

UNIVERSITY OF ABERDEEN
SCHOOL OF MEDICINE & DENTISTRY
MBCHB OFFICE

Expenses Claims Policy for Clinical Attachments 2011/12 – Phase IV

PLEASE NOTE:

Students are expected in the first instance to approach the Students Awards Agency for Scotland (SAAS) or other relevant award agency for reimbursement of travel cost. You will be expected to sign the following declaration on the actual University of Aberdeen expenses claims form: “I am not having this cost reimbursed from any other source.”

Every Phase IV student is required to undertake at least one of their clinical attachments outwith Aberdeen. When accommodation is made available to the student during their attachment, the cost of one outward and one homeward journey from/to Aberdeen will be reimbursed. Return journeys during the period of the attachment will not be reimbursed. You are expected to make your own travel arrangements.

Travel expenses will be reimbursed at the most cost-effective public transport fare or car mileage at 22 pence per mile (or 26 pence per mile if you are car sharing), travelling by the shortest route. This mileage rate is comparable with public transport fares and in line with AA guidelines. If you travel by car and claim mileage, you will be expected to sign the following declaration on the actual University of Aberdeen expenses claims form: “*Car mileage costs claimed exclude private use, and I have appropriate car insurance cover in place.*”

You will be expected to pay the first £3.00 of your daily travel expenses (including taught courses, day release, primary care related activity), irrespective of travel mode. Only travel expenses in excess of this amount will be reimbursed.

For attachments in Inverness, the most cost-effective public transport is two single train tickets booked in advance for a specific train, currently £7.70 each, ie, a total of £15.40.

For attachments on the islands, the most cost-effective public transport is usually: Western Isles – ferry; Orkney – flight; Shetland – flight. This means that if you prefer to fly to the Western Isles or take the ferry and your car to Orkney and Shetland, you will have to pay the difference. Flights to Orkney and Shetland will be booked by the MBChB Office / the Centre of Academic Primary Care, as appropriate, and a member of staff will contact you regarding this prior to your placement. If you are travelling to the Western Isles and prefer to travel in your own car, we expect at least two students to share a car, if this is at all possible/practical, as the car fare for the ferry is very expensive. We would then reimburse the full outward/homeward ferry fare plus mileage. If you prefer to travel in your own car by yourself, when you would have been able to share with another student(s), you will only be reimbursed for the equivalent of the public transport fare.

You will not be able to claim for overnight accommodation while travelling to and from your placement location at the beginning and end of an attachment as all placements can be reached by public transport within one day. Please note that if you prefer to travel to your placement from your home instead of from Aberdeen, have unnecessary overnight stays or use alternative routes, etc – you can do that, but you will only be able to claim the equivalent of one return journey from Aberdeen to your placement with the most cost-effective means of transport - the difference in cost you have to pick up yourself.

Where your placement requires accommodation, this will be arranged by the MBChB Office / the Centre of Academic Primary Care. If you choose to stay in any other accommodation you will require to arrange this yourself and at your own cost.

For students attached to a General Practice, the arrangements in addition to the above are as follows:

- If you have to travel more than 20 miles one way per day, you will be given the option of being accommodated near your practice, free of charge to you, where this is practical/possible. However, should you opt to commute daily, travel expenses other than the cost of one outward and one return journey from/to Aberdeen will not be reimbursed.
- The accommodation during the placement (where applicable) should ideally offer cooking facilities. However, this is not always possible where private accommodation, eg, B&B, is required. In most places, there will be a canteen in a nearby hospital or practice which you can use. Some of you may also be fortunate and get an evening meal provided in your B&B, at no extra cost to you; however, this should be seen as a bonus, not as a standard. It is recognised that the standards of accommodation may vary, but due to the nature of the placements, this cannot be avoided.

Please note that you will not be able to claim for subsistence/meals.

- In very few cases, you may be asked to book an overnight stay while on day release; if so, you will be able to claim up to £35 for accommodation. Please note that this can only be done after approval has been given by the tutor/s leading the Day Release that week.

Travel expenses for daily commuting other than for GP attachments will not be reimbursed. However, please note that eligible students may claim daily travel expenses between their home or term time address and their institution from the SAAS or other award agency. This allowance can also be claimed for any daily travel expenses students might incur during clinical placements. SAAS travel expense claim forms and general guidance are available on the web at:

http://www.saas.gov.uk/student_support/travel_expenses.htm

You should also consider purchasing daily or monthly travel passes (at your own expense) which may reduce your travel cost.

Expense claim forms are available from the MediCAL website at <https://www.abdn.ac.uk/mrc> . They are also available in the MBChB Office and in the Centre of Academic Primary Care, and staff there will be pleased to help you complete the form or answer any specific queries.

All claims must be based on the most cost-effective means of transport and claims will not be considered unless they are supported by the relevant receipts.

For exceptional circumstances, please contact the MBChB Office / the Centre of Academic Primary Care to clarify/obtain authorisation ***before*** making travel arrangements.

Claims forms should be submitted to Mrs Kathleen Kipperman (k.kipperman@abdn.ac.uk), ACT Finance Assistant, Room 2:037, Polwarth Building.

August 2011