**Travel Expenses**

Students on placement in Salford can claim mileage or bus fares for **business purposes** whilst on placement (this does not include mileage/bus fares to and from placement). All journeys must be recorded, as below.

**Travelling by car**

Student mileage is paid at 43p per mile.

Any students using their car on placement will need to show the following documents to their Practice Educator **before** starting placement.

* driving licence
* car insurance documentation confirming ‘business use’

Students mustbe insured for business use on their policy, without this level of cover students will be unable to use their cars whilst on placement. This includes any travel connected with placement tasks, regardless of whether passengers are being carried.

Car mileage must be recorded and verified by the Practice Educator at the end of the placement. Each journey must be recorded, along with date, to/from locations, reason for journey and total mileage undertaken.

**Travelling by public transport**

Students should choose the cheapest travel option available whilst on placement (business travel only) [Plan a journey | Transport for Greater Manchester (tfgm.com)](https://tfgm.com/plan-a-journey)

Where possible the same means of transport should be used throughout placement to keep costs to a minimum e.g., students with a monthly bus pass will only be able to use an alternative method of transport (i.e., train/tram) if a bus route is not available.

Bus Passes should be purchased on a weekly/monthly basis, for regular business trips (whatever works out the cheapest for number of trips made – only the cheapest option will be reimbursed).

If bus travel is minimal, individual tickets may be used. These should be the cheapest ticket available for the catchment area of placement only. In this instance we would pay the standard Bus Day Saver rate. You can check bus ticket prices here; <https://www.salford.gov.uk/parking-roads-and-travel/public-transport/buses/>

Please ensure that each journey on public transport is recorded (date, area of visit, reason for journey).

**Parking costs for visits/meetings etc.**

To ensure parking costs are kept to minimum, students should check out their journey beforehand and choose the cheapest available parking option. In addition, students should car share where possible (i.e., shadowing Social Workers on visits, in Court etc.).

Original parking tickets should also be sent to the address below at the end of the placement. Please ensure you provide a contact number for when your placement has ended.

All parking at Salford Royal Hospital is chargeable through pay and display.

**How to claim travel expenses/parking costs**

Students can claim travelling expenses at the end of the placement.

|  |  |
| --- | --- |
| Timeframe | Action |
| *Start of placement* | * Student shows Practice Educator driving license and car insurance policy which states business use |
| *During placement* | * Student records all mileage/journeys as above (make sure you retain original public transport tickets and car parking tickets) |
| *End of placement* | Practice Educator verifies student travel expense log as a true reflection of the business travel the student has undertaken and signs/dates this document. Student expense forms need to be sent to [ASCLearningandDevelopment@nca.nhs.uk](mailto:ASCLearningandDevelopment@nca.nhs.uk)   * Student sends the following documents to Student travel expense log * Payment request form * Copies of driving license and car insurance stating business use * Any used passes (public transport)/parking tickets |

**PAYMENT REQUEST FORM**

**(SOCIAL WORK STUDENT)**

|  |  |
| --- | --- |
| **STUDENT/VENDOR NAME** |  |
| **STUDENT/VENDOR ADDRESS DETAILS** |  |
| **POSTCODE** |  |
| **STUDENT/VENDOR CONTACT NAME** |  |
| **STUDENT/VENDOR TELEPHONE NUMBER** |  |
| **EMAIL ADDRESS FOR REMITTANCES** |  |
| **BANK DETAILS FOR BACS PAYMENTS** | |
| **NAME OF BANK ACCOUNT HOLDER** |  |
| **SORT CODE** |  |
| **BANK ACCOUNT NUMBER** |  |
| ***OR* ROLL NUMBER FOR BUILDING SOCIETY ACCOUNTS** |  |

Send to [ASCLearningandDevelopment@nca.nhs.uk](mailto:ASCLearningandDevelopment@nca.nhs.uk)

**Expenses Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **EXPENSES CLAIM** | | | **Period of Claim** | |  |  |
|  |  |  |  |  |  |  |  |
| **Dates** | **Location From - To** |  |  | **Reason for Journey** | **Total Car miles claimed** | **Parking Fees £s** | **Bus Tickets £** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
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|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  | **Total** |  |  |  |  |
| **Signed (Claimant)** |  | | | **Date** |  |  |  |
|  | **I declare that the information given on this form is correct and complete** | | | | | |  |
| **Signed (PE)** |  |  |  | **Date** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **I certify that the above miles have been incurred and authorise payment** | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |