

If it is absolutely necessary to have a car for your placement (i.e., the placement cannot be undertaken using public transport - check with your Practice Educator) and you need to hire a car then you may do so through BU. This is useful for placements that are far away, tricky to get to (in a reasonable amount of time) or are community placements where you are out and about visiting patients.

Please follow the link below to ascertain whether you are eligible to claim the costs back from NHS Learning Support Fund. As this is totally separate to the university it is your responsibility to check that you are eligible to have a hire car and can claim the costs back. You can contact them if you are in doubt or have any questions.

<https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf/travel-and-dual-accommodation-expenses>

You will not be invoiced by BU until a few weeks after the car hire/placement finishes. You then have 30 days to pay. As soon as you get the invoice you can claim the cost back from the NHS Learning Support Fund (if you are eligible). If eligible you can also claim back fuel costs. Therefore, there may be a short time between when you have to pay BU back for the car hire and when you are then in turn reimbursed by the NHS Learning Support Fund. Your training grant is there to help you through times when you are paying out but have not yet been reimbursed.

For car hire you need to wait for the invoice before you can claim back from the Learning Support Fund. However, for fuel you can claim immediately you have paid out i.e., you don't have to wait until the end of the placement, you can submit more than one claim form. This gets the money back to you sooner.

To go ahead and hire a car through BU please read and complete the attached forms and send them with a copy of your driving license to [HSSFinance@bournemouth.ac.uk](mailto:HSSFinance@bournemouth.ac.uk). Ensure you have included on the form - start and end date you need the car and the address to be delivered to. Please can you copy your Placement Support Officer in on the request for car hire.

[Please read and sign – Vehicle hire information \(docx 36kb\)](#)

[Please complete – Car hire request form \(docx 14kb\)](#)