

Nursing and midwifery students – placement expenses claim form

Your nursing and midwifery bursary includes £5 for travel for each day of your course. You can therefore only claim for placement travel which costs more than £5 a day, using the cheapest ticket possible. You cannot claim for your normal daily travel to and from your University or for normal day to day living expenses.

What expenses will we pay?

Travel:

We can only pay mileage claims for travel by car in the following exceptional circumstances:

- There is no public transport available to get you to and from your placement.
- You are on a community placement and have used your car for patient visits following agreement from your University.
- You are claiming a small amount of mileage in order to reach nearby public transport.

If you expect your travel costs to be more than £30 each day, you should stay in local accommodation wherever possible.

When claiming for patient visits, you must include details of your community visit route in the 'journey, provider and ticket type details' section of the form. For example, if your route is in rural areas, you should include the villages/towns visited or, if in city areas, you should include post codes

If you wish to use private transport for your own convenience, you can, but you can only claim the cheapest cost of travel by public transport.

When using public transport, you must purchase the cheapest suitable ticket, for example, student tickets and weekly/monthly passes. If you claim more than the cheapest fare, we will restrict your claim where appropriate. We only need to see receipts for flight and ferry travel costs. However, you should keep your receipts for other travel methods as evidence in the event of a dispute over the actual ticket cost.

Accommodation:

You can claim for accommodation costs if you have to live away from home or a term-time address whilst on placement. You must only claim the cheapest accommodation available to you. If you incur costs while staying with family and friends, we will pay you up to a maximum of £15 each night. **In all cases, you must send us receipts for the accommodation.**

Please note: you can only claim travel from your home/term-time address to your placement accommodation. We will not pay travel costs between your placement accommodation and placement address. You should therefore seek accommodation as close as possible to your placement address.

What expenses will we not pay?

We will not pay:

- mileage where public transport is available, irrespective of personal circumstances; or
- airfares, unless your University is prepared to certify that the use of air transport is justified;
- or
- parking fees, taxi fares, tips, carriage of luggage, bicycles or pets; or
- meals whilst travelling or when staying away from home.

What should you do now?

You should fill in this form for the period of your placement. Please make sure you fill in the form correctly and that you sign and date it at section C. We will not accept any forms that you have altered using any type of correction fluid – please fill in a new form if you need to amend anything.

We will return any forms that you have incorrectly filled in or that you have not signed to your University. This will result in a delay in your claim.

You should then give the filled-in form to your University for the appropriate person to check and sign. **We must receive your claim form within 6 months of your placement end date. We are unable to process any claims you send us after this date.**

We will pay approved expenses claims into your bank account within 20 days of us receiving your claim. If you have any queries, please contact your University in the first instance, who will be able to advise when your claim was sent to us.

Data Protection Statement:

- SAAS will use the information provided in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at the end of this form in the SAAS basic privacy statement. The full SAAS privacy statement can be found at www.saas.gov.uk/privacy.htm. We have a duty to appropriately manage public funds and we will use the information provided on this form to prevent and detect crime including Fraud. We will share this information with other bodies for these purposes.

Section A – Your Personal Details

Name Date of Birth / /

SAAS reference number

University Course

Year

Address travelling from: (Please tick)

Home

Term time

Name and address of placement inc postcode

Section B: Summary of claim

Travel	<input type="text"/>	Total no of days travel **	<input type="text"/>
Accommodation	<input type="text"/>		
Total *	<input type="text"/>		

Section C: Declarations - we will return this form if either of the declarations are not signed.

Student declaration

- All the information I have given on this form is complete and accurate, to the best of my knowledge and belief.
I will give SAAS any additional information or documents it may request to enable SAAS to exercise its functions.
- I understand that if I give SAAS false, incorrect or incomplete information or my conduct is otherwise unsatisfactory, SAAS may withdraw my funding and I may be prosecuted and SAAS would seek overpayment of any sums received to which I am not entitled.
- I will repay any amount which I have received, or had paid on my behalf, which is more than the award that was due to me.
- I understand that the information I have provided will be used for the prevention and detection of crime and I understand SAAS will share this information with other bodies for these purposes.

Your signature

Date / /

Section C Continued:

University declaration

I confirm that the student named on this form is required to spend the period detailed on this form away from his or her place of study for the purpose of practical placements and this is a necessary part of his or her nursing or midwifery course. I also confirm I have checked the expenses claimed are reasonable and in line with the notes of guidance.

1. Total payment (total amount in *)	<input type="text"/>
2. Daily travel amount deducted (£5 per placement days claimed in **)	<input type="text"/>
3. Total payment due (section 1 – section 2)	<input type="text"/>

Name of University

Signature Date / /

For our use only:

Approved by Date / /

Details of travel and accommodation costs claimed in Section B

Date	Method of travel	Car Miles @ 45p (Please state if any of these are patient visits)	Journey, provider and ticket type details	Shift times	Travel cost
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
		<u>PV</u>			
Total					

Date	Details of accommodation	Accommodation cost
Total		

Continue on a separate sheet if necessary.

Basic Privacy Statement

Below is a brief summary of the SAAS privacy statement. Our full privacy statement can be found on our website at <http://www.saas.gov.uk/privacy.htm>. It explains more about why we need to collect your personal information and what it will be used for.

Why we collection your Information

We need to collect, hold and process information about you to meet our business purposes which include:

- Providing support to learners in Scotland
- Appropriately managing public funds, including crime prevention, detection and investigation,
- Contributing to research and policy developments that support learners and the provision of learning support
- Share Information with Universities and Colleges and other public bodies that allow SAAS to ensure the best outcomes for learners in Scotland.
- Share information for the purpose of crime prevention, detection and investigation with Police Scotland, HMRC, NFI and other organisations.

We collect, hold and process personal information because the processing is necessary for the exercise of our functions as a government department as outlined in legislation that governs student support in Scotland. This is a legitimate condition of processing as outlined under Schedule 2 of DPA, 5(c).

What Information we collect

We collect, hold and process your personal information so that we can assess financial applications for support.

Personal information we process can include: name, date of birth, address, relationship status, email address, phone numbers, bank details, national insurance number, residency eligibility information, education, employment, course information, and income details.

Sensitive personal information we process can include: medical information for assessing Disability Support.

What happens to your Information?

When applying for student funding you supply us with personal information in support of your application. This personal information may be used in a number of ways:

- Assessing eligibility and entitlement to funding
- Prevention or detection of crime, including fraud
- Audit purposes
- Statistical analysis and research
- Improving service levels
- Maintaining and developing systems, processes and policies
- Recovery of Overpayments

SAAS will use your personal information to assess your application, which may be done automatically by SAAS systems or by individuals who work for SAAS. As well as assessing your application, SAAS will use your personal information to ensure payment of funding for which you are eligible.

Fraud Statement

Prevention and Detection of Crime

NFI Level 1

SAAS is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. We will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see http://www.saas.gov.uk/fraud_prevention/national_fraud_initiative.htm or contact the SAAS National Fraud Initiative Key Contact at SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot.

Cifas Fair Processing Notice

- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering;

Further details explaining how the information held by fraud prevention agencies may be used can be obtained by reading the full SAAS Privacy Statement that can be accessed at <http://www.saas.gov.uk/privacy.htm>. You can also obtain a copy of the full fair processing notice by writing to us at: SAAS Counter Fraud Team, Saughton House, Broomhouse Drive, Edinburgh, EH11 3UT or by email SAASCFT@gov.scot

If you require a paper copy of the full Privacy or Fraud Statements please contact us on 0300 555 0505.