



Student Travel Policy Years 1 & 2

Principles

1. The BSMS Student Travel Policy is intended to ensure that students required to travel some distance from BSMS for placements (including primary care, secondary care, community, Time for Dementia (TfD) and Student-Selected Components (SSCs) not significantly disadvantaged by travel time or travel cost.
2. The policy is designed to encourage students to walk, cycle or use public transport where possible and practicable for all journeys, including those outside of the Brighton and Hove area.
3. The policy is designed to minimise transport costs wherever possible, particularly bearing in mind that most student placement travel costs are funded via the NHS.
4. We recognise, however, that due to the specific geography of our region, some placements are more difficult to reach than others; and others are more readily accessible to students living in certain locations. We therefore require students to share information with the school to ensure that, wherever possible and appropriate, placements are allocated to those students who are able to use a private car for travel purposes or to those who live in the vicinity of a particular placement.
5. Taxi transport will only be booked / authorised where there is no other means of making the journey, where there is the most cost-effective manner of transport available for the journey (bearing in mind the number of travellers) or where it is not possible to travel by public transport between different locations for scheduled teaching in the time available. In some cases, a taxi may be appropriate for an outward journey, but not for a return journey (and vice versa). NB. The School Office teams are asked to design timetables which avoid the need for taxi travel wherever possible.
6. Students are responsible for their own travel expenses for all module placements within the Brighton and Hove area (including Falmer and Woodingdean).
7. Students are expected to provide their own accommodation throughout the academic year to enable them to attend teaching and placements.
8. Travel between a student's home and main place of study is not permitted for reimbursement under the financial regulations of the University. For Years 1 and 2, the main place of study is Falmer (BN1 9PH).
9. Approved rates for reimbursement for the academic year 2024-25 can be found on this webpage: [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](#)
10. If you have any queries about travel reimbursement, please contact placementlogistics@bsms.ac.uk

What travel will be provided or reimbursed?

Students can claim for journeys to placements outside of the Brighton and Hove area, as follows:

Standard bus or train fares for travel required for GP visits, SCT community hospital visits, TfD visits and SSCs outside of the Brighton and Hove area. Brighton (either Falmer BN1 9PH or Brighton station, as appropriate) will be the start / finish point, when making claims, unless you live nearer to your placement. Student-rate bus saver tickets and student railcards should be used where possible. Taxi travel between the railway station and the placement will not be reimbursed unless no public transport is available or the distance is more than a 25-minute walk or 40-minute bus ride.

Where the GP Surgery / other placement location is such that public transport would not allow you to reach the placement in time after morning teaching, a taxi will be provided to the placement and paid for by the Medical School – the taxi booking may be one-way only if the return journey can be made using public transport; please refer to the module area on My Studies for further information regarding your specific journey.

Students who would otherwise qualify to use a taxi or public transport to a placement or visit may, on application to the School Office, be given permission to use a bicycle or private car instead. If you are planning to drive by car, it is preferable that you arrange to transport other students with you if possible (i.e if you have a peer who needs to take the same journey on the same day, that you can take as a passenger). Discuss with placement logistics for individual circumstances, ahead of the journey, if required.

Private car or bicycle travel will be reimbursed at a given mileage rate for the return journey between Falmer (BN1 9PH) and the placement. Students who live closer to the placement than Falmer should claim for travel between home and the placement if they travel directly between the two. Students may claim for mileage only, not parking.

Students may combine a claim for train travel and bicycle mileage if they would otherwise have qualified for taxi travel between a railway station and their placement, but choose instead to take their bicycle on the train and cycle at the placement end of the journey.

How to claim

Be sure to state your **term-time address** on the claim form [form](#).

For claims relating to placements please complete the University of Sussex BSMS Student Expense Claim Form. This form is available to download from My Studies (my course / documents and policies / student travel). Please read the guidance notes on the back of the form carefully before completing the form, Students must use the form provided (in My Studies) and send it in as an editable pdf so that BSMS staff can add information and approve.

Claims for bicycle or car mileage should include full details of the journeys undertaken **including the post code of each location and the names of passengers** (if appropriate). Claims for car mileage will be paid to the car driver only – the School will not fund private arrangements between students for 'petrol money'. Students may claim for **car travel only, not parking**. Claims for mileage will be paid according to the most direct route indicated by an online route finder such as AA, or Google; we will **not reimburse actual mileage if a lengthy route is taken**.

Students claiming for bicycle or car mileage should check the current applicable rates (including passenger rates) via this website [Travel — mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Claim forms may be submitted as often as necessary and should be submitted (via email) **with receipts (where necessary)** for all journeys listed to placementlogistics@bsms.ac.uk, from where they will be processed and passed to the University of Sussex for payment on a regular basis.

How will I be reimbursed?

You will be reimbursed via BACS payment directly to your bank account. **If you have not previously received expenses from the University of Sussex, please provide your bank details via Sussex Direct [Sussex Direct Login Page](#)** – do not add them to the claim form.

Policy updated September 2024 for claims made in the 2024/25 academic year