

# Edge Hill University: Faculty of Education: Travel and Accommodation Policy

Academic year 2019 / 2020



Edge Hill  
University

# Travel and Accommodation Policy 2019/2020

## Contents

### [Section 1: Policy Overview](#) (Applies to all students<sup>1</sup>)

- [Policy context](#)
- [Student responsibility](#)
- [Claims under this policy](#)

### [Section 2: Travel from a Term Time address](#) (students not approved Accommodation Assistance or Distance Placement)

### [Section 3: Accommodation Assistance](#) (approved students only)

### [Section 4: Distance Placement](#) (approved students only)

## Endmatter

### **Which section?**

All students should refer to section 1, plus one additional section 2, 3 or 4 depending on their allocation.

Students eligible under this policy, will normally be allocated to a placement setting based upon their registered term time address unless otherwise notified in writing by email from the Partnership Development Team. If a student does not receive notification that their allocation has been made based upon the approval of either Accommodation Assistance or a Distance Placement, then they should refer to [Section 2](#): Travel from a Term Time address.

Accommodation Assistance ([Section 3](#)) applies only to students who have been allocated a placement based upon an agreed alternative address. Students are not able to request Accommodation Assistance, as eligibility under this section of the policy is assessed and agreed in advance of an allocation by Edge Hill University staff. Students will only be considered if there is no viable transport option to their allocated placement as defined within [section 2](#) of this policy.

Distance Placement ([Section 4](#)) applies to students who for are specially selected based upon their Student Allocation Profile ([see point 1.5](#)), for a placement within the partnership that could not be accessed from their Term Time address or a proposed alternative address and they are therefore provided with accommodation by Edge Hill University to support their attendance at the allocated setting. Students will have received bespoke information if this relates to them.

---

<sup>1</sup> For the purposes of this policy and the corresponding claim form, the term 'student' will refer to both students and trainees

## Section 1: Policy Overview

### Policy context

- 1.1 This policy is intended for Faculty of Education students (or combined Faculty of Education and Faculty of Arts and Science students) undertaking Initial Teacher Training (ITT) programmes and Education related programmes.
- 1.2 This policy will identify the terms and conditions of making a relevant claim for financial contributions to support a student's attendance on placement and should support the completion of corresponding claim forms. The reimbursement of expenses incurred in attending placement is normally made as a contribution to costs, which are above and beyond those of a student's normal expense in attending Edge Hill University and are not intended to be a full reimbursement of all costs.

### Student responsibility

- 1.3 At all times students should adhere to all aspects of Edge Hill University's [Student Terms and Conditions](#)
- 1.4 It is the responsibility of all students to ensure that they are familiar with the content of this policy and the claims procedure, before submitting a corresponding claim.
- 1.5 Students must ensure that their personal details are kept up to date at all times. If any of the information supplied to us within the Student Allocation Profile (completed by a survey pre-entry for PGCE students and in the 'My Details' section of InPlace for all other students) changes at any stage, it is the student's responsibility to share these changes immediately by the following means:
  - Updating changes to either their Home or Term Time address on their Student Record (located under 'Student Central' on their homepage)
  - Updating changes to any other details on the Student Allocation Profile within the 'My Details' section of InPlace (this could include changes to whether you have access to a car or your carers status for example)

### **Allocations will be made based upon the information provided.**

- 1.6 If an allocation has already been made and the information supplied changes, this may result in a change to the start date of the placement as the allocation made may no longer be appropriate and an alternative setting may need to be sourced.
- 1.7 For students studying on an Initial Teacher Training programme, the delivery of the academic content of the programme and timing of placement is designed to replicate the requirements of teachers in practice and runs over a typical school year, rather than a University academic year. The start and end dates of placements will vary depending on the setting a student is allocated to. On occasions, a placement location or the start date of a placement, may be changed at short notice due to external factors such as availability of placement or changes in settings, which provide these opportunities. Students therefore, need to ensure that they are available until the end of July 2020 to complete their full phase of training. Consequently, students should not book or confirm any holiday arrangements until they receive confirmation of the end date of their placement. This may vary for different students on the same programme.
- 1.8 Students need to consider the financial implications of their placement and will be responsible for any costs incurred up until the specified finish date. This will include the payment of any accommodation (other than accommodation to support a Distance Placement). Edge Hill University will not reimburse students for any such costs incurred. Students should therefore ensure that any accommodation contracts, covers the period of their placement, in advance of its commencement. As per point 1.7 above, this may apply up until the end of July 2020 depending on the placement end date (including any extensions required to make up days for compliance).
- 1.10 Students are normally expected to make their own way to and from their placement setting for the duration of their placement and are responsible for making the necessary arrangements.
- 1.11 Students are expected to plan their journeys and check the details for the appropriate times of day that they will be travelling, for both their commute to and from the placement setting each day. Any issues in identifying an appropriate journey should be made in writing by emailing the Partnership Development Team, in advance, giving

no less than 1 weeks' notice prior to the commencement of the placement. Students are advised to use Google Maps or Traveline (as appropriate) to plan their journeys.

