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Placement Travel Policy (Undergraduate Medicine)

School of Medicine

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Purpose

The Placement Travel Policy (UG Medicine) provides reimbursement for excess travel incurred due to undertaking practical training on a clinical placement.

Eligibility

Students are eligible to apply for excess travel reimbursement in the clinical phase by one of two processes outlined below:

Process One: The NHS Bursary Travel and Dual Accommodation Expenses scheme

Students who are in receipt of an NHS Bursary (England, Northern Ireland, Wales) must claim for travel expenses via the [NHS Business Services Authority process](#)

Process Two: The Placement Travel Policy – UG Medicine

Students not eligible to claim via process one claim via the School of Medicine travel policy. This normally applies to:

- Students not yet eligible for the NHS Bursary
- International students
- Students not normally living in England and who were not an English resident on the first day of their first academic year
- Students on a scholarship who are not in receipt of funding during their clinical placement years (evidence will need to be provided)

What travel expenses can I claim?

Students can claim for journeys between their normal term time accommodation and practice placement.

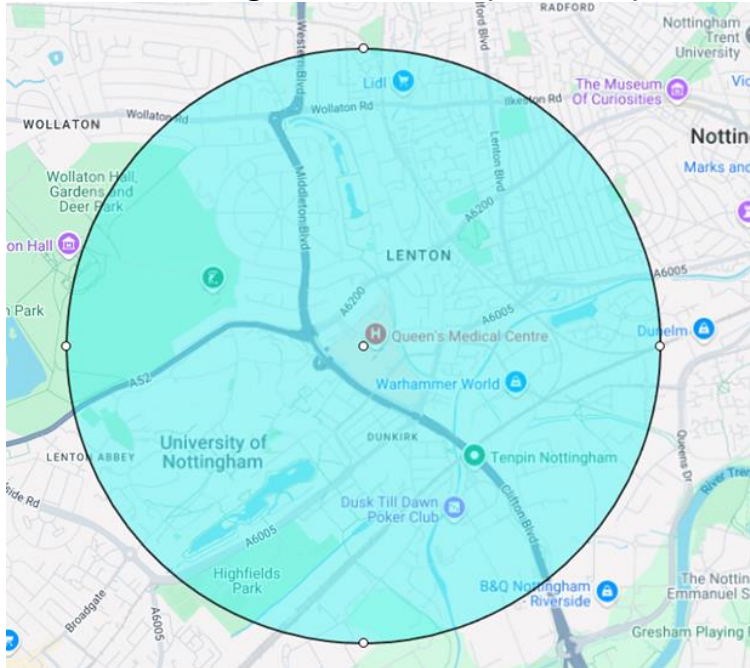
- Walking/Cycling - It is expected that any students whose term time address is within a 1 mile distance to the placement will not be submitting travel claims.
- Hopper bus service (free) – It is expected that any students whose term time address is within a 1 mile distance to a hopper bus stop will not be submitting travel claims.

The expectation is the term time address will be within a reasonable commute (within 30 miles) from the hub.

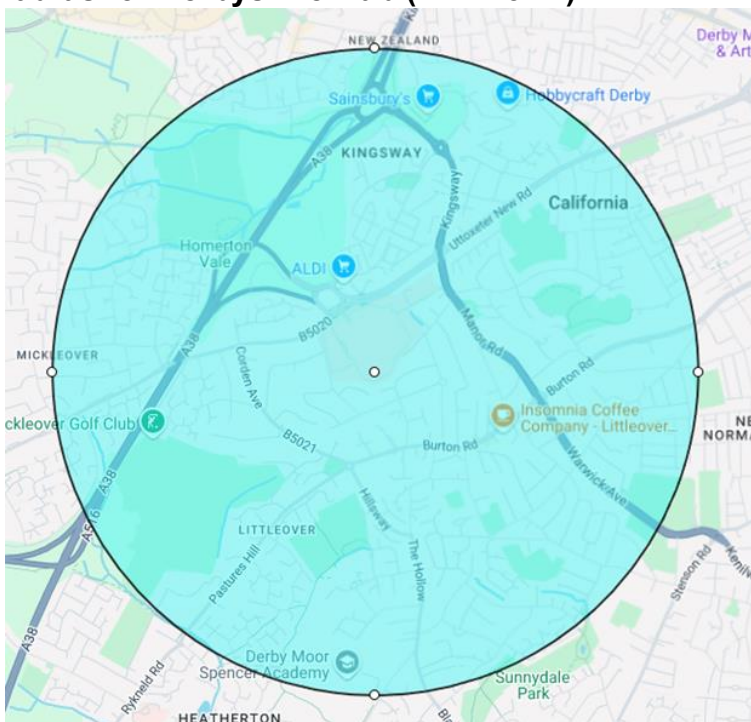


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1 mile radius for Nottinghamshire hub (NG7 2UH)



1 mile radius for Derbyshire Hub (DE22 3DT)





Method of travel

Students are expected to travel by the cheapest form of transport.

