

STUDENT PLACEMENT ACCOMMODATION AND TRAVEL EXPENSES POLICY
SCOTTISH GRADUATE ENTRY MEDICINE (SCOTGEM) PROGRAMME (MB CHB)
(Version 1.3)

1. **Overview.** The ScotGEM Programme follows a dispersed education model and consequently requires students to travel within Scotland and to live in possibly remote areas in order to attend out-block placements. The University of St Andrews and the University of Dundee recognise that ScotGEM students are graduates, and thus believe that they should have autonomy over their own travel arrangements and may wish to make their own accommodation arrangements for out-block placements. Students, where eligible, will be able to claim funds towards incurred expenses of travel. Details regarding accommodation for out-block placements can be found in the appendices.

2. **Factors determining payment of travel expenses for placements.** The payment of expenses for travelling to placements will be determined by the length of the placement, the distance of the placement from the relevant School of Medicine¹ or, for longer out-block placements, the distance of the placement from provided accommodation. Requirement for travel to placements varies between years of the ScotGEM programme and further particulars for each year group of students are detailed in the appendices².

3. **Funding policy - travel expenses for placements.** To align with Medical Additional Cost of Teaching (ACT) policy, funding will, in general, only be provided to students whose location of placement is more than 25 miles or at least 30 minutes travel, by public transport, from the Medical School of their institution of primary matriculation (i.e. St Andrews or Dundee), or from provided accommodation during out-blocks. Students are not required to travel in the vehicle of another student, however, if they choose to do so only the driver of the car share may claim reimbursement of travel expenses. A statement confirming the claimant was the driver of the vehicle and details of the passengers should be attached to, or written on, the reverse of the travel expenses claim form.

4. **Funding policy - travel expenses other than placements.** This policy mainly relates to ScotGEM Student travel to clinical and non-clinical placements; it is also applicable to Occupational Health appointments required by the University *other than* rescheduled missed Occupational Health appointments and pre-matriculation Occupational Health appointments, neither of which are eligible for reimbursement. This policy is not applicable to travel for any other purposes.

Policy relating to presentation at an external conference, or volunteering other than 'Agents of Change' placements, for Years 1 and 2, can be found in the [School of Medicine Student Travel Award](#); for Years 3 and 4 can be found in the relevant University of Dundee documents.

5. **Administering of payments.** Payments will be made subject to completion of the relevant travel expenses claim forms, supported by original receipts for each public transport journey claimed. If travel by car is required such journeys will be funded at the rate of £0.20 per mile. Claims must be submitted with three months of the journey taking place otherwise the claim will be invalid. To ensure that the requirement to attend placements does not put a financial strain on ScotGEM students, all payments for travel expenses will be processed on a regular basis and paid directly to the student. Expenses claims submitted without relevant documentation or receipts will not be processed and will therefore cause a delay in reimbursement.

¹ The relevant School of Medicine is the one belonging to the Institution of primary matriculation (St Andrews Years 1 and 2, Dundee Years 3 and 4)

² Appendices 1-3, for Year 1 and Year 2, are available at this time
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6. **Funding policy – accommodation.** Due to the different requirements for accommodation in each year of the programme, funding for and provision of accommodation differs in each year of the programme. Details can be found in the appendices: Appendix 1 (for Year 1), Appendix 2 (for Year 2).

7. **Travel Safety.** The dispersed nature of some years of the programme may lead to a significant amount of travelling, during which student safety is of paramount importance. Travelling may be challenging in an unfamiliar environment, particularly during winter months. It is important to seek local advice and plan journeys in advance. See [this link for some tips on driving in bad weather](#).

8. **Car Insurance.** University insurance policies do not provide insurance cover for the use of student or staff vehicles on University business. It remains the responsibility of the driver to contact their insurance provider to ensure that they have adequate insurance cover. Any associated additional costs remain the responsibility of the driver. Students are not required to travel in the vehicle of another student, however, if they choose to do so they should check that the driver has appropriate insurance cover.

