

OBU TDAE Expenses for Healthcare Students 2025-26



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Claim form

[The Claim form can be downloaded here](#). If this is your first claim from this scheme, please read this guidance before completing the form. To be able to add your responses onto the form, you will need to open it using Adobe Acrobat Reader. [This can be downloaded from https://get.adobe.com/uk/reader/](https://get.adobe.com/uk/reader/), or from your app store.

If required, additional individual pages of the claim form can be downloaded by clicking the relevant section heading below:

[Section 4 - Details of your practice placement](#)

[Section 5 - Your travel to placement](#)

[Section 6 - Dual accommodation](#)

It may be helpful to also refer to the presentation that guides you through how to complete the claim form. [This can be found on the PEU webpage and by clicking here](#).

General information

Disclaimer

The aim of this scheme is to provide **Travel and Dual Accommodation Expenses (TDAE)** for international students and non-international students who are not eligible to receive funding from the NHS Learning Support Fund (LSF) scheme. The scheme is available according to these terms during the academic year 2024-25. After then, it may be withdrawn at any time without notice. The terms of this scheme may change without notice, particularly as the LSF changes their terms of what they will reimburse, and is subject to availability.

New and prospective students should not rely on the arrangements described in this booklet when planning for subsequent academic years as these may be subject to review in the future and as a result may change. Oxford Brookes University will not accept responsibility for any loss incurred (financial or otherwise) by students as a result of relying on future rules and allowances to alter their circumstances.

Who can apply for OBU TDAE?

This scheme is for international students, and all those who are not otherwise eligible to receive TDAE reimbursement from the NHS Learning Support Fund, who are undertaking a pre-registration healthcare programme at Oxford Brookes University.

To be eligible to claim, you must be registered on a pre-registration healthcare programme on either a full-time or part-time basis, and attending placement as required for your qualification. Part-time students are entitled to reimbursement at the same rates of travel/accommodation as full-time students.

These expenses will be reimbursed by Oxford Brookes University directly to students. **The scheme has a £500 excess per academic year - only additional placement expenses that exceed £500 in an academic year will be reimbursed.** There is a minimum reimbursement value of £10.00; individual claim forms for less can be submitted, so long as the combined reimbursement value exceeds £10.00.

Glossary

Community mileage – journeys you have made to locations other than your placement base, e.g. patients' home addresses.

Dual accommodation – additional accommodation you pay out for because your existing term-time accommodation that you pay for is too far from your placement site for your journeys to/from it to be reasonable.

PEU – the Practice Education Unit at Oxford Brookes University.

Programme – the course that you are studying, e.g. Adult Nursing, Mental Health Nursing.

Reimbursement – being paid back for money you've already paid out.

TDAE – acronym for Travel and Dual Accommodation Expenses

What is OBU TDAE and what can I claim?

TDAE provides reimbursement towards additional travel and accommodation costs healthcare students have to pay whilst attending a practice placement. You will need to pay for your expenses up-front. Once you have built up more than £500 on additional placement expenses in the academic year, you can submit a claim to be reimbursed for those costs that are above that £500 level.

You must submit your claim within **three months** of the end of your placement.

The key requirement for claiming travel expenses, apart from eligibility, is that the cost of your daily return travel to and from your placement site must be in addition to your normal daily return travel costs to university.

Below are two examples of how additional travel costs are calculated:

Example 1

Student A:

Journey	Cost of daily return journey
Travel from term-time address to university/normal place of study :	£5.75
Travel from term-time address to practice placement site	£9.00
Student A's additional placement travel cost is £3.25 per day (£9.00 minus £5.75) because it costs them an additional £3.25 to travel to placement than it does to travel to university.	

Example 2

Student B:

Journey	Cost of daily return journey
Travel from term-time address to university/normal place of study :	£10.00
Travel from term-time address to practice placement site	£8.50
Student B's travel to placement costs them £1.50 less than the cost of them getting to university. As there is no additional cost for them to get to placement, this journey is not an eligible additional placement expense for reimbursement.	

