

GRADUATE SCHOOL OF EDUCATION

# PGCE TRAINEE EXPENSES

We offer a contribution to some of the travel and accommodation costs that PGCE trainees may incur as a result of the structure of the training year. **This is not a hardship fund**, and payments are not means tested.

(For information about other sources of funding such as the Hardship and Retention Fund, please see http://www.exeter.ac.uk/students/finance/studentfunding/hardshipandretentionfund/)

When making a claim, please use the **PGCE Expenses Claim Form** available on ELE (PGCE Primary and Secondary Core Documents>General Documents>Forms and guidance)

Completed forms should be submitted to **Info at St Luke’s**. Note any relevant deadline dates – late claims will not be paid.

1. **Accommodation costs for placements**

**School 1 induction**

Trainees may claim a contribution towards accommodation (e.g. B&B/holiday accommodation) costs of £15 per night for a maximum of 10 nights over the two weeks of the December placement.

Deadline for claims: **Friday of the first week of the Spring term**

**School 2 induction**

Trainees may claim a contribution towards accommodation (e.g. B&B/holiday accommodation) costs of £15 per night for 5 nights per week for the school 2 placement induction period prior to the Easter Holiday break, **only** if the placement 2 is in a different geographical region to placement 1 This will apply to very few people and you will be informed individually if you are entitled to claim this..

Deadline for claims: **Last day before May half term**

Original receipts must be provided, showing the accommodation name and a contact telephone number

1. **Travel to Seminar Days**

Public transport:

Trainees may claim a contribution towards their public transport costs (bus, coach or rail) from the vicinity of their placement school to Exeter and return for any return journey costing more than £10. Tickets or receipts must be attached to the claim form. Rail fares must be standard class saver or ordinary return.

Alternatively,

Travelling by car:

Trainees may claim a contribution towards their mileage costs for any return journey from the vicinity of their placement school to Exeter and return for any return journey costing more than £10, at a rate of 18p per mile.

**Please note: for all travel claims, the first £10 of costs should be paid by the trainee, only costs incurred over this amount can be claimed.**

Deadline for claims:  **Trainees can claim after each Seminar Day but the final deadline for receiving all transport claims is the final Seminar Day.**

*Notes*

* All claims must be completed, signed, authorised and submitted by the relevant deadline date.
* All claims will be paid by BACS. Note that payment can take up to 6 weeks.
* This policy may be revised in-year. We will inform you if any changes are made.
* In line with the University’s Sustainable Travel Plan <http://www.exeter.ac.uk/sustainability/travel/> we encourage all trainees to travel by public transport where possible. If trainees do decide to travel by car, please make every effort to car share with other trainees where feasible *(for both public transport usage and car sharing recommendations, this is subject to Government Covid-19 guidance on social distancing at the time of travel).*
* Mileage claims for car sharing arrangements: claims for mileage costs should only be submitted by the driver. It is the driver’s responsibility to check with their insurer that they are covered for any journeys they are claiming for.
* Car parking costs are not covered by this policy and so should not be included in any claim.
* A sample of claims will be checked during the year for audit purposes. Any misuse of this policy will be investigated and if deemed fraudulent, could result in the trainee concerned failing to meet the professional attributes elements of the Teachers’ Standards, meaning they may not be recommended for Qualified Teacher Status.

Enquiries:

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