STUDENT PLACEMENT EXPENSES

Students should adhere to the following guidelines when claiming accommodation or travel costs while on placement, if their costs are in addition to your term time accommodation costs or if your travel is more than £5.00 per day.

Please note that these guidelines are in accordance with the Scottish Awards Agency for Scotland (SAAS) and can be changed/amended by them at any time. Any changes advised by SAAS will be forwarded to students by e-mail.

Occasionally there may be exceptions to these guidelines and students should contact Maureen Cooper (snmschooloffice@rgu.ac.uk) or Jordan Lyon (snmschooloffice@rgu.ac.uk) for clarification if they are in doubt.

DOCUMENTATION REQUIRED

The following forms MUST be submitted when claiming for the following:

TRAVEL
- SAAS claim form **fully completed** with exact dates claimed for.
- Ferry/Flight Receipts (Orkney/Shetland/Western Isles) if applicable.
- Public Transport receipts (i.e. rail/bus tickets etc.). Copy of fare guide if relevant to your claim. (Please refer to the travel section).

ADVANCE CLAIMS
- Details of Accommodation Booked form.
- SAAS claim form **fully completed** with exact dates claimed for.
- Invoice or Booking form from accommodation provider
- Receipts for any advance payment must be provided along with the next advance claimed (please refer to the advance claim section).

ACCOMMODATION
- Details of Accommodation Booked Form.
- SAAS claim form **fully completed** with exact dates of days/nights claimed for.
- Accommodation Receipts which must have the Address of the accommodation provider, telephone number, student name, exact dates paid for, cost per night and a signature of receipt of payment (please refer to the accommodation section).

MILEAGE CLAIMS (MUST HAVE pre-approval) - see Mileage Claim Section
- Mileage pre-approval form authorised
- SAAS claim form **fully completed** with exact dates claimed for.
- Detailed Commuting /Caseload Mileage sheet approved and signed by your Mentor (mileage sheets will be sent to you by e-mail if mileage approved)

Mileage claims must be approved by the School PRIOR to going on placement (See section ‘Mileage Claim’)

It is a School policy that claim forms must be submitted within 28 days of the student completing the placement.
ORKNEY/SHETLAND PREPARATION

Prior to your placement to either Orkney/Shetland, students will receive an e-mail requesting them to advise whether they will or will not require student accommodation during their placement. This information will then be forwarded to NHS Orkney/Shetland who will arrange the accommodation. You should then receive an e-mail of confirmation from NHS Orkney/Shetland direct.

Student accommodation is available in both NHS Orkney and NHS Shetland which can be re-claimed from SAAS attaching relevant receipts. As at 1st April 2017 the rate of Student Accommodation in Shetland is £37.62 per week and £8.00 per day in Orkney. Students on placement on remote islands off Shetland (i.e. Bixter/ Yell) should contact Jordan Lyon or Maureen Cooper either by e-mail – snmschooloffice@rgu.ac.uk or telephone 01224 262974 for further information. Students are entitled to claim 7 nights per week when in Shetland/Orkney.

TRAVEL ORKNEY /SHETLAND/WESTERN ISLES

Students going on placement to Orkney, Shetland or the Western Isles must arrange their own travel (i.e. flight/ferry). The cost of travel can then be re- claimed from SAAS by completing the SAAS claim form attaching all the relevant receipts. SAAS will not pay for additional baggage or travel insurance when students are booking flights for their community placements. SAAS will only pay for the basic cost of the flights.

Students travelling by Ferry should claim the cheapest form of berth (i.e. sleeping pod)

Students are entitled to also claim for one (1) mid-term return journey to their place of study if their placement is for 12 weeks or more. Receipts for all travel bookings must be submitted along with claim forms. Please ensure that when booking travel online that you print your booking details and proof of payment as no payment will be approved without your receipts. SAAS will not pay any booking fees.