Method of travel

Students are expected to travel by the cheapest method available to them where it is reasonably practical to do so. The costs to be reimbursed are calculated on the receipted cost of travel, by the most direct route by public transport using the most favourable rates, concessionary scheme or facilities available to the student.

Your own vehicle

If you choose to travel to placement in your own vehicle or hired car, rather than public transport, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use. This means your insurance policy needs to cover you for “business purposes” or “commuting”.

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 does not constitute any acceptance of liability by Oxford Brookes University or your placement organisation.

Rates payable

Expenses for placements commencing during the following academic year are reimbursed as follows:

Cost	Claimable value
Public transport	Actual cost
Pedal cycle	20p per mile
Car	40p per mile
Parking, tolls, congestion charge	Actual cost

Claims for public transport, parking and charges must be accompanied by receipts/tickets as evidence of the cost. Any such item you claim for that is not supported by this evidence will not be eligible and should not be included on your form.

The university will not reimburse the costs of any fines you get for speeding or parking inappropriately whilst travelling to/from or whilst at placement.

Car hire

You can claim any additional cost to you for hiring a car, including the appropriate mileage rate and the cost of any car parking/tunnel tolls. PEU must agree and authorise any use of a hire car in advance.

Travel by taxi

We cannot reimburse any costs for you travelling to placement by taxi, unless there were unexpected mitigating circumstances, such as you were called out at night when public transport wasn't running. If this was the case, your claim should be accompanied by an email from your Link Lecturer, sent to PEU, confirming it was a one-off exceptional circumstance and you had no alternative transport available.

City centre congestion/clean air charging and Low emission zones

If your normal journey to placement is by car and your usual route involves travelling through one of the above zones and incurring an unavoidable charge, you can include this with your placement costs when you claim.

Dual accommodation costs

You may be able to claim towards the cost of staying in temporary accommodation near to your practice placement site if it was not possible or practical for you to travel there from your normal term-time address each day.

To be entitled to reimbursement for accommodation you must have incurred costs for **both** your normal term-time accommodation **and** the temporary placement accommodation at the same time. This is unless your normal term-time accommodation is your parental home. If this is the case, you will be able to claim towards the cost of your temporary accommodation.

If you stay with your parent/s in their home **just for the purpose of attending your placement**, reimbursement of accommodation costs will not be made.

Placement accommodation rates

Rates for placements commencing during the following academic years are reimbursed as follows:

Commercial accommodation	Non-commercial accommodation
Up to £82.50 per night	Up to £37.50 per night
Includes hotels, guest houses, student/nursing residences, Air B'n'Bs.	Includes the homes of friends and extended family, but not your parents' home.

If you need to stay in temporary accommodation to attend your placement, you may also claim for:

- any non-optional fees included in your accommodation booking, e.g. cleaning
- any additional cost arising from one weekly return journey between your normal term-time address and your temporary placement accommodation,
- any additional cost arising from daily travel between your temporary placement accommodation and your placement site. Your placement travel costs must still be greater than that of your normal daily travel to university.

You can claim the cost of daily return journeys between this address and your placement site, providing these are in addition to your normal daily travel to university.

When making a claim, you will be asked to provide evidence of the cost of your temporary placement accommodation. This must include your name, details of where you stayed, the cost of the stay and the dates you stayed there. This information should be on an invoice, receipt or company-headed paper. If you do not provide the relevant invoices/receipts to support your claim, your claim will not be reimbursed.

If you stayed in non-commercial accommodation, a form of invoice will still be required as proof of your claim. This can be created by the owner of the non-commercial accommodation as a single page document including their name and address, your name and term-time address, the dates that you stayed there, and the total that you are claiming for to pay to them.

You **cannot** claim for optional costs with your accommodation booking, e.g. WiFi charges, room service, bar bills.

Completing the claim form - guidance notes for students

Open [the claim form](#) using Adobe Acrobat Reader. This can be downloaded from your app store or from <https://get.adobe.com/uk/reader/>.

1. Personal details

Please complete this section in full.

Term-time address

Enter the term-time address you were living at while attending this particular placement – not your home/parents' address.

2. Your course and study base

Course year

Enter the course year you are/were in when you attended the placement you are claiming for – i.e. 'First', 'Second' or '1', '2', etc.

