



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 Success for All Fund which is a University-wide fund for students experiencing unexpected financial challenges, please see <https://www.exeter.ac.uk/students/financialhelp/>)

When making a claim, please use the **PGCE Expenses Claim Form** available on ELE (<https://vle.exeter.ac.uk/course/view.php?id=9610> - PGCE Primary and Secondary Core Documents>General Policies and Procedures file)

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

(Note: this policy does not cover PGCE School Direct programmes as placement allocations for these programmes are managed directly by the School Direct lead schools. Trainees on School Direct programmes should talk to their lead school if they have financial difficulties relating to the location of their placements.)

1. Accommodation costs for placements

School 1 November placement

If trainees choose to temporarily move location for their November placement rather than travelling daily from their home:

Trainees may claim a contribution towards accommodation (e.g. B&B/holiday accommodation) costs of up to £30 per night for a maximum of 10 nights over the two weeks of the November placement.

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

(If trainees choose to commute daily, they will need to cover the cost of this themselves, mileage cannot be claimed.)

School 2 placement (prior to Easter)

Trainees may claim a contribution towards accommodation (e.g. B&B/holiday accommodation) costs of £30 per night for a maximum of 10 nights for the school 2 placement 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

2. 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, if 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 30 pence per mile.

Car-sharing incentive: if a trainee gives a lift to another Exeter PGCE trainee, they can claim 45 pence per mile rather than 30 pence per mile. The name of the passenger trainee(s) should be provided on the claim form.

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.**

3. Travel to placements during the spring and summer terms

We do not generally contribute to trainee travel or accommodation costs for the two main placements. Trainees are asked for their placement location preferences at the beginning of the year and every effort is made to accommodate these preferences while also ensuring that contrasting placements are provided in line with Government requirements.

Many trainees move closer to their placement schools and are placed in an area where they can find accommodation in a location suitable for both placements. For trainees commuting to their placements, we consider up to an hour each way to be a reasonable commutable distance and we encourage trainees travelling to the same locations to car share where possible to reduce costs.

If there are specific issues relating to your placement locations you should discuss this with the relevant Partnership Relations Manager who has arranged your placements. In some instances, you may be able to apply to a discretionary fund held by the Partnership Office to help trainees with specific travel/accommodation financial difficulties. This fund is limited and is only for those in exceptional circumstances to cover one-off costs or short term interventions. Eligibility would be considered on a case by case basis, depending on the circumstances.

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.
- 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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