

## Travel Policy 2022/23

This document is for all students on Initial Teacher Education (ITE) courses provided by Sheffield Hallam University (SHU) and for all courses provided by the Department for Education, Childhood and Inclusion; it does not apply to students on a School Direct or SCITT programme. It replaces all other previous procedures and student travel documents.

SHU has an extensive network of providers and our partner settings are spread over a wide geographical area, including South Yorkshire, North East Derbyshire, North Nottinghamshire and other neighbouring counties. Whilst every effort will be made to minimise journey times for students, in order to accommodate the various experience types required to satisfy course requirements, it is possible that one-way journeys will be up to two hours.

### Criteria for claim eligibility - please read before making a claim on the [portal](#)

SHU will make a contribution to travel costs to placement based on the conditions below, therefore it may not be a full reimbursement. Students should conduct their own research into the best journey to travel to their placement.

- The placement must be a compulsory part of your course.
- **Total daily cost of travel to and from placement must be greater than the total daily cost of the journey to University** - you can only claim for the difference in cost between the two journeys.
- You can only submit one claim per week, and **the minimum amount that we will authorise is £10.00 per claim.**
- Payment will only be made for expenses already incurred - we will reject any claims for future expenses.
- You will only be reimbursed for days spent at placement - not for days at SHU, voluntary days or test runs to placement; this will be cross-checked against the placement calendar.
- Your home address is classed as either your permanent home address or your term-time address, as shown on the portal at the time of submitting the claim. It is your responsibility to ensure your address is correct on **My Student Record** and to notify the placements team of any changes.
- **We do not pay claims for journeys by taxi.**

### Important notes for claiming

- Payment will be made by BACS to the account on the Travel Claim tab of the portal so please ensure your bank account details are accurately recorded - you can amend them at any time before submitting a new claim.
- **The deadline for submitting and processing all travel claims is 15 July 2023** - claims will not be considered after this date unless there are extenuating circumstances that you have already told us about.
- Claims are processed by our finance team on Fridays – payments will usually be in your account the following Friday.
- Please ensure that you budget appropriately in order to complete your placement - you can seek support from Student Financial Support if you are encountering financial difficulties at any time.
- The stages of a claim are Submitted, Checked, Sent to budget holder, Authorised, Paid. If your claim is showing as Pending it means we are awaiting further information from you, so check the claim comments and your emails.
- If a claim is rejected the administrator will add comments to explain the reason - you can view these on the portal.

### Journeys by car/motorbike

- **You must declare that you have a car prior to placement allocation if you wish to claim for fuel costs – if you do not declare access to a car we will not make contributions to petrol.**
- Valid car journeys will be reimbursed at 30 pence per mile - you do not need to submit receipts for fuel purchases.
- You will only be reimbursed for the route with the shortest mileage according to Google maps on the date that your claim is processed, even if you took a different route.
- You must ensure that you have the appropriate level of insurance cover to undertake your journey to placement.
- Your claim must specify the dates that you are claiming for.
- We do not refund any parking costs.

### Journeys by public transport - bus, train and tram

- You will be reimbursed for the most cost-effective journey to your placement setting. This may be a weekly ticket rather than single/daily tickets, especially for block placements, and should be a student ticket wherever possible.
- **All public transport tickets/receipts must be retained for each day** and submitted as attachments with the expenses claim form.
- **Tickets must be submitted using the guidelines below** - if you use any other format your claim will be rejected.

## Public transport - guidelines and examples

In order to assist the administrator processing your claim, please ensure that all tickets:

- are in date order/grouped by date
- have date, destination and cost clearly visible
- are displayed on an appropriate and neutral background eg table
- include any return tickets

If you use any other format eg all tickets uploaded individually, your claim will be rejected



## Online tickets

Follow the same guidelines for paper tickets but group any screenshots onto a Word document with the cost visible and/or a receipt included.

Virgin 11:47 35%

Done Expense Receipt

**Sheffield**  
→ **Hope (Derbyshire)**

Departing 14 Dec  
Returning 14 Dec  
Anytime Day Return  
Standard

1 Passenger

Ticket price 7.80

**Total £7.80**

SGL 17:21 Kiveton Bridge  
17:42 Sheffield

Barcode Ticket

Activated: 12 Fby 2019 17:21

17 : 21 : 33

Anytime Day Single  
Adult Standard  
16-25 Railcard  
Kiveton Bridge  
→ Sheffield

Travel on:  
12 Fby 2019  
Price: £2.90

Tickets active

## Manchester Middleton dayrider

1 Adult

£3.20



Active since

**14:32, 9 Feb 2017**

Time remaining 13h : 28m : 23s

Areas this ticket covers >

Travel time from 00:00 until 04:00 next day

[Terms & conditions](#)

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