APPENDIX 1

SCOTGEM YEAR 1 – ACCOMMODATION AND TRAVEL EXPENSES PROCEDURE

1. **Nature of placements.** In the first year of the ScotGEM Programme students will do two different types of placements
 - a. Two consecutive rotations of placements in GP Practices, each being around 14 weeks long. Students will be required to attend their placement once each week, during the 14-week period. All Year 1 GP placements will take place in GP Practices within the NHS Fife region.
 - b. Around 20 hours of placement time with a Voluntary Sector organisation, as part of the 'Agents of Change' programme. Students will arrange their own placement schedule which could take place during the working day, after hours and/or at the weekend. The majority of voluntary sector placements will take place in the Fife and Tayside area, but some placement opportunities are slightly further afield.
2. **Accommodation.** Students are responsible for making their own arrangements for accommodation whilst studying in Fife, and this includes the possibility of [University of St Andrews accommodation](#) and [University of Dundee accommodation](#). There are no out-block placements in Year 1.
3. **Travel funding calculation.** Given the nature of the Year 1 placements, accommodation out with Fife is not necessary. Therefore, the payment of expenses for travelling to placements in Year 1 will be determined by the distance of the placement from the University of St Andrews School of Medicine, KY16 9TF (hereafter 'University of St Andrews'), and the number of times the placement is attended. Additional information regarding placements in GP Practices can be found in the travel claim reference table in Appendix 3 (Travel Claim Reference Table – Placements in GP Practices – Year 1). Reference tables are not provided for Year 1 non-clinical (Agents of Change) placements, but travel claims for these placements are subject to the same funding policy as clinical placements.
4. **Administrative process.** The University of St Andrews is moving to an automated system which will allow students to process their own travel claims, with sign-off through the relevant School. In the meantime, ScotGEM students will use the following process:
 - a. Students will use the [Student Travel and Subsistence Form](#) to submit their travel claims to the ScotGEM Placement Co-ordinator, following which they will receive a BACS transfer, through SITS, directly into their nominated UK bank account.
 - b. The Student Travel and Subsistence Form must be signed off with an original (not a typed) signature. Students should submit the signed, completed form either in person (to the ScotGEM Placement Coordinator in the School of Medicine Teaching Support Office), or via email as a scanned document (to scotgem-placements@st-andrews.ac.uk). If the form is submitted as a scanned document, it must also be signed with an original signature.
 - c. Expenses may be claimed as frequently as a student requires but must be submitted within three months of the journey taking place; travel claims submitted out with three months will not be reimbursed.

d. Funding is calculated based on the distance of the placement from the University of St Andrews. Where a journey begins at an address other than the University of St Andrews (for example, a student's home address), the student may still claim the cost of that journey. However, if the journey from the University of St Andrews to the placement would have been cheaper, reimbursement will only be made for the less expensive option.

In order to meet regulatory requirements the ScotGEM Placement Co-ordinator scotgem-placements@st-andrews.ac.uk, must be satisfied that the journey has taken place; either by confirmation that the student attended the class (i.e. a class attendance list) and/or provision of receipts.

5. **Travel Safety.** Students are not required to travel in the vehicle of another student, however, if they choose to do so they should ensure that the driver has appropriate insurance cover. Information on potential risk factors associated with travel to placements is contained in the [Student Placement Safety Policy](#).

APPENDIX 2

SCOTGEM YEAR 2 – ACCOMMODATION AND TRAVEL EXPENSES PROCEDURE

1. **Nature of placements.** In the second year of the ScotGEM Programme students will gain the opportunity to study on placements in Fife and out-block placements in Highland and Dumfries and Galloway. Students will choose to study five of the six Year 2 teaching blocks in a rotation model (A, B, C or D), as illustrated in the table below:

	Rotation A	Rotation B	Rotation C	Rotation D
Birth and Early Years CBL	NHS Fife	NHS Fife	NHS Highland	NHS Dumfries and Galloway
Adult Years CBL			NHS Dumfries and Galloway	NHS Highland
Elderly Years CBL	NHS Highland	NHS Dumfries and Galloway	NHS Fife	NHS Fife
Chronic and Life-Limiting Illness CBL	NHS Dumfries and Galloway	NHS Highland		
Agents of Change Project				

a. During the first four blocks, irrespective of geographic location, students will attend weekly placements in GP Practices and clinical interactions course (CLIC) training in either University or Hospital clinical skills suites.

b. In block five, students will arrange their own Agents of Change project schedule which could take place during the working day, after hours and/or at the weekend.

c. The sixth and final block (Patient Journey/Urgent Care) will be allocated separately.

