

## Travel Grant

### About us

The Travel Grant team are Student Finance assessors. We process students' claims for travel expenses incurred whilst studying abroad. We assess students' eligibility, review evidence for reimbursement of travel costs and arrange payment of the Travel Grant.

### Who can claim for the Travel Grant?

Students who are:

- Studying abroad
- Studying abroad or attending a work placement (where accepted on to the ERASMUS, Turing or Taith scheme).
- Attending an unpaid placement at an overseas institution (HEP) and undertaking research or
- Attending a clinical placement in the UK as an integral part of an undergraduate medicine/dentistry course.

Students will need to be means tested to be considered for travel grants (household income assessed).

### How do students claim the Travel Grant?

Students should complete their application to inform us that they are studying abroad during the academic year.

Term details	
Where will you live during the academic year 2022/23?	
Term 1	Elsewhere or own home ▼
Term 2	Elsewhere or own home ▼
Term 3	Elsewhere or own home ▼
Where will you spend most of your time in the academic year 2022/2023?	
Term 1	Study Abroad ▼
Term 2	Study Abroad ▼
Term 3	Study Abroad ▼

If we have received confirmation of their study period abroad, by way of the HEP Study Abroad spreadsheet we will send a Study Abroad Expenses claim form if they are eligible. If we do not have confirmation of the study period abroad via the HEP Study Abroad spreadsheet we will request that a CAB (Course Abroad) Form is completed (and stamped) by the HEP before any claim for expenses can be considered.

### Can student claim for the travel grant if studying abroad for part of the year?

**Yes** - however they must be studying overseas for at least 50% of an academic quarter (term) and all other eligibility criteria is met. Examples shown below-

1. Student's term dates abroad run from 16 September until 19 December this is more than 50% of Quarter 1. Student is eligible for a Grant for Travel in respect of travel expenses. They qualify for 1 return journey or equivalent.
2. Student's term dates abroad run from 6 January until 5 July. They are eligible to apply for a Grant for Travel in respect of travel expenses to cover Qualifying Quarter 2 & 3. The student is NOT entitled to claim for travel expenses for Qualifying Quarter 4 as their term isn't at least 50% of Quarter 4. They will qualify for 2 return journeys or equivalent.

*Daily travel costs can only be reimbursed for travel in a qualifying quarter.*

### Will students receive the full amount they are claiming?

**Not always** - All Travel Grants are income assessed and subject to a disregard of £303. Meaning that any travel will have the first £303 deducted and the household contribution applied.

This £303 is deducted from the entitlement only once and is not deducted from Medical or Visa costs.

(\*If the household income is over £39,796.00 then there will be a reduction to the amount paid to the student, this will be a reduction at a rate of £1.00 for each additional £8.73 over that threshold).

Also evidence is required for all claims.

### **Can student receive SFE Travel Grant if they are receiving Turing Funding?**

Where student is receiving funding from Turing scheme, this **does not mean** they are **not** eligible to claim for SFE Travel Grant.

Students can still claim for expenses from SFE that **have not** been covered by their Turing funding.

Students cannot claim for **the same** expenses through both Turing and SFE travel grant.

*(Students who qualify for grant funding for their travel expenses through the Turing scheme will not qualify for travel grant through the Student Support Regulations to cover the same expenses more than once).*

### **Can student claim expenses prior to travelling abroad and before the start of the academic year?**

**Yes** - Students can start claiming their travel costs prior to travelling abroad and before the academic year starts as long as we have received confirmation of their study abroad period and they have been deemed eligible for the Travel Grant.

They must have paid for the cost being claimed and provide evidence of payment.

### **How many claims can student submit and when?**

Students can apply for the Travel Grant at any time during the academic year (or on return from study period abroad), but costs will only be considered for reimbursement if they send us all the evidence we ask for to support travel expense claims. If no evidence (proof of payment) is provided that claim cannot be paid.

***The deadline for applying for the Travel Grant is six months after the end of the academic year.***

### **When will students receive the Travel Grant?**

Funding will be paid on an ad hoc basis so students won't have to wait until their next instalment of student finance to receive the Travel Grant.

### **How many journeys can students claim for?**

Up to 3 return journeys (or single journeys to the equivalent) between their home and the overseas institution during a full academic year abroad, however this will depend on the study abroad dates.

### **How is the amount of journeys the student is entitled to calculated?**

The travel grant is assessed over 4 academic quarters (terms). Students must be studying overseas for at least 50% of each academic quarter (term) in which they wish to claim to be eligible to receive the grant for up to 3 return journeys. A student may study overseas at 50% or greater in each of the 4 quarters but can still only claim a maximum of three return journeys (or equivalent). Therefore 1 qualifying quarter is eligible for 1 return journey, 2 qualifying quarters is eligible for 2 return journeys and 3 or 4 qualifying quarters is eligible for the maximum 3 return journeys.

The qualifying quarters are as follows:

Quarter 1 - 1 September to 31 December (122 days- at least 61 days overseas study)\*

Quarter 2 - 1 January - 31 March (90 days- at least 45 days overseas study)

Quarter 3 - 1 April - 30 June (91 days- at least 46 days overseas study)

Quarter 4 - 1 July - 31 August (62 days- at least 31 days overseas study)

***\*Any overseas period from 1 August will also be included in the 1st quarter calculation.***

When we receive the confirmed term dates for study abroad, we will inform the student if they are not eligible to claim the maximum 3 return journeys and advise them of the number of journeys that can be claimed.

**What type of travel should the student purchase?**

The class and method of travel should be deemed reasonable (ie no business class,) standard economy is expected. However if enhanced economy class flights have been purchased e.g. Economy Flex or Economy Flex Plus, we would require evidence to show that this was the only or least expensive option available at the time of booking as these fares offer additional benefits. If a student advises that they wish to purchase an Economy Flex fare (not Plus) due to not knowing their return dates, they should advise this at the time of claiming for consideration.

**Can students claim the cost of daily travel to and from their residence and place of study abroad?**

**Yes** - Daily travel costs can be claimed.

Copies of tickets for daily travel must be provided. Where reloaded travel cards have been used and 'top ups' are being claimed, such as MYKI or GOCARD we require statements which show the journeys taken. Journeys to and from university should be indicated on the statements, as only these journeys will be reimbursed.

If no evidence (proof of payment) is provided that claim cannot be paid.

*Daily travel costs can only be reimbursed for travel in a qualifying quarter.*