- 1.12 Students will be expected to pay for the costs of transport to and from their placement setting and will need to submit a claim to request a reimbursement for a contribution towards these expenses, after the attendance has taken place, if they are eligible to do so.
- 1.13 Students should at all times seek to use the most cost-effective mode of transport to travel to and from their placement setting. This includes the consideration of appropriate passes (weekly, monthly, termly, student saver) for public transport and a review of the shortest appropriate journey and car sharing (where appropriate) for travel by personal transport.
- 1.14 Students are expected to be flexible in their journeys to placement and this may include the use of a combination of transport means and may also involve an amount of walking.

**Students with their own vehicle:**

- 1.15 Students who have declared to Edge Hill University that they have access to their own vehicle for the purposes of their placement will normally be allocated on the understanding that they will be utilising this as their mode of transport. For students whose circumstances change and they either, acquire access to a vehicle or no longer have access to a vehicle, they must update this information on InPlace immediately and contact the Partnership Development Team in writing at the earliest possible opportunity. (This is subject to change for students placed in Distance Placement settings, please refer to points [4.5](#), [4.6](#) and [4.46](#).)
- 1.16 Students using their own vehicles should confirm with their insurers that their vehicle policy covers the following:
- Use by the student on the business of Edge Hill University.
  - Indemnity in respect of third party claims while the vehicle is so used
  - The receipt of a mileage/ passenger allowance by the student for the use of her/ his vehicle on Edge Hill University business does not invalidate the insurance

In addition, students using private cars on University business must ensure that their vehicles are maintained in a roadworthy condition as per the requirements of the Road Traffic Act.

- 1.17 No responsibility can be accepted by Edge Hill University for damage to a student's vehicle or property, including wear and tear on the vehicle, incurred whilst travelling to and from placement.
- 1.18 Students are responsible for identifying suitable car parking for the duration of their placement. Any charges incurred as a result of car parking are the student's responsibility. Edge Hill University will not reimburse any car parking expenses incurred in attending a placement. Students are therefore recommended to seek out free car parking wherever possible and should consult their placement setting for advice on parking in that particular area.

**Students without their own vehicle:**

- 1.19 For students who have not declared that they have access to a vehicle for the purposes of their placement, they will be allocated a placement on the understanding that they will be travelling by public transport. Students will be responsible for identifying an appropriate public transport route. Edge Hill University recommend using Traveline (<https://www.traveline.info/>) to plan the journey. Public transport can include travel by rail, bus or National Express.
- 1.20 Edge Hill University does not consider taxis to be a form of public transport and will not reimburse any expenses incurred through the unauthorised use of taxis. Use of a taxi must be pre-approved by a budget holder only and will only be considered in exceptional circumstances. Budget holders will only consider use of a taxi following a full business case assessment of the circumstances and students will be responsible for providing any information requested to support Edge Hill University staff in the production of the business case.
- 1.21 If a student uses a taxi without a Budget Holder's authorisation, then they will be responsible for any costs incurred and will not be eligible for any reimbursement.

- 1.22 It is the student's responsibility to retain all original tickets and / or receipts for submission to Edge Hill University to evidence the public transport journeys taken, if they are seeking reimbursement. Edge Hill University can accept no responsibility for lost or misplaced tickets and are unable to reimburse any expense without such evidence of payment.
- 1.23 Students are advised to request receipts for the purchase of all public transport tickets to retain in circumstances where the transport provider may request the original ticket. (For example, some train stations may require tickets to be surrendered when leaving the station).

### **Claims under this policy**

- 1.24 Claims under this policy are made by fully completing a Travel and Accommodation Claim Form and submitting this along with all required supporting information to the Faculty of Education Information Desk **no later than 4 weeks** after each placement has finished.
- 1.25 The final date for submitting a claim under this policy for expenses incurred during academic year 2019 / 2020 will be **31<sup>st</sup> July 2020**. Edge Hill University will be unable to make any payments for expense claims which are not submitted during the relevant academic year. Therefore, no claims under this policy will be accepted after this date. For students whose placement does not complete until the end of the academic year, they are recommended to submit a partial claim for the majority of the dates towards the end of June/ beginning of July and then a final claim for the remaining days once they have been completed. Students are advised to notify the Faculty of Education Information Desk by email, in advance, if they intend to claim within the final weeks before 31<sup>st</sup> July 2020.
- 1.26 Claims can be submitted in any of the following ways:
- **In person to:** Faculty of Education, Information Desk
  - **Via email to:** [FOEStudentExpenseClaims@edgehill.ac.uk](mailto:FOEStudentExpenseClaims@edgehill.ac.uk) (please note that this is only possible for claims which do not require students to include original receipts or tickets)
  - **By post to:** Student Expenses, Faculty of Education, Edge Hill University, St Helens Road, Ormskirk, Lancashire, L39 4QP.
- 1.27 Students should receive confirmation of receipt by email from [FOEStudentExpenseClaims@edgehill.ac.uk](mailto:FOEStudentExpenseClaims@edgehill.ac.uk) that their claim has been received. For students submitting by email this may be an automated response.
- 1.28 Expense claims can be submitted on a regular basis; therefore students do not need to wait until the end of the placement in order to claim however, the days which are being claimed for must have been completed and signed for on the corresponding attendance record.
- 1.29 Edge Hill University can accept no responsibility for lost or misplaced claim forms, receipts or tickets in support of expenses claims. Students are therefore advised to take copies of all claims and corresponding information prior to submission.
- 1.30 Edge Hill University aims to process expense claims as quickly and efficiently as possible. Students should be aware that complete and accurate claims are normally processed and made payable within 4 weeks of the submission date however; this may vary in busier or quieter periods.
- 1.31 All original tickets and receipts relevant to each claim form must be submitted to support the amount requested. It is the student's responsibility to preserve all tickets which they wish to be reimbursed for and to surrender them to Edge Hill University with a fully completed claim form. Students will not be reimbursed without valid proof of purchase for each journey made.
- 1.32 All claims made under this policy must be accompanied by a copy of an attendance record, fully signed by a placement Mentor / Supervisor for all the dates being claimed for. It is a student's responsibility to ensure this is up to date and accurate, at all times. Edge Hill University are unable to make a payment for any dates that have not been signed for and accurately recorded on the attendance record.

