

<b>Document title</b>	Student Travel Reimbursement and Accommodation Policy
<b>Version</b>	3
<b>Effective Date</b>	2023/24
<b>Date for review</b>	April 2024
<b>Policy Owner</b>	Finance Manager
<b>Developing committee/board</b>	Placements Committee
<b>Approved by/date</b>	Operations and Finance Board/September 2023

## Student Travel Reimbursement and Accommodation Policy

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## Introduction

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](#). 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. When using public transport, students are encouraged to make use of any discounts available through applicable railcards and season tickets.

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, or any other applicable grant or bursary, they should not also claim expenses from KMMS. Please note that mileage rates payable under the NHS Bursary or other applicable grants may differ from this policy.

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

## **Part 1: Primary Care Placements: Years 1, 2 and 4**

### **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, 2 and 4, 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.

### **1.3 Rates of reimbursement: Travel**

Where eligible, students can claim travel in line with Appendix A (Years 1 and 2) and Appendix B (Year 4).

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 (Years 1 and 2), Appendix B (Year 4) and Appendix D (Years 1, 2 and 4) 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

All claims for travel by students on Primary Care placement in Years 1, 2 and 4 must be submitted as **one complete claim per week**. Please also refer to the student portal for further information.

#### **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 D.

#### **1.5 Subsistence during placement weeks**

Subsistence will not be reimbursed.

## **Part 2: Secondary Care Placements: Years 3 and 4**

### **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 and 4, 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.

### **2.3 Rates of reimbursement: Travel**

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

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 and curriculum enhancement opportunities.

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**

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: <a href="http://www.hmrc.gov.uk/rates/travel.htm">http://www.hmrc.gov.uk/rates/travel.htm</a>

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 D 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 [expenses@kmms.ac.uk](mailto:expenses@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 12th July 2024.

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

- via [placements@kmms.ac.uk](mailto:placements@kmms.ac.uk) where it relates to your placement week
- via [curriculum@kmms.ac.uk](mailto: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 4 Primary Care Placements

Where students in Year 4 are attending Primary Care placements, students are entitled to claim in line with the following:

Type of travel	Reimbursement
Public transport	Actual daily cost from a student's term time address to their PCN placement up to the equivalent cost of the University campus to the PCN Lead Practice.
Travel via student's own transport	<p>The daily mileage from a student's term time address to their PCN placement up to the equivalent cost of the University campus to the PCN Lead Practice.</p> <p>Mileage will be calculated and reimbursed at current applicable rates: <a href="http://www.hmrc.gov.uk/rates/travel.htm">http://www.hmrc.gov.uk/rates/travel.htm</a></p>

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 [expenses@kmms.ac.uk](mailto:expenses@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 12th July 2024.

All claims for travel by students on Primary Care placement in Year 4 be submitted as **one complete claim per week** in line with the timelines above. Please refer to the student portal for further information.

Students cannot claim taxi expenses unless in exceptional circumstances with prior agreement of KMMS. Should you consider a taxi journey may be required, please submit your request prior to travel to the Placements Team via [placements@kmms.ac.uk](mailto: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: Travel Reimbursement and Rates Year 3 and 4 Secondary Care Placements**

**For students on placement and staying in Trust provided accommodation 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.

Students on placement at these Trusts who are exempt from the accommodation offered, will be eligible to apply alternatively for travel costs in line with the following:

Type of travel	Reimbursement
Public transport	Actual daily cost capped to the normal daily cost of the return journey between the student accommodation placement address and the university, with total weekly cost capped at the equivalent to accommodation costs.
Travel via student's own transport	The daily mileage cost capped to the normal daily cost of the return journey between student accommodation placement address and the university, with total weekly cost capped at the equivalent to accommodation costs.  Mileage will be calculated and reimbursed at current applicable rates: <a href="http://www.hmrc.gov.uk/rates/travel.htm">http://www.hmrc.gov.uk/rates/travel.htm</a>

Information about applying for travel costs for students exempted from accommodation in these trusts is available on the Student Portal.

**For students on placement at:  
East Kent Hospitals University NHS Foundation Trust**

KMMS will reimburse travel by rail, car or bus 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

**All students:**

Where students on placement are required to return to campus mid-placement to attend campus-based teaching, travel can be claimed in line with the reimbursement criteria outlined below. This excludes any travel for placement specialism activities due to be

funded directly by Trusts. Students will be advised at the start of the year which activities should be claimed directly from Trusts and this will be made available on the Expense Claim page of the student portal.

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 up to the equivalent cost from the university to the Secondary Care placement location
Travel via student's own transport	The daily mileage up to the equivalent cost from the university to Secondary Care placement location  Mileage will be calculated and reimbursed at current applicable rates: <a href="http://www.hmrc.gov.uk/rates/travel.htm">http://www.hmrc.gov.uk/rates/travel.htm</a>

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 [expenses@kmms.ac.uk](mailto:expenses@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 12th July 2024.

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 KMMS. Should you consider a taxi journey may be required, please submit your request prior to travel to the Placements Team via [placements@kmms.ac.uk](mailto: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 D: Accommodation Years 1, 2, and 4 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 students are eligible to request approval to book accommodation, KMMS encourage students to consider making use of this option rather than commuting long distances daily.

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:
  - £82.50 per night for commercial (where outside commuting distance to / from university accommodation) or a maximum of £247.50 for 3 nights stay
  - £26.50 per night for commercial (where within commuting distance to / from university accommodation)
  - £37.50 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 [expenses@kmms.ac.uk](mailto:expenses@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 12th July 2024.

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.