It is a School policy that claim forms must be submitted within 28 days of the student completing the placement.
TRAVEL

Students may be entitled to claim travel while on placement if their travel cost is over and above £5.00 per day. Students must take advantage of all student tickets, weekly/monthly passes and student railcards wherever possible. If a student has to purchase a student railcard to get the cheapest fare they can reclaim the cost of the rail card from SAAS with the appropriate receipt. If a student claims more than the cheapest fare the School will amend the claim form to the cheapest available fare. Students will be e-mailed of any changes made to their claim forms. Please note that SAAS will not pay for private transport unless approval has been given by the School and this is only granted in exceptional circumstances. **Students who wish to use private transport (i.e. own car) for their own convenience, can do so, but can only claim the cheapest available fare by public transport, and must attach a copy of the fare guide with proof of cheapest available fare to their claim form.**

e.g. Students should take advantage of any student fares or Firstbus/Stagecoach discounted tickets available from First Bus or Stagecoach.

https://www.stagecoachbus.com/about/north-scotland
https://www.firstgroup.com/aberdeen

Students claiming travel will have £5.00 per day deducted from any travel claim. (£5.00 per day is included in your bursary). Mileage will not be paid unless approved by the School. **Students who claim mileage which has not been approved by the School will not be paid, and travel will be restricted to the cheapest public transport fare (i.e. bus fare/train fare etc.).** Students who are entitled to claim mileage should read the section ‘Mileage Claim’.

Depending on their placements, students who stay in B & B during their placement may be entitled to claim 1 x return trip per week to their place of study, less £5.00 per day.

**It is a School policy that claim forms must be submitted within 28 days of the student completing the placement.**
RECLAIMING ACCOMMODATION COSTS

Students can claim for reasonable extra accommodation costs (e.g. B & B) if it is required for their clinical placement. This also applies if staying with family or friends. You may only claim costs for the actual days/nights you are on placement. Additional nights can be claimed if you have to stay in a B & B the night before your shift (e.g. if you have an early shift or if you have a late shift and unable to get home). Midwifery students in rural or remote placements within NHS Highland (e.g. Caithness) may have the option of claiming 7 nights per week). Students must state on the claim form the reason for any additional nights claimed. Students staying with friends or family can only claim up to a maximum of £15.00 per night for the days/nights they are on placement. Students should find accommodation near to their placement as SAAS will not pay additional travel costs.

Accommodation costs should be re-claimed on a SAAS claim form which can be picked up from the wall rack outside H510, from the SAAS website (http://www.saas.gov.uk/ forms/nmsb2.pdf) or from the General Study area NUS062 on Moodle. All receipts for accommodation must be submitted along with your claim. PLEASE NOTE all receipts MUST have the address of the accommodation provider, name of student, actual dates of accommodation, total number of days and cost per night and a signature of receipt of payment. If all of these details are not on the receipt your claim will not be processed and will be returned to the student.

Students wishing to claim B & B must submit the 'Details of Accommodation Booked' form to the School. If the cost of the B & B is deemed to be in excess, students will be informed by e-mail and will be required to find alternative, more cost effective accommodation. Approval will be at the discretion of the School.

Student accommodation is also available at Ninewells Hospital, Dundee, Raigmore Hospital in Inverness and in Orkney and Shetland. If students are requested to pay the full amount of the student accommodation at these areas up front then SAAS will pay the entire costs on receipt of the SAAS claim form and either a receipt or invoice from the accommodation provider.

SAAS will NOT pay for ANY Booking or Service Fee charges.

ADVANCE CLAIM FOR ACCOMMODATION

Students can claim accommodation costs in advance of their placement if they are staying in a B & B, therefore preventing the student any financial hardship. SAAS will not pay advance costs if students are staying with friends or family. To claim for an advance payment the student should complete the 'Details of Accommodation Booked' form and submit with the SAAS claim form. You may claim an advance of up to 50% at a time. Students who are on placement on the mainland are expected to return to their term time address on their days off. Once the student has received payment from SAAS and has paid the accommodation provider they can claim for a further advance but must include the receipts for the first 50% already received. Students should remember to submit the final receipts so that our records can be updated and failure to do this may result in SAAS withholding future payments to them.