## Section 2: Travel from a Term Time address

- 2.1 At the beginning of the academic year, students are requested to complete either a survey or the 'My Details' section of Inplace, known as a Student Allocation Profile. The information provided within this survey is stored and used to allocate students to an appropriate placement setting. In most cases, a student's allocation will be made based upon them travelling to their placement setting each day, from their registered Term Time address. However, on some occasions, students may be allocated based upon an alternative address subject to either the Accommodation Assistance or Distance Placement sections of this policy. Eligible students under these sections will be notified by email on an individual basis to inform them. If a student has not received confirmation of either their eligibility for Accommodation Assistance or Distance Placement then they are expected to travel from their Term Time address to their placement setting each day and should refer to this section of the policy.
- 2.2 Students are expected to travel up to what is considered a viable journey by Edge Hill University in order to attend their placement setting. Edge Hill University consider a viable journey from a Term Time address to be as follows:
- Travelling from a registered Term Time address to a placement setting with no deviations to the advised route (unless otherwise agreed in writing)
  - Travelling using the appropriate mode of transport (public transport or use of own vehicle)
  - Normally up to 90 minutes travelling time (each way) or up to 35 miles (each way), whichever is the lower
  - Identified using a Google Maps route planner for travel using own vehicle
  - Identified using Traveline for travel by public transport
  - Journey at the appropriate time of day for both outbound and return journeys
- 2.3 Where an allocation exceeds the time / distance specified in point 2.2 (above), students will be contacted on an individual and bespoke basis to highlight that the allocation exceeds the normal policy and to confirm if the student is prepared to undertake the journey. Written responses from the student will be required to support the allocation.
- 2.4 If a student chooses to reside elsewhere (other than their registered term time address) during their placement and they have not been informed by the Partnership Development Team of their eligibility to claim under another section of this policy (i.e. Accommodation Assistance or Distance Placement Allocation), then they will not be able to claim for any contribution towards travel expenses incurred.
- 2.5 Edge Hill University are only able to contribute towards expenses which are above and beyond the normal cost of commute to the students' regular place of study. It is the responsibility of the student to evidence the normal cost of commute by providing either a Google Maps route planner to show the mileage or to show their normal cost of public transport such as an example ticket or a price / tariff list (a printed copy from the relevant provider's website is sufficient).  
Deductions will therefore be made to the cost of travel to placement based upon their normal commute and will be calculated as follows:
- For full time students, calculations will be made based upon the number of days attended on placement, regardless of the number of days the student would normally attend Edge Hill University as they are categorised as having full time attendance.
  - For part time students, Edge Hill University will make a proportionate deduction towards the travel expenses incurred based on the number of days which a student would normally attend Edge Hill University during that period. For example, if a part time student normally attends Edge Hill University 2 days per week then only 2 days attendance on placement will have a deduction applied. Travel for additional days that week will be reimbursed in full. Supporting information such as an academic timetable, to show normal attendance must be provided, with any part time claim in order to evidence the applicable deduction.
  - For students on flexible programmes, who do not normally attend Edge Hill University on a regular basis, they will not receive any deductions for normal commute to Edge Hill University against the travel claim submitted.
  - Deductions for normal commute to Edge Hill University will apply for students who declare that they normally walk or cycle to Edge Hill University or take the Edge Hill University Link Bus when the distance is greater than 2 miles each way. Google maps should be used to evidence the route taken and should be set to show the walking route and not the route for a car journey.

- Deductions will apply to the claims of students who declare that they normally receive a lift to Edge Hill University, as this is a private arrangement, which cannot be evidenced. Should the lift arrangement be unavailable at any stage, students are still responsible for attending Edge Hill University and therefore need to ensure that they factor in the potential costs accordingly. The distance travelled as a passenger from the Term Time address to Edge Hill University, will be the distance applied in order to calculate the necessary deduction.
- Students whose registered term time address is on campus will not receive any deductions to their claim for commuting to their placement setting.

