student portal.

Appendix C: Accommodation

Years 1 and 2 Primary Care Placements

Where the daily commute to the Lead GP Practice of the allocated placement exceeds 50 miles from a student's term time home address or is expected to be more than 1.5 hours each way standard travel time, students can submit a request for approval to book accommodation via the Student Portal.

Where approved, students can either:

- Request KMMS to book accommodation in University accommodation (e.g. Pier Quays)

or

- Book their own accommodation and claim reimbursement for Tuesday to Thursday nights up to:
 - £55 per night for commercial (where outside commuting distance to / from university accommodation)
 - £25 per night for commercial (where within commuting distance to / from university accommodation)
 - £25 per night for non-commercial
 - No payment for staying at parental home
 - Unused rooms cannot be claimed

Where students are staying in accommodation arranged themselves, please note that:

- Travel costs between their term time home address and the accommodation at the start and end of their stay will be reimbursed in line with rates outlined under Appendix A where the accommodation is within 15 miles of the placement.
- Daily travel costs from their accommodation to their placement location will be reimbursed in line with rates outlined under Appendix A up to a maximum of 15 miles.

Any claims for reimbursement should be submitted to finance@kmms.ac.uk after completion of the KMMS Student Expense Claim Form. The form can be downloaded from the Student Portal.

Students should obtain and retain full invoices and receipts for all spend and ensure that any supporting evidence requested on the claim form is submitted; failure to do so could prevent a claim from being reimbursed. All claims must be submitted within 2 months of the spend having been incurred and no later than Friday 14th July 2023.

Students are reminded that any requests for approval to book accommodation should be notified as far in advance of the required start date as possible and no later than 2 weeks before the start of the placement. Failure to do so could result in accommodation not being approved ahead of the placement week. Any accommodation reimbursement claims without prior approval will not be paid.