Full address of your normal place of study

This is your university site. This has been completed for you giving both the Oxford and Swindon campus addresses – please select whichever one is relevant to you.

Information

If you will be on a long-term placement, e.g. for several months, and prefer to claim for shorter periods at a time rather than wait for the placement to end, you can make several smaller claims during your placement to receive part-reimbursement, so long as all of the dates you are claiming for have already passed. This includes all dates for accommodation that have been charged for on the invoice/receipt you will be submitting as evidence.

3. Travel to your normal place of study

How do you normally travel to campus?

Select your normal method of travel to campus by deleting the options that you don't use. If you use more than one method of transport to get to university you should select the option which applies most of the time.

If you ticked C (public transport)

If you usually travel to campus by public transport, enter the **daily return cost** in the box.

If you use a travel pass or season ticket enter the total weekly/monthly/annual cost in the box, for example '£25 per week'.

If you ticked D (drive own car / car share) or E (cycle)

Enter your normal daily return mileage from your term-time accommodation to your study base in the box.

If you car share, you should still indicate the actual return **daily** mileage from your term-time address to your usual place of study, as we need this information to determine whether your placement travel costs exceed your normal daily travel to university.

If you normally have to pay to use toll roads, tunnels etc. on the way to and from university and/or for car parking, please enter the total daily cost for these in this section.

You should not include any additional costs which are not part of your **usual** daily travel i.e. if they only occur once or very infrequently do not enter them here.

4. Details of your practice placement

Full address of your placement site

Enter the full address, including the postcode, of your main placement location. If you were attending a placement where you spent most of the time travelling to other locations and/or to patients' homes, please enter the address that the placement team uses as its administrative base. Do not enter any community mileage location details (e.g. patients' home addresses) here.

If your placement was based at more than one site, please provide the details of the other site or sites in the subsequent address boxes. You may use a separate sheet if you were based at more than four locations for this placement.

Car hire

You should indicate the total cost to you of hiring the car. If you shared this cost with another student, enter your proportion of the total cost. Ensure you do not include the value of any refundable deposit you paid upfront as this should be returned to you so it cannot be claimed for reimbursement.

Remember that car hire costs need to have been approved by PEU before you booked it.

Don't forget to enter details of your mileage costs in Section 5 and **provide evidence of the car hire cost to you** with your claim.

Information

Evidence

It may be helpful to gather your evidence before continuing with the rest of the form.

For your claim to be authorised, you will need to provide supporting evidence of each item you are listing. This may include tickets for public transport, receipts for car parks, and invoices for accommodation. This evidence can be in the form of scans, photographs, app screenshots, invoices or booking confirmation emails. Make sure all the required information is visible - date(s), cost, location, etc.. Accommodation evidence also needs to show the address of the accommodation and your details as proof of it being charged to you. N.B. You do not need to provide receipts for fuel that you bought for your own vehicle; because mileage is paid at a flat rate, the price you actually paid for your fuel is considered irrelevant and therefore not necessary for us to confirm.

As an absolute last resort, you can submit copies of bank statements that show the payments you made. However, all sensitive information on bank statements, such as sort code and account number, must be blacked out before sending it. The evidence has to be stored on a university shared drive, so think carefully about obscuring sensitive information before submitting it.

Top tip - if you are out using public transport or car parks, take a photo of your ticket/receipt as soon as you get it. Then, if you lose the ticket/receipt before you prepare your claim, you'll still have the photo as your evidence.

5. Your travel to placement

In this section, you are asked to provide details of your journeys to placement.

Date

Enter the individual dates for every day you attended placement on each line in chronological order. If you are claiming for more than 20 dates of travel, you can [download additional copies of this page of the form from here](#).

Enter the postcodes for the location(s) you travelled to/from for each date. If you undertook community mileage only on a particular date, the 'To' postcode should still be that of your placement base only.

Information

For the sake of data protection, **NEVER** enter the postcodes of patients' home addresses onto these forms

Total daily mileage: return mileage to placement site

If you travelled to your placement by bicycle, in your own vehicle, or you used a hire car, show your total daily return mileage to your placement site for each date you travelled.