Public Transport

Students must retain all travel tickets/passes and submit them with the claim form.

Own vehicle

It is the student's responsibility to ensure they have adequate insurance cover for all risks associated with its use. Students travelling to and from their placement site in their own vehicle do so at their own risk. The reimbursement of the costs of travel by private motor vehicle do not constitute any acceptance of liability by the University. Please note: If the claim is amended by us, the student will be informed via email.

Taxis

Detail about travel to and from hospital clinics located in different geographical locations will be provided by the Local Education Provider at the start of your rotation.

Please note that using your own vehicle/car sharing or public transport should be the normal method of transport and taxis should only be used in exceptional circumstances.

Return travel when allocated to a district general hospital

If a student takes up accommodation, they can claim for:

- One outward journey at the start of the placement
- One return weekend journey each week
- One return journey at the end of the placement

Rates payable 2025/26

- Bicycle - 30 pence per mile
- Cost of public transport (all receipts required)
- Motor vehicles - 42 pence per mile



- Passenger miles - 7.5 pence per mile

Travel costs can also include:

- Car parking permit charges (receipts required)*
- Community travel

*Each Local Education Provider has their own local policy relating to the availability and access to onsite car parking and you will be informed of this prior to placement starting.

Please note that onsite parking is not available on the main NUH sites at Queens Medical Centre and City Hospital.

Claims process

Lincolnshire Hub

Please refer to guidance from Lincolnshire NHS Trust.

Nottinghamshire and Derbyshire Hub

Before making a claim, please read this policy carefully to determine whether you are eligible for reimbursement. Please refer to the guidance below whilst completing the claim. Any queries should be directed to the Placements Team at MS-Medicine-Travel@nottingham.ac.uk

You will need to complete and submit your travel reimbursement claim form within 6 weeks of completing your attachment. Any claims received after 6 weeks will not be reimbursed and the student will be liable for any expenses incurred.

Completing your claim form

Please complete the '[Travel Expenses Claim Form](#)' for each clinical placement including the details below.

1. Personal Details

Student ID Number:	Provide your eight-digit student ID number
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Surname:	As it appears on your NottinghamHub account
Forename:	As it appears on your NottinghamHub account
Term Time address:	Provide the address and postcode of where you were living during term time whilst attending this placement
Details of your placement:	Enter the start and end date of your placement and the name and address of the LEP (hospital site) you were allocated to for the attachment

2. Details of your clinical placements

Start date:	Enter the start date of your placement
End date:	Enter the end date of your placement
Full address:	Enter the full address and postcode of your placement/LEP

3. Details of your claim – please provide the details of each daily journey to placement

Dates:	Provide the dates to and from placement in chronological order that you are claiming for. Only enter one journey per row
Postcode from and to:	Enter the correct postcodes of the locations you travelled from and to for each journey
Total daily mileage to placement:	Enter the number of miles per journey (pedal or motorcycle)
Public Transport:	Enter the mode of transport and cost of each journey. You must include a photo of your original receipts/tickets, or screenshot of your Mango app for each public transport journey on sheet 2 of the spreadsheet



Passenger miles:	<p>If you drove your car and your student peer to placement enter the number of passenger miles per journey</p> <p>The spreadsheet should automatically calculate your total mileage and travel costs. The mileage calculations are based on motor vehicle rates, if you used a pedal cycle to travel to practice, please update the costings.</p>
Passengers:	Enter the full name of any passenger(s) who travelled with you to placement
Student Declaration:	Please read the declaration and then electronically sign and date with the day you completed the form

Where to submit your completed claim form?

Completed travel reimbursement claim forms (in Microsoft Excel format) with photographs of any public transport receipts/tickets should be emailed to MS-Medicine-Travel@nottingham.ac.uk for approval. Please keep a copy of your claim form plus all supporting evidence.

****Claims will only be accepted mid way through or at the end of your placement****

What happens to your completed claim form?

Once your claim is received, the Placements Team will review your claim and email you with approval and further instructions about submitting your claim form. You must then follow the instructions below 'Accessing the Exceptional Student Expenses form' to submit your reimbursement request through NottinghamHub. If there are any queries about your claim the Placements Team will contact, you directly via your UoN email account.



Accessing the Exceptional Student Expenses form on NottinghamHub

Do not submit a reimbursement request through NottinghamHub without prior approval from the Placements Team. You will need to upload the approval email as part of your NottinghamHub request; without it, your request will be rejected.

Please refer to the 'Exceptional Student Expenses Guidance' document on the School of Medicine Policies, regulations and forms website

When should I expect to receive reimbursement for my excess travel expenses?

Providing the claim has been completed correctly you should have payment within 7-10 working days.

Please ensure you have registered your bank details on NottinghamHub and then activate by pressing the 'direct deposit' button. If your bank details are not logged on NottinghamHub, finance will be unable to reimburse your travel costs.