#### **Calculations when using own vehicle:**

- 2.6 Contributions towards travel costs to and from a placement setting using a personal vehicle will be calculated at a cost of £0.14 per mile for the valid journey distance for both outbound and return journeys.
- 2.7 Students using their own vehicle, who also transport fellow students to and from their placement setting, can claim an additional £0.05 per mile per passenger (on top of the standard mileage amount of £0.14 per mile). This will only apply for the days which passengers attend placement and for the distance the passenger is transported. Passengers claimed for will not be able to make any further claims for travel costs for these journeys. A copy of each passenger's attendance record should be provided to support each claim.
- 2.8 Where the appropriate Google Maps route planner recommends that a student take a route for their journey that incurs charges for the use of toll roads or tunnels (and the student would not normally incur this charge when attending Edge Hill University), then Edge Hill University will reimburse these expenses upon satisfactory evidence of this being the identified route and evidence of the cost incurred. Evidence of charges could include a print out of the tariffs from the relevant provider's website and a route planner that states the route incurs the toll fee.
- 2.9 The applicable deduction as per [point 2.4](#) will be applied accordingly to calculate the claimable contribution amount. Deductions are calculated at the mileage rate of £0.14 per mile.

#### **Calculations when using public transport:**

- 2.10 Contributions towards travel costs to and from a placement setting using public transport, will be calculated using original tickets or receipts (or other suitable proof or purchase) for each journey being claimed for, to evidence the cost. Tickets and / or receipts must clearly show the date and cost of the travel journey and the locations must be consistent with a route to support attendance on the stated placement.
- 2.11 Only journeys which can be evidenced are eligible for a contribution towards the expense incurred.
- 2.12 The dates on the tickets/ receipts must match the dates signed on the attendance record provided in order to be valid for reimbursement/ contribution.
- 2.13 The applicable deduction as per [point 2.4](#) will be applied accordingly using the evidence provided to calculate the claimable contribution amount.

**[Click here for help on how to claim Travel from a Term Time address](#)**

## Section 3: Accommodation Assistance

*Eligibility under this section replaces a student's eligibility to claim under Section 2: Travel from a Term Time address and Section 4: Distance Placement.*

### **What is Accommodation Assistance and who is eligible?**

- 3.1 This section of the policy is for students who have been allocated to a placement setting based upon the understanding that they will be residing at an agreed alternative address, other than their Term Time address or that defined as a Distance Placement (refer to Section 4).
- 3.2 The alternative address will be identified by the student within their Student Allocation Profile ([see point 1.5](#)), completed at the beginning of the academic year. If this is deemed appropriate in order to support the attendance of a student upon an identified placement then the student may be considered for Accommodation Assistance. Students are not automatically entitled to Accommodation Assistance and this must be approved in advance of any placement by the relevant budget holder.
- 3.3 Students who are approved as eligible under this section of the policy, will receive bespoke communication by email from the Partnership Development Team to confirm that it is expected that they will be residing at the alternative address and to confirm their eligibility to claim Accommodation Assistance. This email will confirm the alternative address advised to Edge Hill University and the dates that they will be eligible to claim. Students must retain this email and submit a copy with any claims under this section of the policy.
- 3.4 Accommodation Assistance is not available for students who have not received email notification of their eligibility to claim. If a student fails to receive an email but believes they should be eligible, they must contact the Partnership Development Team to check the allocation in advance of the start date of placement.
- 3.5 Accommodation Assistance is not available for students who choose, for personal reasons, to reside at an address other than their Term Time address, where there is a viable journey from their Term Time address to their placement setting (see section 2 [point 2.2](#) for a definition of a viable journey from a Term Time address).
- 3.6 Accommodation Assistance is a bespoke form of support to enable students to access placement settings that could not otherwise be accessed by commuting from their registered Term Time address.
- 3.7 Accommodation Assistance is intended to provide a financial contribution towards expenses which a student may incur by residing at an alternative address that are over and above any costs that they would normally incur by paying for their registered Term Time address. For example, when returning home for placement, a student may be expected to contribute towards household bills during this time.

### **Expectations of students claiming Accommodation Assistance**

- 3.8 Students are expected to reside at the identified alternative address during all the specified weeks of their placement.
- 3.9 Students are expected to make their own way from their registered Term Time address to their alternative address at the beginning and end of each block of their placement and are responsible for making the necessary travel arrangements.
- 3.10 Students will initially be expected to pay for the costs associated with travelling between their Term Time address and their alternative address and will need to reclaim for any applicable reimbursement for a contribution towards these expenses once the journey has taken place.
- 3.11 Students under this section of the policy may normally be expected to travel journeys of up to 45 minutes (each way) to/ from their allocated placement setting, up to 15 miles (each way) and this will be calculated according to the appropriate mode of transport.
- 3.12 Where an allocation exceeds the time / distance specified in point 3.11 (above), students will be contacted on an individual and bespoke basis to confirm if they are able to financially support themselves using the £50.00 per week Accommodation Assistance set amount to undertake the required journeys. Written responses from the student will be required to support the allocation.

