



Student Travel and Accommodation Policy – Year 3

Principles

1. The BSMS Student Travel and Accommodation Policy is intended to ensure that students required to travel some distance from BSMS for placements as necessary (including primary care, secondary care, community, Time for Dementia (TfD) visits) are not significantly disadvantaged by travel time or travel cost.
2. The policy is designed to encourage students to walk, cycle or use public transport where possible and practicable for all journeys, including those outside of the Brighton and Hove area.
3. The policy is designed to minimise transport costs wherever possible, particularly bearing in mind that most student placement travel costs are funded via the NHS.
4. We recognise, however, that due to the specific geography of our region, some placements are more difficult to reach than others; and others are more readily accessible to students living in certain locations. We therefore require students to share information with the school to ensure that, wherever possible and appropriate, placements are allocated to those students who are able to use a private car for travel purposes or to those who live in the vicinity of a particular placement.
5. Taxi transport will only be booked / authorised where there is no other means of making the journey, where is the most cost effective manner of transport available for the journey (bearing in mind the number of travellers) or where it is not possible to travel by public transport between different locations for scheduled teaching in the time available. In some cases, a taxi may be appropriate for an outward journey, but not for a return journey (and vice versa). NB. The School Office and Regional Placement teams are asked to design timetables which avoid the need for taxi travel wherever possible.
6. Students are responsible for their own travel expenses for all module placements within the Brighton and Hove area (including Falmer). Please see below for details of journeys for which you can claim.
7. Students are expected to provide their own accommodation throughout the academic year to enable them to attend teaching and placements, however additional accommodation will be provided for rotational residential placements within our Regional Centres (see below).
8. Accommodation will normally be provided for students in Year 3 for students for Module 303 and 306 placements at Chichester, Eastbourne and Hastings where the student is expected to spend at least four days a week at the Regional Centre. If students do not take up their accommodation, they will not be able to claim daily travel to the regional centre, as monies have already been used for accommodation.
9. Travel between a student's 'term-time accommodation' and main place of study is not permitted for reimbursement under the financial regulations of the University. For Year 3 the main place of study is the Audrey Emerton Building / Royal Sussex County Hospital (or, if on a residential placement, the relevant regional centre).

10. Approved rates for reimbursement for the academic year 2024-25 can be found on this webpage: www.hmrc.gov.uk/rates/travel.htm

11. If you have any queries about travel reimbursement, please contact placementlogistics@BSMS.ac.uk

What travel will be reimbursed?

Students can claim for journeys to placements outside of the Brighton and Hove area, as follows:

NB. See separate sections further down for details regarding students on residential regional centre placements and psychiatry placements.

Standard bus or train fares for any travel required for placements including TfD visits and non-residential placements outside of the Brighton and Hove area. Student-rate bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 25-minute walk or 40-minute bus ride.

Students on placement at Princess Royal Hospital (PRH), Haywards Heath, are encouraged to use the free bus services via Metro (routes 271 and 272 between the RSCH and PRH and route 270 between the Old Steine and PRH). Students using the 270, 271 and 272 to travel between sites on hospital business can apply for a free inter-site bus pass (more information from the AEB School Office). Students can also buy discounted tickets on board by showing their NHS ID (£3.80 return and £15.70 weekly). Students who choose to use other routes for placements at PRH can claim for their journeys, but the claim amount will be capped at £10 per day / return journey. Students who drive to PRH are encouraged to car share with other students doing the same journey.

Private car travel to a placement outside the Brighton and Hove area will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may claim for car travel only, not parking.

Taxi travel may be agreed (**in advance**) for some placements which are particularly inaccessible by public transport in accordance with the general principles set out above.

If you are required to travel between a placement and another BSMS timetabled session, and the journey takes longer by public transport than the time available to travel, please contact the School Office at the Audrey Emerton Building. If it is not possible to make alterations to your timetable, (the Emerton Office staff will notify you via email, if you are able to get reimbursed by using a taxi – they will ‘cc’ placementlogistics@bsms.ac.uk so they are aware ahead of your claim).

Students, who would otherwise qualify to use a taxi or public transport to a placement or visit and who are not due to travel with others in a shared taxi or private car already paid for under this policy, may choose to cycle instead. Cycling will be reimbursed at a given mileage rate for the return journey between the Audrey Emerton Building (BN2 5BE) and the placement. Students who live significantly closer to the placement than the AEB should claim for travel between home and the placement if they travel directly between the two. Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement (see above), but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

Year 3 Regional Centre placements

Accommodation is provided for students on regional centre placements at Chichester, Eastbourne and Hastings in modules 303 and 306.

