

Student Awards Services contact details:

Website: nwssp.nhs.wales/ourservices/student-awards-services

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Medical & Dental Students FAQ's

How do I apply for travel and accommodation expenses?

You will need to download a [PPE \(Practice Placement Claim Form\)](#) from our website. You will need to complete the form and take it to the Practice Placement Officer at your university along with any supporting evidence and your student coversheet.

Your university is then responsible for verifying the evidence, stamping and signing the claim form and submitting it to the Document Scanning Team in Pontypool who then send it to us for processing. It is up to the university to decide if the travel costs are relevant and we therefore require their authorisation to make any payments.

You must ensure you supply your student coversheet along with your form as it will be returned to your university if we receive your form without it, leading to a delay in any payment due. You should also ensure that your BOSS reference is clearly completed in the box provided.

You cannot make a claim for placement costs in advance of your placement.

Is there a time limit for claiming travel and accommodation expenses?

Your Practice Placement Expense (PPE) claim form must be received by us within 6 months of the last day of each placement in order to be considered.

Can I have expenses reimbursed for an Elective placement?

If your Elective is in the UK, then we can reimburse the travel costs but if the Elective is outside of the UK, then we can only reimburse your travel to and from a UK airport.

Can I have consumables and vaccination costs reimbursed for an Elective placement?

No we do not reimburse consumables and vaccination costs for an Elective placement.

Can I claim expenses for taking a passenger to a placement?

You can only claim for a passenger who is also funded by NHS Wales but you can't claim for a passenger who is funded through NHS England, Scotland or Northern Ireland

When will my Practice Placement Expenses (PPE) claim be paid?

Practice Placement Expenses (PPE) claims will be processed within 20 working days from the point we receive the scanned form from the Document Scanning Team.

Once the claim has been processed you will receive an email confirming the amount due and that Cardiff University will make the payment to your account within 4 weeks from the date of the email.