2. **Accommodation.** Students are responsible for making their own arrangements for accommodation whilst studying in Fife (and this includes the possibility of [University of St Andrews accommodation](#)). For out-block placements out with Fife, accommodation will be made available by the local NHS Board:

a. Accommodation could be in hospital accommodation, student accommodation, housing association accommodation or private accommodation rented by the NHS Board. The University will liaise with the local NHS Board to identify appropriate accommodation. For information on accommodation currently offered contact the ScotGEM Placement Co-ordinator scotgem-placements@st-andrews.ac.uk.

b. Students will not be expected to pay for provided accommodation out with Fife during the 6-week teaching blocks.

c. Students on out-block placement who decide to find their own accommodation will receive no financial support towards the cost of their accommodation while on placement.

- d. NHS funded out-block accommodation in Dumfries & Galloway and Highland is provided and funded for the 6-week teaching blocks only. Students are responsible for ensuring they have alternative accommodation arrangements for vacation and exam periods.
- e. Students on out-block placement who decide not to use the provided accommodation should notify the placements team in advance (scotgem-placements@st-andrews.ac.uk), in order that the accommodation providers can be informed.
- f. NHS funded out-block accommodation in Dumfries & Galloway and Highland is self-catering, with facilities provided for preparing meals. In exceptional circumstances, and only if no cooking facilities, meals or meal vouchers are provided, students may claim up to £5 per day for meals. These claims must be supported by receipts and submitted to the ScotGEM Placement Co-ordinator using the [Student Travel and Subsistence Form](#) as detailed below.

3. Travel funding calculation. Given the nature of the Year 2 placements students may claim expenses made up of the following elements:

- a. For placements in GP Practices and secondary care, the payment of expenses will be determined by the number of times the placement is attended and the distance of the placement from either the University of St Andrews (for Fife placements) or from NHS-funded accommodation in Inverness and Dumfries (for Highland and Dumfries and Galloway placements). Additional information regarding placements in GP Practices and secondary care can be found in the travel claim reference tables in Appendix 3.
- b. Students can claim for a return journey from University of St Andrews to Dumfries and Galloway or Highland for out-block placements. Additional information regarding these journeys can be found in the travel claim reference table in Appendix 3 (Travel Claim Reference Table – Out-Block Placements – Year 2).
- c. In addition, one return journey³ per 6 week out-block will be paid, if required. In exceptional circumstances, a second return journey may be permitted for compulsory School of Medicine activities only. No additional travel claims will be allowed without prior discussion with the relevant Generalist Clinical Mentor, Personal Tutor or Student Support and approval of the Deputy Programme Director.

4. Administrative process. The University of St Andrews is moving to an automated system which will allow students to process their own travel claims, with sign-off through the relevant School. In the meantime, ScotGEM students will use the following process:

- a. Students will use the [Student Travel and Subsistence Form](#) to submit their travel claims to the ScotGEM Placement Co-ordinator, following which they will receive a BACS transfer, through SITS, directly into their nominated UK bank account.

³ For any reason, including personal/recreational purposes

- b. The Student Travel and Subsistence Form must be signed off with an original (not a typed) signature. Students should submit the signed, completed form either in person (to the ScotGEM Placement Coordinator in the School of Medicine Teaching Support Office), or via email as a scanned document (to scotgem-placements@st-andrews.ac.uk). If the form is submitted as a scanned document, it must also be signed with an original signature.
- c. Expenses may be claimed as frequently as a student requires. Claims must be submitted within three months of the journey taking place; travel claims submitted out with three months will not be reimbursed.
- d. Funding is calculated based on the distance of the placement from the School of Medicine of the institute of primary matriculation, or University-funded accommodation during out-blocks. Where a journey begins at an address other than the School of Medicine or provided accommodation (for example, a student's home address), the student may still claim the cost of that journey. However, if the journey from the School of Medicine or University-funded accommodation to the placement would have been cheaper, reimbursement will only be made for the less expensive option.

In order to meet regulatory requirements the ScotGEM Placement Co-ordinator scotgem-placements@st-andrews.ac.uk, must be satisfied that the journey has taken place; either by confirmation that the student attended the class (i.e. a class attendance list) and/or provision of receipts.