If you are claiming for the cost of using temporary (placement) accommodation, you can only claim for the cost of **one return journey per week** between your temporary (placement) accommodation and your normal (term-time) address. You may also claim for journeys between your temporary accommodation and your practice placement site if you incur mileage or public transport costs which are more than the cost of your normal daily travel to and from university, otherwise your claim will not be valid.

Total daily mileage: community mileage

Additional mileage/travel costs may be claimed if you have to travel to other practice placement sites, or to patients' home addresses. You only need to provide daily mileage totals in this column. Please do not provide postcodes for patients' home addresses.

Information

Any community mileage incurred must still exceed the cost of your daily mileage to and from your normal place of study. Community mileage on its own will not be reimbursed if it does not exceed this.

Public transport

If you travelled by public transport, enter both the method you used (bus, train, etc.) and the total cost of all your journeys made for each date.

Information

If you are claiming for public transport or car parking costs, you must include evidence of all your tickets with your claim. The university must have sight of these to be able to authorise your claim.

Totals

Add up the total of every column you have entered information into and record it in the bottom line of that page. Then add up your totals again to double check they are correct.

Information

If you receive a lift to your placement, you cannot claim the mileage or any other costs associated with these journeys.

6. Dual accommodation costs

You should only complete this section if you had to take up separate, secondary accommodation away from your normal term-time address to attend your placement and this cost you additional money.

Please note: if you stayed in the parental home temporarily to attend your placement, you cannot claim for reimbursement of accommodation costs, but you may be able to claim additional travel costs.

Full address of your placement accommodation

Enter the full address of your temporary placement accommodation, including the postcode.

Dates claiming for

Enter the relevant check-in/-out dates for your placement accommodation.

Important information

The placement accommodation costs you are claiming for must be **additional** accommodation costs. This means that your placement accommodation was secondary accommodation taken for the specific purpose of attending your placement because it was not practical for you to travel to your placement site from your normal term-time address each day.

You must also have incurred costs for your term-time accommodation **at the same time** you attended placement, unless you normally live with your parent/s during term-time.

Total cost (to you) of your placement accommodation for this period

Enter the total cost of your temporary (placement) accommodation for the claim period you have entered above. **You must include evidence of your accommodation costs with your claim form**, such as recent invoice(s) or receipts from the relevant provider for the dates you are claiming for. If you shared accommodation with another student, enter your proportion of the accommodation costs.

If you stayed in more than two locations for dual accommodation during this placement, you can complete an additional separate page.

Information

What we mean by:

Normal accommodation -

Your primary accommodation during term-time.

Temporary accommodation -

Secondary accommodation taken for the purposes of attending a compulsory practice placement which forms part of your course, where it is not practical for you to travel to your placement site from your normal accommodation each day.

Commercial accommodation -

Accommodation provided subject to a commercial rental agreement, which, whether a tenancy or a licence, imposes conditions upon the parties to the agreement, including payment, that are enforceable by law.

Non-commercial accommodation -

This is generally if you stay with friends or relatives and/or in a room in a private house, where there is no formal tenancy or contract in place, without a formal rental payment. It also includes accommodation advertised on on-line platforms such as Air B'n'B, which is then booked through informal, off-line arrangements.

7. Summary of costs

All students must complete this section in full.

Summary of private mileage

In the total number of miles column, enter the total miles you have travelled during this claim period, either by car and/or bicycle. Include any community mileage.

Enter the correct rate for the type of vehicle in the second column (in pence per mile) and multiply the total miles by the rate to enter into the third column (in pounds and pence).

Total mileage costs

Enter the total amount of travel costs for this claim period, including the cost of any community mileage.

Total public transport costs

If you travelled by public transport for all or part of this claim period, enter the total cost you incurred in fares. If you used a travel pass, card or season ticket, provide the total cost of this for this claim period.

Other travel costs

If you have incurred additional costs from car parking charges, toll roads or tunnels, enter the total of these costs for this claim period.

Total cost of all your placement travel this claim

Add together all mileage, public transport and the total allowable costs that you have incurred during this claim period.