- 3.13 As explained within Section 1: Policy Overview ([points 1.10 and 1.12](#)), all students are expected to make their own arrangements for commuting to and from their placement setting for the duration of their placement.
- 3.14 Students will not be covered for losses or damage to personal belongings whilst on an Accommodation Assistance placement and are advised to arrange their own appropriate travel (or other appropriate) insurance for these purposes. Edge Hill University will not be held liable for the loss of damage of personal belongings of any student.
- 3.15 Students are advised to seek independent advice as to the insurance they require in advance of their placement.
- 3.16 Edge Hill University will not reimburse students for any expenses incurred in arranging insurance for travel or personal belongings.

### **Calculation of Accommodation Assistance**

- 3.17 Accommodation Assistance is payable at a fixed amount of £50.00 per week of agreed placement dates as a contribution towards expenses. This is subject to completion as evidenced by a fully signed attendance record (signed by the mentor or supervisor at the setting) for the applicable weeks.
- 3.18 This contribution is intended to support expenses including both living costs and travel for commuting to and from placement. There will be no additional contributions for travel for commuting to and from the alternative address to the placement setting each day.
- 3.19 Agreed weeks of Accommodation Assistance are checked and verified in advance of the approval and are specific to that particular student. Accommodation Assistance is not payable for any breaks in placement such as half terms, Christmas and Easter. Agreed weeks will factor in any breaks accordingly to ensure students can attend the required number of days / weeks required. Students will be notified of the dates that they will be eligible to claim within their bespoke approval emails.
- 3.20 Students will not be able to claim for any voluntary attendance on placement.
- 3.21 If a student requires additional weeks on placement in order to be compliant with programme requirements, they should contact their Course Leader / Programme Leader in advance to request the consideration of an extension to placement and the associated Accommodation Assistance support. If a Course Leader is in agreement that the extension is required, they will be responsible for making the necessary request for additional financial support, but this must be arranged in advance of the extension commencing. Students must await written confirmation of the budget holder's approval of an extension before making any associated arrangements.
- 3.22 Edge Hill University will not contribute to weeks that have not been pre-approved for Accommodation Assistance.
- 3.23 Students can re-claim a contribution towards travel costs only from their Term Time address to their alternative address for the start and end of each agreed block of placement. A block is considered a consistent number of weeks without any interruption for a break such as half terms, Christmas and Easter. Weekends and bank holidays are not considered a break in placement and therefore any travel between a Term Time address and alternative address for a weekend visit are not able to be claimed and costs incurred are the student's responsibility.
- 3.24 Travel contributions for valid journeys as described in [point 3.20](#) (above) made by use of a student's own vehicle, can be claimed by evidencing the recommended journey as advised by a Google Maps route planner to show the distance. Claims are payable at a rate of £0.14 per mile shown on the route planner and this must be the advised route. Any deviations to the advised route will not be supported without prior written agreement of the budget holder's approval.
- 3.25 Where the appropriate Google Maps route planner recommends that a student takes a route for their journey that incurs charges for the use of toll roads or tunnels, Edge Hill University will reimburse these expenses upon satisfactory evidence of this being the identified route and evidence of the cost incurred. Evidence of charges could include a print out of the tariffs from the relevant provider's website and a route planner that states the route incurs the toll fee.

3.26 Travel contributions for valid journeys as described in [point 3.20](#) (above) made by public transport, can be claimed by evidencing the journey made by surrendering an original travel ticket / receipt or supplying other proof of purchase to confirm the journey. The information provided must show the journey locations and the date and cost of travel. Any tickets / receipts that include unnecessary deviations from the required journey will not be supported unless the student obtained prior written agreement of the budget holder's approval.

### **Overseas Accommodation Assistance**

3.27 On some occasions, students may be considered for an allocation at an alternative address which can be categorised as overseas, this may include the Isle of Man, Northern Ireland or other location.

3.28 Accommodation Assistance support remains the same regardless of an overseas location so students should refer to the section above regarding what they can claim.

3.29 Overseas travel such as flights or ferries must be considered as public transport in relation to Overseas Accommodation Assistance allocations and therefore, students should refer to [points 3.20 and 3.23](#) on what and how to claim for these journeys.

### **Insurance for Overseas Accommodation Assistance**

3.30 For students on an Overseas Accommodation Assistance placement, Edge Hill University will arrange and pay for Personal Accident and Travel Insurance which will cover some medical expenses in connection with travel to and from their home / term time address to their approved alternative address only. The medical expense cover provided is not full health insurance - it only covers emergency repatriation and associated expenses as, treatment is available similar to that provided by the NHS. Students would need to pay for any dental treatment or prescribed medicines as per advice on the following link:  
<https://www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/NonEEACountries/Pages/Non-EEACountries.aspx>

3.31 As with all Accommodation Assistance placements, students will not be covered under this policy for loss or damage to personal belongings and are advised to arrange their own appropriate travel (or other appropriate) insurance for these purposes (see also points 3.27 to 3.29 above). Students will be responsible for arranging and paying for any additional insurance they arrange and will not be eligible for any reimbursement from Edge Hill University.

