



# Advice guide 13: Taxi and Travel Allowances

## Additional Travel Expenses and use of Taxis

If it costs you more to commute to University due to your disability, you may be able to claim funding for additional costs through Disabled Students Allowances (DSA). This allowance can be used to claim for **reasonable additional travel costs** for the academic year due to your disability.

The allowance cannot be used for everyday travel costs which any student would be expected to incur. **The cost of a public transport fare for an equivalent journey will always be deducted from any allowance so that any funding reflects additional costs over and above what other students would be expected to pay.**

## What if I can't use public transport because of my disability?

If, as a result of your disability, you are not able to use any kind of public transport, for example if you have visual or mobility difficulties – your DSA funding body can consider paying a reasonable cost of travel by private car or taxi. Your DSA funding body will need clear medical evidence confirming that your disability means you are not able to use any kind of public transport before they can approve this.

If you apply for help with your travel costs and you travel by private car, you will need to supply a detailed breakdown showing the number of miles you travel each day; the cost each mile; and the number of days each week you will need to travel. Regardless of whether you wish to travel by Taxi or Private Car your DSA Funding Body will normally only pay for one return journey each day, between your home and university, during term time.

However, they may pay for travel that is outside term time in certain circumstances, for example:

- If you have to attend your university to re-sit an exam
- If you have to come in to university to meet with your course tutor
- If you need to travel to a course related placement

If this is the case, you should contact your Disability Adviser to get further advice.





## Disabled Students Allowance: Funding for Additional Travel Costs

**Undergraduate Students'** DSAs include an **Additional Travel Allowance**, which can be used to claim for reasonable additional travel costs each academic year due to a student's disability. There is no maximum limit for this.

**Postgraduate Students'** DSAs are capped (currently £26,291 for Student Finance Funded students 23/214 – you should check Allowance amounts for other providers) and do not include an Additional Travel Allowance. Your DSAs however, can be used to claim extra travel costs incurred due to a disability but **the total cost of all of your support (including extra travel costs) cannot exceed your total DSA Allowance**. Speak to your Study Needs Assessor for guidance.

### Disability Living Allowance (DLA) and Personal Independence Payment (PIP)

Generally, where a student has opted to use a mobility element of their Disability Living Allowance (DLA) or Personal Independence Payment (PIP) to lease a Mobility car, they will be expected to use that car to attend their institution and travel costs will be calculated using the AA motoring costs.

### How do I apply?

The support detailed above would be discussed in your Study Needs Assessment once you have successfully applied for Disabled Students' Allowances (DSA) via your funding body. Please see the Factsheet "Applying for Disabled Students' Allowances" or speak to your Disability Adviser if you need more information about this.

### How do I claim money for travel costs?

If a travel allowance is approved for you then you should follow the instructions from your funding body about claiming this. Different funding bodies have different ways of paying this allowance, so you must make sure that you check the procedure that applies to you.

### Setting up a taxi account

In most cases, you should set up an account with the taxi company that has been approved by your funding body. The taxi company will then invoice your funding body for their agreed





contribution towards the cost of the journeys. You will need to contact the Taxi provider stipulated by your funding body, found on the funding approval letter which your funding body will send you.

### **Keeping receipts**

Sometimes, the funding body will ask you to keep receipts for journeys so that they can reimburse you. If this is the case, you should ensure that you get a fully completed receipt showing the date, pick up and drop off points and the cost of each journey. When you submit your claim for expenses to the funding body, they will deduct the cost of making the same journeys by public transport from their reimbursement.

### **For more information**

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