

You must also attach evidence to show the cost of your normal commute to Edge Hill University and use this to calculate any applicable deduction. This could consist of a Google Maps Route Planner for travel by own vehicle or an example ticket for travel by public transport. Failure to provide evidence and apply the deduction, will result in your claim being returned to you to amend and re-submit.

Deductions do not apply to students on Flexible programmes and will be calculated pro-rata for students on part-time programmes.

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 before the year-end submission deadline of 31st July 2020.

Voluntary days attended are not liable to any financial support under Travel and Accommodation Policy 2019/2020.

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 or 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

Travel from a Term Time address

(Section 2 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 a Placement based upon their registered term time address.

Claims for Distance Placements and Accommodation Assistance are subject to different terms and conditions and are therefore, covered under separate Support Guides.

Can I claim?

If you are a student registered on a programme that requires you to attend a Placement that has been arranged by the Faculty of Education, as a core part of your programme, then you are normally able to claim any costs that are over and above your normal daily travel to Edge Hill University.

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?

You can claim a contribution towards your daily cost of travel to your Placement, where this exceeds the cost of your normal daily commute to Edge Hill University. This is subject to attendance.

For example, if your normal journey to Edge Hill University costs £4.00 per day and your journey to Placement costs £10.00 per day, you can claim a contribution of £6.00 per day to cover the difference.

If applicable, you can also request the reimbursement of any tunnel/ toll fees which you incur whilst travelling to/ from your Placement, if the Google Maps route planner advises that this is the most appropriate route for your journey and you would not normally incur this charge when attending Edge Hill University.



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, you will not be reimbursed for any costs incurred.

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 the cost, date and purpose of your travel. Supporting information includes:



To evidence the date and purpose of travel, you must attach a fully signed 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 distance and journey travelled. Costs are calculated at a rate of £0.14 per mile plus an additional £0.05 per mile for any student passengers which you transport to your Placement setting. You will also need a copy of each passenger's attendance record to evidence their attendance.



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