3.32 The following information is provided to all travellers:  
Insurers expect that Foreign Commonwealth Office (FCO) travel (<https://www.gov.uk/foreign-travel-advice>) is taken into consideration before planning and commencing any trip. Students should check the information against their travel arrangements as it will invalidate insurance to travel against the advice given by the FCO. Students should continue to monitor and check the FCO webpages for further updates whilst abroad.

3.33 Students placed in Overseas Accommodation Assistance settings will be contacted in advance of any placement and asked to declare any known medical conditions for the purposes of insurance medical disclosure and will be expected to respond within the specified period in order for the insurance to be arranged.

**[Click here for help on how to claim Accommodation Assistance](#)**

## Section 4: Distance Placement

*Eligibility under this section replaces a student's eligibility to claim under Section 2: Travel from a Term Time address and Section 3: Accommodation Assistance.*

### What is a Distance Placement and who is eligible?

- 4.1 Edge Hill University works in Partnership with a variety of schools, colleges and settings across the UK and therefore, students could be allocated a placement anywhere within this Partnership, ensuring that they are placed in the most appropriate setting for their training and educational needs.
- 4.2 An allocated setting becomes a Distance Placement when this could not be accessed by the student from either their registered Term Time address or an agreed alternative address (refer to [Section 3: Accommodation Assistance](#)) within a viable journey distance (see section 2 [point 2.2](#) and section 3 [points 3.11 and 3.12](#)) but there are specific added benefits for them to undertake a placement at this setting such as specialism training, employability prospects or diversity of training experience. Edge Hill University therefore provide support in the way of paid accommodation to enable this allocation to take place.
- 4.3 Students are normally asked to volunteer or express their interest in a Distance Placement before being considered and they should do this as early as possible in the academic year and well before allocations take place. Students are not guaranteed a Distance Placement as demand is high and allocations will be made based upon the Student Allocations Profiles to ensure the best possible allocations for each individual student.
- 4.4 Students who are approved as eligible under this section of the policy will receive bespoke communication by email from the Partnership Development Team to confirm that they have been selected and approved as eligible for a Distance Placement. This email will confirm the relevant details and confirm the applicable dates. Students must retain this email and submit a copy with any claims under this section of the policy.
- 4.5 Students who have not received a bespoke confirmation email to confirm they have been placed in a Distance Placement are not considered eligible to claim under this section of the policy.

### Distance Placement Accommodation

- 4.6 Accommodation will be provided to support students who are allocated to a Distance Placement setting and this will be arranged and paid for in full by Edge Hill University. Students will not have to finance this accommodation. Edge Hill University will undertake research to identify the most appropriate accommodation to support the attendance at the identified placement setting using the following criteria:
  - Availability throughout the placement period (it may be necessary to use more than one provider where availability is limited)
  - Commutable to the placement setting within 45 minutes (each way) up to a maximum of 15 miles (each way) using the appropriate mode of transport
  - Self-catering facilities (or suitable access to alternative amenities)
  - Bathroom facilities exclusive for Edge Hill University students (these may be shared facilities between a group of students)
  - Provide a desk and chair or suitable study area (this could be within a shared communal area for Edge Hill University students such as a dining area)
  - Provide unlimited wireless internet connection
  - Access to laundry facilities (this could be within the accommodation setting or within a short travelling distance- any costs incurred will not be reimbursed by Edge Hill University- refer to point 4.21)
  - Provide car parking facilities (where students are allocated based on the understanding that they will be using their own vehicle. When parking is not available students should be advised to use public transport)
- 4.7 On occasion, it may not be possible for Edge Hill University to identify accommodation which can meet all of the above criteria and in such circumstances, students will be contacted in advance of their placement by Edge Hill University staff to discuss this matter on a bespoke basis.

- 4.8 Students will be informed of their accommodation details in writing by email from the Partnership Development Team in advance of their placement start date, normally, with no less than 1 weeks' notice.
- 4.9 Accommodation will normally be booked to start allowing one full clear day prior to the start date of the placement. For example, for a student whose placement commences on a Monday, their first night in the accommodation will be the Saturday evening allowing a full day on Sunday prior to commencing placement. This will also be the case for students returning to placement following a break such as Christmas, Easter or Half Term.
- 4.10 Accommodation will normally terminate on the day after the final day of placement and students will be expected to check out on this day. For example, if a student's last day of placement is a Friday, then their last night would be the Friday night and they would be expected to check out of the accommodation on the Saturday. This will also be the case for students returning to either their home or term time address for a break such as Christmas, Easter or Half Term.
- 4.11 Accommodation will be provided for weekends during the placement period. If students will not be residing in the accommodation at the weekends, they must share this information with the Partnership Development Team in advance.
- 4.12 Accommodation will not be arranged and paid for during breaks from placement such as Christmas, Easter and Half Term. If students wish to remain at the accommodation during any such breaks, then they will need to arrange this directly with the provider and fund this themselves. Students will not be reimbursed for expenses incurred by staying any additional nights at the accommodation, or for any other alternative accommodation which they may choose to arrange themselves.

