



SCHOOL OF EDUCATION PGCE PRIMARY TRAINEE EXPENSES

We offer a contribution to some of the 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://ele.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.

1. **Travel to ITE Hubs for taught course**

Trainees choose at application which of the ITE Hub locations to attend for their taught course input. There are no expenses provided for attending the taught sessions.

2. **Travel to Seminar Days for trainees from Somerset/Dorset and North/Mid Devon ITE Hubs**

There are three Seminar Days that primary trainees from all ITE Hubs attend on the Exeter St Luke's Campus.

Public transport:

Trainees from these two regional ITE hubs may claim a contribution towards their public transport costs (bus, coach or rail) from the location of their ITE Hub to Exeter St Luke's Campus 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.

Car:

Trainees from these two regional ITE hubs may claim a contribution towards their mileage costs for any return journey from the location of their ITE Hub to Exeter St Luke's Campus and return for any return journey costing more than £10, at a rate of 30 pence per mile.

Car-sharing incentive: if a trainee from either of these two regional ITE hubs gives a lift to another PGCE trainee from their ITE Hub cohort, 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: **Regional ITE hub trainees can claim after each Seminar Day but the final deadline for receiving all transport claims is the final Seminar Day.**

3. **Travel to alternative ITE Hub for autumn term Leadership Development Module sessions**

Trainees from all ITE Hubs can select any Leadership Development module. Where the chosen Leadership Development module is held on a different Hub, a contribution towards travel can be claimed:

Public transport:

Trainees may claim a contribution towards their public transport costs (bus, coach or rail) from the location of their ITE Hub to the alternative ITE Hub 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.

Car:

Trainees may claim a contribution towards their mileage costs for any return journey from the location of their ITE Hub to the alternative ITE Hub 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 PGCE trainee to an alternative ITE Hub cohort, 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 should claim by the end of the autumn term.**

4. Travel to placements

We do not generally contribute to trainee travel costs for placements. Trainees are asked for their placement location preferences and every effort is made to accommodate these preferences while also ensuring that contrasting placements are provided in line with DfE requirements.

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 Partnership Office. In some instances, you may be able to apply to the Partnership 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.

5. Relocation costs for placements

The ITE Partnership Office work with trainees to place them at a commutable distance from their preferred location within the Exeter Partnership area. Therefore, there is no contribution to accommodation costs. However, on the rare occasions when placements aren't available at a commutable distance, trainees may need to relocate. These situations will be discussed individually with a Partnership Relations Manager, with support provided to access the Partnership Discretionary Fund to support with relocation costs where necessary.

6. Placement project expenses

If placement project opportunities are available and advertised to trainees such as the London Placement Project, the details of any expenses will be advertised as part of the application process. These vary each year depending on funding and trainee 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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