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**STUDENT TRAVEL PROCEDURE**

**FACULTY OF EDUCATION 2017-18**

Please note - this procedure provides a **contribution** to **placement** travel costs and is **not** intended to be a full reimbursement of costs incurred.

This document sets out the procedure and processes for all eligible\* students claiming a contribution towards their travel costs to placements. This document replaces all other previous procedures and student travel documents.

\*Eligibility to claim for a contribution towards travel costs is as follows:

* The placement must be a compulsory part of the student’s course (‘placement’ includes day visits as well as longer experiences).
* The student must **not** be in receipt of a teacher-training bursary (this includes the ‘discretionary bursary’ offered to some students) or a salary on the School Direct route. (Eligibility is not affected where a student qualifies for means tested loans and grants such as the Student Support Package or AAB bursaries). However, students in receipt of a bursary can still claim £10.00 per term for transporting other students to placement in their car.
* If a car owner, students must comply with the insurance requirements as set out below\*

### Reimbursement of Travel Expenses

* + **For the purposes of calculating the contribution towards travel costs, the student’s home address is defined as either their permanent home address or their term time address.** The address must be shown on the University’s QLS student records system at the time of submitting your travel claim form to the Finance Service Centre. The student should notify any change of address to the University to enable the University’s student record system to be kept up to date. Contribution to travelling expenses will be payable using the shortest distance of these two home addresses to the placement organisation address.
* During the year 2017-18, the calculation for all claims will be based on the distance between the home address and the placement**,** regardless of the mode of travel a student uses (e.g. bus, train, tram or car).
  + The postcode of the student’s home address and the postcode of the placement will be used to calculate the distance, **using the shortest distance shown on Google Maps**.
  + To enable the methodology of calculating the contribution to travel costs to be transparent and equitable, the contribution has been based upon a number of zones, each zone representing a range of miles. Each zone has a daily rate of payment attached to it, the greater the number of miles in a zone the larger the daily payment rate.
  + The set amount in a zone will be multiplied by the number of days you have travelled to the placement in order to arrive at the total contribution to be paid.
  + The minimum distance for a contribution to be paid is a 12 miles round trip.
* To support the University’s commitment to ensuring a sustainable environment, students with cars are asked to provide lifts, wherever practicable, to other students who live close by and who are travelling to the same school, or a school in close proximity to their placement school. Car owners who transport other students to schools or other placement locations over a block of time will be paid £10 (per term) to recognise their assistance in transporting other students.
* Students who accept lifts to placements in another student’s car are asked to negotiate a reasonable rate of reimbursement to the car owner. Providing they can give evidence of these payments (eg: a signed statement by the car owner) they will also be able to claim a contribution to their travel costs. The amount paid will be the amount set out in the appropriate travel zone.

**\*Insurance requirements**

* + It is the student’s responsibility to ensure that their car insurance is compatible with business use as summarised in the paragraph below:

1. Use by the student on the business of the Faculty of Education, excluding commercial travel and soliciting orders
2. That the policy includes the carrying of trade goods
3. An indemnity is provided in respect of Third party claims whilst the vehicle is so used
4. The receipt of a contribution towards costs by the student for use of her/his vehicle on Faculty of Education business does not invalidate the insurance.

***No responsibility can be accepted by the Faculty of Education for damage to vehicles incurred whilst on school experience.***

**Submission of claim forms**

* **Students are strongly advised to submit claim forms immediately after the completion of the placement.** This assists considerably in regulating cash flows and helps to ensure you are given prompt payment. **All claims must be submitted no later than 31st July 2018. Claims will not be considered after this time.**
* The claim form should be submitted to either the Cavendish Finance Service Centre or the Crewe Finance Service Centre or the Brooks Hub. (See below for the postal address if you prefer to submit forms by post).
* Parking costs incurred as a result of placements cannot be refunded.
* Claim forms are available from the Finance Service Centres at Crewe and at the Cavendish Building, All Saints Campus, Manchester. The form needs to be signed by the student ***and*** by the course tutor or school mentor to confirm that the placement days and school postcode are correct.

**Zone rates**

Zone Daily Amount Daily Distance

1 £1.37 (£1.30) 12 to 24.9 miles

2 £3.15 (£3.00) 25 to 37.9 miles

3 £5.88 (£5.60) 38 to 50.9 miles

4 £8.72 (£8.30) 51 to 63.9 miles

5 £12.18 (£11.60) 64 to 76.9 miles

6 £16.38 (£15.60) 77 to 89.9 miles

7 £20.06 (£19.10) 90 miles and over

**Postal Address**

FAO the Finance Service Centre

Manchester Metropolitan University

Righton Building

Cavendish Street

Manchester M15 6BG