



If the Google Maps route planner recommends you use a journey that requires you to use a tunnel/ toll road that incurs fees, you must submit a copy of this route planner plus evidence to show the cost. Evidence could be a receipt or a copy of the price tariff which is normally available online on the providing organisations website.

You should submit your completed form with all the relevant evidence attached to the Faculty of Education, Information Desk no later than 4 weeks after you complete your Placement and by the end of year deadline of 31st July 2020.

Voluntary days attended and agreed breaks such as Christmas, Easter and Half Term are not liable to any financial support under the Distance Placement section of the Travel and Accommodation Policy 2019/ 2020.

No other financial support is available from the Faculty of Education under the Distance Placement section of the Travel and Accommodation Policy 2019/ 2020. This includes costs such as charges for laundry and evening meals. You will need to pay for any such costs yourself.

We aim to process and make payable expense claims, within 4 weeks of the submission date however, this may vary in busier or quieter periods.

All claims and queries relating to expenses should be made to the Faculty of Education, Student Expense Claims Team at the Information Desk.

Telephone Number: 01695 584790

Email: FOEStudentExpenseClaims@edgehill.ac.uk

Postal Address: Student Expense Claims, Faculty of Education, Edge Hill St. Helens Road, Ormskirk, Lancashire, L39 4QP.

The Faculty of Education, Information Desk is located in the Faculty of Education foyer.

Edge Hill University

Faculty of Education

Support guide to claiming expenses for a Placement

Distance Placement

(Section 4 of the Travel and Accommodation Policy 2019/ 2020)

Please note this is an overview guide only and you should refer to the Travel and Accommodation Policy 2019/ 2020 for full terms and conditions. The policy is available on E-Share and via a link on Blackboard/ Learning Edge.

This guide is for students allocated to a Placement based upon them residing in accommodation sourced and paid for by Edge Hill University under the Distance Placement section of the Travel and Accommodation Policy 2019/ 2020.

Can I claim?

If you are a student, who has been allocated a Placement based upon you relocating from your registered term time address to an accommodation sourced and paid for by Edge Hill University then you are normally eligible to claim under the Distance Placement section of the Travel and Accommodation Policy 2019/ 2020.

Any student allocated a Distance Placement must be approved prior to commencing their Placement and will be sent an email from the Partnership Development Team to advise them that they have been allocated to a Placement setting under this section of the Travel and Accommodation Policy 2019/ 2020.

If you are unsure as to whether you are able to claim, you should contact the Partnership Development Team at educationpartnership@edgehill.ac.uk or the Faculty of Education Student Expense Claims Team at FOEStudentExpenseClaims@edgehill.ac.uk who will check and confirm your eligibility.

What can I claim?

To support your stay and attendance on Placement you can claim for the reimbursement of the cost of travel to and from your registered term time address to the agreed accommodation address for the start and end of each block of your Placement.

You can claim for reimbursement of the cost of your daily commute between your accommodation and your Placement setting for each day that you attend. Reimbursement for commute to a Distance Placement setting will be exempt from any deductions for normal commute to Edge Hill University.

If applicable, you can also request the reimbursement of any tunnel/ toll fees, which you incur whilst travelling if, the Google Maps route planner advises that this is the most appropriate route for your journey.



Taxis are not considered a form of public transport and should not be used unless you have received prior written agreement from the Partnership Development Team. If you do not have authorisation to use a taxi, you will not be reimbursed for any costs incurred.

For students provided with self-catering accommodation, you can also claim a contribution of £3.00 per day towards the costs for breakfast for each day that you are provided with accommodation by Edge Hill University. The number of days accommodation to calculate this, should be stated on the eligibility email.

How do I claim?

You can claim all at once or by interim instalments at any stage throughout your Placement as long as you have completed the days which you are claiming for. In order to claim you must complete a **Travel and Accommodation Claim Form**, which is available on E-Share at <http://eshare.edgehill.ac.uk/15143/> and can also be accessed via this link on Blackboard/ Learning Edge.

To support your claim, you must also include the required evidence to show your eligibility, plus evidence of any travel expenses including the cost, date and purpose of your travel. Supporting information includes:



To evidence your eligibility to claim under the Distance Placement section of the Travel and Accommodation Policy 2019/ 2020, you must provide a copy of your eligibility email provided by the Partnership Development Team. This will state the dates you are able to claim for.



To evidence your attendance on Placement and the date and purpose of travel, you must attach a fully signed (by your mentor/ supervisor) copy of an attendance record which covers all the dates which you wish to claim for.



If you travelled by public transport, you must submit the receipt or ticket for each journey you wish to claim for to evidence the cost of travel. This must clearly show the date, cost and journey travelled.



If you travelled using your own vehicle, you must submit a copy of a Google Maps route planner to evidence the distances and journeys travelled. Calculations are made at £0.14 per mile plus an additional £0.05 per mile for any student passengers, which you transport. You will also need a copy of each passenger's attendance record to evidence their attendance.