

Student Step-by-Step Guide to Claiming Travel – Yr 3 PSYCH MODULES ONLY

You can claim for travel within Gloucestershire for journeys of 2 miles or more to clinics at community and mental health hospitals, day centres and GP placements. For travel to/from Bristol at the beginning and end of placement you can claim through the University of Bristol.

Please ensure you claim for the PSYCH Unit ONLY through the specific claim form and not combine units on the same claim.

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1. **Complete your personal details;** this is for where you want the cheque to be posted to and how the name on the cheque will appear. Ensure you write this clearly.
2. **Vehicle Details:** You do not need to complete this section because the mileage rates are already set.
3. **Claim Summary;** this is for Undergraduate Office use ONLY. Please note 2Gether NHS Foundation Trust pays 23p per mile.
4. **Sign the declaration;** the Trusts Finance department will not process the claim without your signature.

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5. **Journeys travelled;** for each single or return journey travelled in one day, enter the date and time leaving and return from both locations. Start point is either CGH (Cheltenham) or GRH (Gloucester). For example If you have started at CGH, travelled to Hereford and returned to CGH in the same day you just write: -

Starting Point: CGH

Journey (place visited): Hospice, Hereford

Finishing Point: CGH

If you have multiple journeys in one day, list each journey on a separate line

6. **Payable Business Mileage by Car;** Refer to the 'Guide to Student Payable Business Mileage – PSYCH ONLY' below. This gives you the paid mileages for all locations ONE WAY, please use these mileages in this column. So for example for GRH to Park House would be 11.6 miles so for a return journey enter 23.2 miles in the 'Payable Business Mileage' column.
7. **Fares Tolls Parking;** You can claim for parking but you must provide evidence of a receipt or ticket. If travelled via bus or train, write the amount for each ticket, ensure you keep each ticket and attach them to the travel claim form. Any public transport claimed without a ticket/receipt will not be reimbursed.
8. Repeat points 5, 6 and 8 until you have listed all your journeys. Total up either number of miles travelled or amount spent on tickets in the boxes on the bottom row. The Undergraduate Department will check all amounts and complete the Claim Summary section on page 1 for you.
9. Once complete you need to either hand into the Undergraduate Office based in Redwood Education Centre or post to: -

PSYCH Medical Education Assistant

2Gether NHS Foundation Trust

Collingwood House

Horton Road

Gloucester

GL1 3PX

Travel claims can take up to 6 weeks to process, if you have not received your cheque after 6 weeks have passed, you can call or email the PSYCH Medical Education Assistant on **01452 894118**

Guide to Students Payable Business Mileage – PSYCH ONLY

All mileages are based on from Gloucestershire Royal Hospital to....

Location	Miles (one way)
Albion Chambers, Gloucester	0.8
Leckhampton Lodge, Cheltenham	9.1
Lexham Lodge, Cheltenham	11.8
Park House, Stroud	11.6
Denmark Road, Gloucester	0.6