PLEASE NOTE THAT NO FURTHER CLAIMS WILL BE PROCESSED IF RECEIPTS FOR ANY ADVANCE ARE NOT PROVIDED
MILEAGE CLAIM

Students CANNOT claim for mileage UNLESS their placement area is audited as 'car user required' (e.g. rural area with no public transport available), if you are a 3rd year student on a community placement with your own caseload or if public transport does not get you to your placement on time. If travel is more than two and a half hours SAAS would expect you to stay in accommodation.

If you are required to use your car, students should complete the mileage pre-approval form and insurance certificate and submit for approval PRIOR to starting their placement.

If you are required to use your own car for caseload visits you must complete a 'Mileage pre-approval form' and provide a valid copy of your insurance document which should include business use. Normally insurers do not charge additional costs for adding business use but on some occasions some insurers will charge a minimal cost. Please be sure to explain to your insurers what it is that you require the business use for. Students cannot claim for any additional costs for insurance. These 2 forms should be submitted for approval PRIOR to starting your placement.

If you have submitted a 'Mileage Pre-approval form' the School will e-mail to advise you whether it has been approved or not. If your request to claim mileage is approved, you will be sent the relevant mileage sheets which you will be requested to complete and attach to your claim form. Mileage will be checked using Google Maps.

If mileage is approved please note that the amount that SAAS will pay is capped at £30 per day.

Third year students who are on community placement and have their own caseload will be entitled to claim commuting mileage for the days they have their caseload only. Commuting mileage cannot be claimed if the student does not have caseload visits. On the days/weeks where students are commuting only, they will only be entitled to claim the public transport costs, less £5.00 per day. If you do not have caseload visits planned but your mentor requires you to take your car in case of unplanned visits your Mentor should approve on the Mileage Sheets provided.

It is a School policy that claim forms must be submitted within 28 days of the student completing the placement.
**SICK LEAVE**

Students who go off on sick leave during their placement cannot claim accommodation costs for the period of sickness.

**APPROVAL**

The School aims to process claim forms as quickly as possible but can take between 7 – 10 working days. Almost all delays occur when accurate information is not provided; necessary documents are missing or some of the required pre-approval forms have not been submitted. Any incomplete or incorrect forms will be returned to the student to their term time address/email on our system. It is therefore very important that you update any change of address on the student portal. Any claim forms received which have a different term time address to what we have on our system will not be processed and will be returned to the student’s home address.

All expenses approved by the School of Nursing and Midwifery are in line with the Student Awards Agency for Scotland guidelines. These guidelines may change periodically if advised by SAAS.

**PAYMENT**

SAAS aim to pay all expenses directly into your bank account within 28 days of receiving approved claims from the School. However if all relevant sections of the form are not completed, or if all documentation required is not submitted your form will be returned to the School from SAAS which will delay payment.

*It is a School policy that claim forms must be submitted within 28 days of the student completing the placement.*
SUMMARY

It is a School policy that claim forms must be submitted within 28 days of the student completing their placement. Please note that this differs from the SAAS timescale.

- Submit required forms prior to starting placement (i.e. mileage pre-approval forms, details of accommodation booked form, advanced claims etc)

- Ensure all relevant sections of the forms are completed and the required documentation is attached (incomplete forms will be returned to the student)

- Send completed forms to School Office at the School of Nursing and Midwifery, Ishbel Gordon Building, Garthdee Road, Aberdeen, AB10 7QG or e-mail to snmschooloffice@rgu.ac.uk

DO NOT SEND CLAIM FORMS DIRECTLY TO SAAS

- Please ensure to use correct size envelopes and correct postage. Failure to do this will result in your claim not being delivered until appropriate postage has been paid and therefore delay payment.

- If there is a query with your claim form you will either be contacted by e-mail or your claim will be returned to your term time address which we have on our system. Students should therefore check their e-mails regularly following submission of a claim form and ensure that any change of term time address is updated on the student portal.

- If you have claimed an advance payment for accommodation please remember to submit final receipts.

- If in doubt check it out:

  http://www.rgu.ac.uk/about/schools-and-departments/school-of-nursing-and-midwifery/practice-learning/overview


  or

  Contact Maureen Cooper or Jordan Lyon at snmschooloffice@rgu.ac.uk

Claim forms must be submitted to the School within 28 days of the Student finishing their placement.