Students are expected to use the accommodation where provided for residential placements as these will enable students to get more fully involved in their placement hospital (including out of hours activities – e.g. near peer teaching). Students are expected to move in to their accommodation over the weekend prior to the start of their placement, unless informed otherwise. **If students do not take up their accommodation, they will not be able to claim daily travel to the regional centre, as monies have already been used for accommodation.**

Students may be required to attend weekly teaching sessions in Brighton on Mondays. Therefore, students on residential placements may claim up to the cost of 12 return journeys by public transport or car between Brighton/AEB (BN2 5BE) and the Regional Centre per rotation. The 12 journeys represent the 11 Mondays, plus a return journey to cover the two ends of the placement. If other journeys are necessary in relation to assessments, these may be claimed additionally. Bus saver tickets and student railcards should be used where possible. Local taxi journeys between bus / railway station and the hospital will also be refunded, where appropriate, to assist students travelling with luggage on moving in / moving out days. Students should aim to travel in groups wherever this helps to minimise the cost of travel.

Students are expected to use the accommodation where provided for residential placements as these will enable students to get more fully involved in their placement hospital (including out of hours activities – e.g. near peer teaching).

Residential placement accommodation is booked and paid for in advance. We realise that students may wish to make their own plans regarding when and how to travel between their normal term-time and placement accommodation, but we are not able to refund any travel above the 12 return journeys per rotation specified above as the funding is already committed to providing the placement accommodation.

Most placement accommodation is on or very near the hospital site. For students placed in accommodation not on the hospital site, it is possible to claim for daily travel from your placement accommodation to the hospital site if the journey from your placement accommodation to the hospital site costs more than your normal commute from your term-time address to the AEB. In this case, we will refund the difference between your placement commute and your normal commute. Please claim using the normal form, stating the cost of your normal commute and subtracting this from the amount you have spent commuting on placement.

For students on a residential placement, who need to travel as part of the placement (especially for psychiatry, but also between sites such as Eastbourne and Hastings), we will reimburse car or bicycle mileage, standard bus or train fares for any travel required for clinical placements outside of a 6 mile/11 km radius of the Regional Centre (3 mile/5 km radius for Redhill). Private car travel will be reimbursed at a given mileage rate for the return journey between the Regional Centre and the placement. All other guidance can be found in other areas of this document.

Psychiatry / Hellingly placements

We recognise that some psychiatry placements are difficult to reach. Students are encouraged to work in groups and organise themselves ahead. Car sharing is encouraged. Train should be taken from **Eastbourne / Hastings** to Polegate, then taxi from there. **Taxi from Eastbourne / Hastings direct to Hellingly will not be**

reimbursed. Where this is not possible and you need assistance in organising your travel please contact placementlogistics@BSMS.ac.uk, giving as much notice as possible.

Private car travel will be reimbursed at a given mileage rate for the return journey between the AEB / Regional Centre (as appropriate) and the placement. All other guidance can be found in other areas of this document.

How to claim

Be sure to state your **term-time address** on the claim form.

For claims relating to placements please complete the University of Sussex BSMS Student Expense Claim Form. This form is available to download from My Studies (my course / documents and policies / student travel). Please read the guidance notes on the form carefully before completing the form, Students must use the form provided (in My Studies) and send it in as an editable pdf so that BSMS staff can add information and approve.

Claims for bicycle or car mileage should include full details of the journeys undertaken **including the post code of each location and the names of passengers** (as appropriate). Claims for car mileage will be paid to the car driver only – the School will not fund private arrangements between students for ‘petrol money’. Students may claim for **car travel only, not parking**. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA, or Google; we will **not reimburse actual mileage if a lengthy route is taken**.

Students claiming for bicycle or car mileage should check the current applicable rates (including passenger rates) via this website www.hmrc.gov.uk/rates/travel.htm

Claim forms may be submitted as often as necessary and should be submitted (via email) with receipts (where necessary) for all journeys listed to placementlogistics@bsms.ac.uk, from where they will be processed and passed to the University of Sussex for payment on a regular basis.

How will I be reimbursed?

You will be reimbursed via BACS payment directly to your bank account. **If you have not previously received expenses from the University of Sussex, please provide your bank details via Sussex Direct** [Sussex Direct Login Page](#) – do not add them to the claim form.

Policy updated June 2024 for claims made in the 2024/25 academic year