

Travel Guidance and Allowance Information

MTEP PGCE & BEd campus-based programmes that offer teaching placements

1. Introduction

- 1.1 The University acknowledges that travelling to and from school placements can potentially increase travel costs, if placement locations are further to travel compared to normal journeys to and from the University.
- 1.2 The University seeks to assist with some of these additional costs by paying a contribution; this can either be through a payment for accommodation, when trainees are placed in more distant placements or by paying a mileage allowance. It is likely that most trainees will not be entitled to a contribution because their placement is within the University's approved acceptable travel limit of 15 miles in a single journey. **(Google Maps should be used for 'point to point' distances).**
- 1.3 The following sections consider the contributions the University will make to assist with accommodation or mileage. Queries over actual entitlements should be sought from the Placement Co-ordinator **before** placements commence.

2. Accommodation

- 2.1 For placements which are over 30 miles in a single journey, from the trainee's term-time address, or home address if living there during placements, trainees will be entitled to make a claim for accommodation, although there will be a maximum amount payable (please see the table below). Trainees can apply for a 70% advance to use for their travel and / or accommodation costs. This would be paid directly into trainees' bank accounts. The balance will be paid at the end of the placement.
- 2.2 The allowance may be used for travel to and from term time addresses to the accommodation, or to and from placements, or it could be used to pay for the accommodation itself. It is envisaged that trainees whose placement is away from Plymouth should find accommodation as close to the school as possible to minimise daily travelling costs.

Placement	Maximum amount payable for accommodation/travel	
Primary BEd year 1	£400	40 days
Primary BEd year 2	£400	40 days
Primary BEd year 3	£660	66 days
Primary PGCE Placement A	£490	49 days
Primary PGCE Placement B	£660	66 days
Secondary BEd year 1	£150	15 days
Secondary BEd year 2	£200	20 days
Secondary PGCE Placement A / BEd year 3	£370	37 days
Secondary PGCE Placement B / BEd year 3	£810	81 days

3. Mileage

- 3.1 Trainees living and travelling to placements within the acceptable travel limit of 15 miles in a single journey, regardless of whether they are staying at a term time address or at home for the duration of their placement, **will not be entitled to claim travel expenses for placements**. Trainees are encouraged to walk or share transport where possible and to also take advantage of the concessionary bus schemes operated by the University in conjunction with local bus companies.
- 3.2 Trainees outside of the acceptable travel limit, will be entitled to claim mileage at 20p per mile.
- 3.3 Trainees will be able to claim for any toll costs incurred.
- 3.4 Trainees will be paid a contribution towards their costs of 5p per passenger per mile for conveying passengers in their cars on authorised placement travel. It is the driver's responsibility to claim this for any passengers.
- 3.5 Before conveying passengers on placement travel, all trainees using their private cars are encouraged to check their insurance, to ensure that they are covered to transport passengers. Any additional charges deemed required by insurers, will not be reimbursed by the University.
- 3.6 Trainees who are in placements further than 15 miles away in a single journey, will be able to claim costs for travelling to and from their placement by train or bus. Do not deduct the first 15 miles from your claim. **All claims for train or bus fares must be supported by receipts.**

4. Payments to Trainees on Placements in London or abroad

- 4.1 Trainees whose placements are in London or abroad will have their accommodation costs covered by the University; this will be paid direct to the accommodation supplier. Trainees will be paid a contribution of £50 towards their return travel costs to the accommodation, and trainees in London will also receive £50 per week for help with travel costs to and from their placement. Trainees travelling abroad for placements, will have their travel costs paid.

There will not be payments available for half term or weekend return journeys to and from Plymouth.

NB. All food and personal expenses will be met by the trainee.

5. Costs in Lieu

- 5.1 The contribution to placement costs is designed to assist with accommodation or mileage costs. Other payments such as childcare, books, taxis or other similar payments will not be paid in lieu of the costs of accommodation or mileage.

6. Submission of Claims

- 6.1 All claims (accommodation or mileage) should be submitted on the relevant University claim form within one calendar month of the end of the school placement to the email address: placements@marjon.ac.uk

7. Postgraduate Trainees receiving [DFE Bursaries](#)

PGCE trainees who are eligible for a DFE training bursary are not eligible to claim any expenses.