5. **Travel Safety.** Students are not required to travel in the vehicle of another student, however, if they choose to do so they should ensure that the driver has appropriate insurance cover. Information on potential risk factors associated with travel to placements is contained in the [Student Placement Safety Policy](#).

APPENDIX 3**MILEAGE CLAIM REFERENCE TABLES - for key locations in Years 1 & 2****Travel Claim Reference Table 1 (1/5) – Placements in GP Practices – Year 1**

Location	Miles from St Andrews School of Medicine (one way)	Miles from St Andrews School of Medicine (return)	Mileage cost £0.20/mile (return journey)
Auchtermuchty Health Centre 12 Carswell Wynd Auchtermuchty KY14 7AW	18	36	£7.20
Cos Lane Medical Practice Cos Lane Glenrothes KY7 4AQ	21	42	£8.40
Eden Villa Medical Practice Bank St Cupar KY15 4JN	10	20	£4.00
Kennoway Medical Group Kennoway Health Centre Jordan Lane Kennoway KY8 5JZ	16	32	£6.40
Kinghorn Medical Practice Rossland Place Kinghorn Burntisland KY3 9RT	27	54	£10.80
The Lomond Practice Glenwood Health Centre Napier Rd Glenrothes KY6 1HL	22	44	£8.80
North Glen Medical Practice 1 Huntsmans Court Glenrothes KY7 6SX	21	42	£8.40
Pitcairn Practice 1 Pitcairn Drive Balmullo KY16 0DZ	6	12	£2.40
Pittenweem and Elie Medical Practice Health Centre 2 Routine Row Pittenweem KY10 2LG	12	24	£4.80
Roths Medical Practice Pitteuchar Health Centre Glamis Centre Glenrothes KY7 4RH	23	46	£9.20

Travel Claim Reference Table 2 (2/5) – Placements in GP Practices – Year 2

Location FIFE	Miles from St Andrews School of Medicine (one way)	Miles from St Andrews School of Medicine (return)	Mileage cost £0.20/mile (return journey)
Anstruther Medical Practice Crail Rd, Cellardyke, Anstruther, KY10 3FF	11	22	£4.40
Kennoway Medical Group Kennoway Health Centre, Jordan Lane Kennoway KY8 5JZ	16	32	£6.40
Leslie Medical Practice Anderson Dr, Leslie, Glenrothes, KY6 3LQ	23	46	£9.20
The Markinch Medical Practice 19 High St, Markinch, Glenrothes KY7 6ER	20	40	£8.00
Newburgh Surgery 116 High St, Newburgh, Cupar KY14 6DA	20	40	£8.00
Location HIGHLANDS & ISLANDS	Miles from Raigmore Hospital Inverness (one way)	Miles from Raigmore Hospital Inverness (return)	Mileage cost £0.20/mile (return journey)
Crown Medical Practice 12 Crown Ave, Inverness, IV2 3NF	Not Eligible	Not Eligible	Not Eligible
Grantown Medical Practice Castle Road East, Grantown on Spey PH26 3HR	33	66	£13.20
Nairn Health Care Group Nairn Town & County Hospital & PCC, Cawdor Rd, Nairn IV12 5EE	16	32	£6.40
Location DUMFRIES & GALLOWAY	Miles from Mountainhall Residences Dumfries (one way)	Miles from Mountainhall Residences Dumfries (return)	Mileage cost £0.20/mile (return journey)
Castle Douglas Medical Group 2 Garden Hill Road, Castle Douglas DG7 3EE	18	36	£7.20
Gillbrae Medical Practice Gillbrae Rd, Dumfries DG1 4EJ	Not Eligible	Not Eligible	Not Eligible
Greencroft Medical Centre Greencroft Wynd, Annan DG12 6GS	17	34	£6.80

Travel Claim Reference Table 3 (3/5) – Ninewells Hospital - Years 1 & 2

Location	Miles from St Andrews School of Medicine (one way)	Miles from St Andrews School of Medicine (return)	Mileage cost £0.20/mile (return journey)
Ninewells Hospital and Medical School James Arnott Drive Dundee DD1 9SY	16	32	£6.40