### **Expectations of students**

- 4.13 Students are expected to reside at the identified accommodation provided by Edge Hill University during all the specified dates of their placement.
- 4.14 Students are expected to make their own way from their registered Term Time address to the accommodation provided by Edge Hill University at the beginning and end of each block of their placement and are responsible for making the necessary travel arrangements.
- 4.15 Students will initially be expected to pay for the costs associated with travelling between their Term Time address and the accommodation provided by Edge Hill University and will need to reclaim for any applicable reimbursement for a contribution towards these expenses.
- 4.16 Students under this section of the policy may be expected to travel journeys of up to 45 minutes (each way) to / from their allocated placement setting, up to a maximum of 15 miles (each way) and this will be determined according to the appropriate mode of transport.
- 4.17 Where travel from an allocation setting to accommodation exceeds the time / distance specified in point 4.15 (above), students will be contacted in advance on an individual and bespoke basis.
- 4.18 As explained within Section 1: Policy Overview ([points 1.10 and 1.11](#)), all students are expected to make their own arrangements for commuting to and from their placement setting for the duration of their placement.
- 4.19 Students are expected to notify the Partnership Development Team at the earliest opportunity of any reason which may impact upon their ability to undertake a Distance Placement.
- 4.20 Students are expected to make their own arrangements for meals during a Distance Placement.

### **Calculation of Distance Placement expenses**

- 4.21 All claims within this section of the policy will be calculated based on the allocated accommodation setting for the Distance Placement. If a student chooses to reside elsewhere then they will not be able to claim for reimbursement as a contribution of any expenses incurred.
- 4.22 Students placed in accommodation where breakfast is not provided by the accommodation setting (i.e. self-catering board basis) will be eligible to claim a contribution of £3.00 per day that the accommodation is provided, as a breakfast contribution. This can only be claimed after the dates requested have taken place. The amount payable will be calculated based on the number of nights' accommodation booked and agreed by Edge Hill University. This

will be checked against internal booking records. Edge Hill University will not pay for any other costs towards expenses incurred for meals during a Distance Placement, students will need to pay for this themselves and will not be able to claim any reimbursement.

- 4.23 Students are responsible for any costs for laundry during their Distance Placement and will not be reimbursed for any expenses incurred.
- 4.24 Edge Hill University will not pay for any other amenities whilst students are on a Distance Placement.
- 4.25 Students can re-claim a contribution towards travel costs from their Term Time address to the accommodation provided by Edge Hill University for the start and end of each agreed block of placement. A block is considered a consistent number of weeks without any interruption for a break such half terms, Christmas and Easter. Weekends and bank holidays are not considered a break in placement therefore any travel between a Term Time address and the accommodation for a weekend visit are not able to be claimed and costs incurred are the student's responsibility.
- 4.26 Students can claim a contribution towards commuting travel costs to and from a placement setting from the accommodation provided by Edge Hill University each day, for the valid journey distance for both outbound and return journeys.
- 4.27 No deductions will be made for normal commute to Edge Hill University against the contribution towards travel expenses incurred for a student who is allocated a Distance Placement.

**Calculations when using own vehicle:**

- 4.28 Travel contributions for journeys as described in [points 4.25](#) and [4.26](#) (above) made by use of a student's own vehicle, can be claimed by evidencing the recommended journey as advised by a Google Maps route planner to show the distance. Claims are payable at a rate of £0.14 per mile as shown on the route planner and this must be the advised route. Any deviations to the advised route will not be supported without prior written agreement of the budget holder's approval.
- 4.29 Students using their own vehicle, who also transport fellow students to and from their placement setting or accommodation, can claim an additional £0.05 per mile per passenger (on top of the standard mileage amount of £0.14 per mile). This will only apply for the days which passengers attend placement and for the distance the passenger is transported. Passengers claimed for will not be able to make any further claims for travel costs for these journeys. A copy of each passenger's attendance record should be provided to support each claim.
- 4.30 Where the appropriate Google Maps route planner recommends that a student takes a route for their journey that incurs charges for the use of toll roads or tunnels, Edge Hill University will reimburse these expenses upon satisfactory evidence of this being the identified route and evidence of the cost incurred. Evidence of charges could include a print out of the tariffs from the relevant provider's website and a route planner that states the route incurs the toll fee.
- 4.31 All requested journeys must be supported by a fully signed (by the setting mentor or supervisor) attendance record to be eligible for a contribution.

**Calculations when using public transport:**

- 4.32 Travel contributions for journeys as described in [points 4.25](#) and [4.26](#) (above) made using public transport can be claimed by evidencing the journey made by surrendering an original travel ticket/ receipt or supplying other proof of purchase to confirm the journey. The information provided must show the journey locations and the date and cost of travel. Any tickets / receipts that include unnecessary deviations from the required journey will not be supported without prior written agreement of the budget holder's approval.
- 4.33 Only journeys which can be evidenced are eligible for a contribution towards the expense incurred.
- 4.34 All requested journeys must be supported by a fully signed (by the setting mentor or supervisor) attendance record to be eligible for a contribution. The dates on the tickets / receipts must match the dates signed on the attendance record exactly.