If you are not claiming for any travel, enter '0.00' in the box.

Total cost of your normal daily return travel to your university when not on practice placement

If you travel by bicycle or in your own vehicle to/from university enter the total cost of your equivalent mileage for the period of this claim multiplied by the relevant mileage rate. To calculate this, take the typical mileage/cost of travelling to your normal place of study and multiply it by the number of days you were on placement that you are claiming for.

If you use a combination of driving/cycling and public transport to get to university, add your total mileage cost to your total public transport cost and enter the combined total multiplied by the number of days you were on placement that you are claiming for in the relevant box.

If you normally walk, receive a lift, or you use a free bus pass to get to your normal place of study, enter £0.00 in this box.

Total travel costs

Students can be reimbursed for the **difference** between the cost of travelling to and from university and the cost of travelling to and from their placement or, if applicable, their temporary accommodation (once you have exceeded the first £500 of additional placement costs).

To work out the total amount of travel costs you can be reimbursed, deduct the total equivalent cost of travelling to and from university from the total cost of your placement travel for this claim period and enter the result in this section.

Total accommodation costs

If you have claimed for temporary accommodation costs whilst on placement, enter the total cost for this claim here, as per the amount you have given at Section 6. This is a completely separate figure to the travel calculations you have entered above, so should not be included with those.

If you are not claiming any accommodation costs, please enter '0.00' in the box.

Remember

You should only submit claim forms when you can show that your additional placement costs in the academic year are more than £500. You will need to provide a claim form and evidence that shows both the first £500 of your additional placement costs that won't be reimbursed, and those costs above £500 that will be reimbursed.

8. Declaration

Please read the declaration and confirm you understand all the terms.

Add a digital signature to the document and enter the date in the box. This can be done in Adobe Acrobat Reader by clicking on 'Sign' or 'Fill & Sign'. You can then draw your signature using a mouse or touchscreen, and place it onto the pdf. Save the pdf and your signature will have been saved onto the page.

Preparing your evidence

All public transport, parking and secondary accommodation costs being claimed for **MUST** be supported by a ticket, receipt or invoice as evidence of the cost. You cannot claim for a journey/cost for which you have no evidence. The easiest way to submit multiple receipts is to paste photos of them into a Word document. You can put 6 or 8 (or more) photos onto a single page, but PEU **MUST** be able to read all the key information of date, value, etc. for every cost. Please ensure you set them into the document in date order.

Tickets/receipts/invoices can be emailed as individual attachments if you wish, but if you have more than a few, you will quickly reach the maximum file size that can be attached to a single email.

Further questions?

If you have any further questions about the Oxford Brookes TDAE scheme that haven't been answered in this guidance, [please see our Frequently Asked Questions here](#).

Authorisation and payment

Submit your claim form, along with all your evidence, by emailing it to PEU using peu@brookes.ac.uk (or use peu-swindon@brookes.ac.uk for Swindon-based programmes).

Your claim must be received by us no later than **three months** after the last date of the journeys and/or accommodation for which you are entitled to receive a payment for.

If PEU is satisfied your claim is valid and your additional placement costs have exceeded the £500 minimum spend in the academic year, they will authorise you to be reimbursed for those costs that are above £500 in the year. They will send you a link to complete a short form to provide your bank account details for the faculty finance team to be able to issue your reimbursement. All payments will be made in sterling and must be paid into a UK bank account in your own name.

We aim to reimburse eligible TDAE claims within 30 days of receiving your completed bank details form. If after this time your reimbursement hasn't been paid into your bank account, please email the faculty's finance team using fhls-hls-finance@brookes.ac.uk to query it.

Once you have been paid, the finance team will delete your bank details from their records to ensure the protection of your personal financial data. This will mean that you have to provide your bank details for every claim.

If you have any enquiries about TDAE claims made to this scheme, please contact:

Practice Education Unit

Faculty of Health and Life Sciences, Jack Straw's Lane, Marston, Oxford, OX3 0FL peu@brookes.ac.uk
Faculty of Health and Life Sciences, Delta 900, Welton Road, Westlea, Swindon, SN5 7XQ
peu-swindon@brookes.ac.uk