Travel Claim Reference Table 4 (4/5) – Out-Block Placements – Year 2

Location	Miles from St Andrews School of Medicine (one way)	Miles from St Andrews School of Medicine (return)	Mileage cost £0.20/mile (return journey)
Staff Residential Accommodation Raigmore Hospital, Old Perth Road, Inverness , IV2 3UJ	147	294	£58.80
Staff Residences A-Block Mountainhall Treatment Centre, Dumfries DG1 4AP	128	256	£51.20

Travel Claim Reference Table 5 (5/5) – Secondary Care Placements – Year 2

Location FIFE	Miles from St Andrews School of Medicine (one way)	Miles from St Andrews School of Medicine (return)	Mileage cost £0.20/mile (return journey)
Queen Margaret Hospital Whitefield Rd, Dunfermline KY12 0SU	36	72	£14.40
Victoria Hospital Hayfield Rd, Kirkcaldy KY2 5AH	23	46	£9.20
Location HIGHLANDS AND ISLANDS	Miles from Raigmore Hospital Inverness (one way)	Miles from Raigmore Hospital Inverness (return)	Mileage cost £0.20/mile (return journey)
Aviemore Medical Practice (Out of Hours) Muirton, Aviemore PH22 1SY	28	56	£11.20
County Community Hospital (Out of Hours) Saltburn Road, Invergordon IV18 0JR	26	52	£10.40
Broadford Hospital (Dr Mackinnon Memorial Hospital) High Road, Broadford, Isle of Skye IV49 9AA	89	178	£35.60
Caithness General Hospital Bankhead, Wick KW1 5NS	104	208	£41.60
Raigmore Hospital Old Perth Rd, Inverness IV2 3UJ	Not Eligible	Not Eligible	Not Eligible
Location DUMFRIES & GALLOWAY	Miles from Mountainhall Residences Dumfries (one way)	Miles from Mountainhall Residences Dumfries (return)	Mileage cost £0.20/mile (return journey)
Dumfries & Galloway Royal Infirmary Cargenbridge, Dumfries DG2 8RX	4	8	£1.60

Distances derived from Google Maps

Updated July 2021

To be reviewed in July 2022

Please direct any queries to scotgem-placements@st-andrews.ac.uk

Links

[Stagecoach](#) - bus travel

[Trainline](#) - train travel

[Traveline](#) - travel between Inverness and Caithness/Isle of Skye

FIFE BUS SERVICES

Stagecoach website - [all student ticket types in St Andrews, Cupar and East Neuk](#)

North East Fife Student DayRider

[Ticket Details](#)

[Areas covered by ticket](#)

East Scotland Student DayRider

[Ticket Details](#)

[Areas covered by ticket](#)

INVERNESS BUS SERVICES

Inverness Zone 1A and Zone 2 Student DayRider

[Ticket Details](#)

[Areas covered by tickets](#)

DUMFRIES AND GALLOWAY BUS SERVICES

Dumfries and Galloway DayRider (Student ticket), Dumfries Town DayRider (Student ticket)

[Ticket Details](#)

[Areas covered by tickets](#)

Author:	Isla Tabberer (idmt)	Approval Committee:	
Consultees:	St Andrews School of Medicine Manager, Dundee UG Manager		
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Date	Revision Description	Major Changes
27/07/2017	Published version	
26/03/2019	Revised version	Addition of Year 2 detail and mileage allowance
01/08/2019	Revised version	Updated Year 1 reference table. Addition of Year 2 reference tables. Update to 'Administrative process' (Section 3b) in Appendix 1 and Appendix 2. (esm9)
28/11/2019	Revised version	Updated to include claims from home/other addresses and travel to pre-matriculation Occupational Health appointments.
30/07/20	Revised version	Travel Claim Reference Tables updated for 2020-2021 Clarification of provision of out-block accommodation during Y2 Clarification of provision of expenses for travel back to St Andrews during out-block placements Terminology for Y2 CBL blocks and PJUC block updated
7/10/2020	Revised version (v1.2)	Addition of Rothes Medical Practice to reference table Correction of incorrect reimbursement allowance UoSA-Inverness Addition of request for students to inform placements team if not planning to use provided accommodation for Y2 out-block placements
05/08/2021	Revised version (v1.3)	Removal of bus ticket details Addition of new GP practices and residences to reference tables Addition of Ninewells Hospital reference table Addition of Caithness General and Broadford Hospitals to reference table Addition of meal allowance if no catering facilities available and no meals provided while on placement out with Fife