

## ***Deadline***

*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 if your Placement finishes in July 2021, also by the end of year deadline of 31<sup>st</sup> July 2021.*

*If it becomes necessary for you to undertake additional attendance at a Placement setting in order to be compliant with your Programme requirement, you may be considered for an extension to Accommodation Assistance support but this needs to be approved in advance of this taking place. It is your responsibility to contact the Partnership Development Team immediately as you become aware so that they can make the necessary arrangements for the extension to be considered.*

*Voluntary days attended and agreed breaks such as Christmas, Easter and Half Term are not liable to any financial support under the Accommodation Assistance section of the Travel and Accommodation Policy 2020/ 2021.*

*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](mailto: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***

## ***Accommodation Assistance***

***(Section 4 of the Travel and Accommodation Policy 2020/ 2021)***

*Please note this is an overview guide only and you should refer to the Travel and Accommodation Policy 2020/ 2021 for full terms and conditions. The policy is accessible via Blackboard/ Learning Edge.*

*This guide is for students allocated to a Placement based upon an alternative term time address under the Accommodation Assistance section of the Travel and Accommodation Policy 2020/ 2021.*

*This does not include Distance Placements, which are supported by accommodation paid for by Edge Hill University.*

## 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 agreed alternative address for the period of your Placement then you may be eligible for financial support under the Accommodation Assistance section of the Travel and Accommodation Policy 2010/2021.

Any student who is eligible for Accommodation Assistance must be approved prior to commencing their Placement and will be sent an email from their Partnership Development Team to advise them that they have been approved eligible to claim under this section of the Travel and Accommodation Policy 2020/ 2021.

If you are unsure as to whether you are able to claim, you should contact the Partnership Development Team at [educationpartnership@edgehill.ac.uk](mailto:educationpartnership@edgehill.ac.uk)

## What can I claim?

You can claim a fixed contribution towards your living and commuting costs of £50.00 per week of Placement as per the approved dates which, will be stated on your eligibility email received from your Partnership Development Team. This is subject to attendance during those weeks stated.

You can also claim for reimbursement of the cost of travel to and from your registered term time address to the agreed alternative address for the start and end of each block of your Placement.

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

You are not able to claim any additional funding for travel costs for commuting to and from your Placement setting each day, as costs must be managed by within the £50.00 per week contribution.



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.

## 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/id/eprint/15595> 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 for travel to and from your term time address to your alternative address. This must show the cost, date and purpose of your travel. Supporting information includes:



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



If you travelled to your alternative address 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 cost, date and journey travelled.



If you travelled to your alternative address 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 as per the distance on the recommended Google Maps route planner.



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.