**Insurance (See also 4.38 – 4.40 Isle of Man)**

- 4.35 Students will not be covered for losses or damage to personal belongings whilst on a Distance Placement and are advised to arrange their own appropriate travel (or other appropriate) insurance for these purposes. Edge Hill University will not be held liable for the loss of damage of personal belongings of any student.
- 4.36 Students are advised to seek independent advice as to the insurance they require in advance of their placement.
- 4.37 Edge Hill University will not reimburse students for any expenses incurred in arranging insurance for travel or personal belongings.

**Distance Placements in the Isle of Man**

- 4.38 For students on a Distance Placement in the Isle of Man, Edge Hill University will arrange and pay for Personal Accident and Travel Insurance which will cover some medical expenses in connection with travel to and from their home/ term time address to their Distance Placement in the Isle of Man only. The medical expense cover provided is not full health insurance - it only covers emergency repatriation and associated expenses as, treatment is available similar to that provided by the NHS. Students would need to pay for any dental treatment or prescribed medicines as per advice on the following link:  
<https://www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/NonEEAcountries/Pages/Non-EEAcountries.aspx>
- 4.39 As with all Distance Placement, students will not be covered under this policy for loss or damage to personal belongings and are advised to arrange their own appropriate travel (or other appropriate) insurance for these purposes (see also [points 4.35 – 4.37](#)). Students will be responsible for arranging and paying for any additional insurance they require and will not be eligible for any reimbursement from Edge Hill University.
- 4.40 The following information is provided to all travellers:  
Insurers expect that Foreign Commonwealth Office (FCO) travel advice (<https://www.gov.uk/foreign-travel-advice>) is taken into consideration before planning and commencing any trip. Students should check the information against their travel arrangements as it will invalidate insurance to travel against the advice given by the FCO. Students should continue to monitor and check the FCO webpages for further updates whilst abroad.
- 4.40 Students placed in the Isle of Man will be contacted in advance of any Distance Placement and asked to declare any known medical conditions for the purposes of insurance medical disclosure and will be expected to respond within the specified period for insurance to be arranged.
- 4.41 As with all Distance Placements, accommodation in the Isle of Man will normally be booked to start allowing one full clear day prior to the start date of the placement. For example, for a student whose placement commences on a Monday, their first night in the accommodation will be the Saturday evening allowing a full day on Sunday prior to commencing placement. This will also be the case for students returning to placement following a break such as Christmas, Easter or Half Term. This can vary depending on the availability of ferries or flights and students will be contacted in advance by the Partnership Development Team to confirm the arrangements.
- 4.42 As with all Distance Placements, accommodation in the Isle of Man will normally terminate on the day after the final day of placement and students will be expected to check out on this day. For example, if a student's last day of placement is a Friday, then their last night would be the Friday night and they would be expected to check out of the accommodation on the Saturday. This will also be the case for students returning to either their home or term time address for a break such as Christmas, Easter or Half Term. This can vary depending on the availability of ferries or flights and students will be contacted in advance by the Partnership Development Team to confirm the arrangements.
- 4.43 Students placed in the Isle of Man will normally have appropriate overseas transport arranged and paid for on their behalf. This will normally be a ferry from Liverpool, Birkenhead or Heysham Seaports to Douglas Seaport, however, on occasion Edge Hill University may consider flights as a suitable alternative where this provides better value for money. Bespoke guidance will be provided if this becomes applicable.
- 4.44 Students placed in the Isle of Man will not be eligible for any reimbursement for any overseas travel which they arrange without prior written agreement from the Partnership Development Team confirming the authority of the relevant budget holder.

- 4.45 Students placed in the Isle of Man will be responsible for arranging and paying for their own transport to and from the relevant ferry terminal or airport as applicable and will be eligible for the reimbursement or a contribution towards any expenses incurred as a result in line with the transport guidance of this section of the policy.
- 4.46 On occasion, Edge Hill University may deem it appropriate for a student to take their own vehicle to the Isle of Man to support their travel to and from their accommodation and for travel to their placement setting. Edge Hill University will review each instance on a bespoke basis and the Partnership Development Team will provide in writing, clear rationale as to the reasons to support or decline a student's request to take their own vehicle.
- 4.47 Where Edge Hill University approves a student to take their vehicle to the Isle of Man, Edge Hill University will arrange and pay for the ferry for this purpose.
- 4.48 If a student is declined approval to take their own vehicle to the Isle of Man, but chooses to do so for their own convenience or for recreational purposes, the student will be responsible for any such arrangements and for paying for this transport and will only be eligible for reimbursement for expenses for a foot passenger ferry ticket, at a cost to be advised by the Partnership Development Team, unless a ferry has already been booked by Edge Hill University, in which case, no reimbursement will be available.

**[Click here for help on how to claim for a Distance Placement](#)**

## Endmatter

Title	Edge Hill University: Faculty of Education: Travel and Accommodation Policy 2019 / 2020
Policy Owner	Partnership Finance Officer
Approved by	Faculty of Education Management Group
Date of Approval	August 2019
Date for Review	August 2020