Expenses Policy for Clinicians Interviewing for Medical or Dental Training Programmes

1. Key Principles

- This policy applies to all consultants interviewing for a medical or dental training programme for a post in England, regardless of specialty or training grade

- **For recruitment activity taking place in the clinician’s home local office area,** claims for reimbursement should be made to the claimant’s employer

- For recruitment activity taking place outside of the clinician’s home local office area, claims should be made to Health Education England.

- Panel members from England attending events in Scotland or Wales should claim from their home region in England

- Recruiters will ensure compliance with this policy and will only reimburse expense claims which fall in line with it

- Expense claims must be received by the appropriate recruitment team no later than 28 calendar days after attendance at the interview. Claims received after this time will not be processed

- For all claims (medical and dental) copies of any receipts must be retained

- Role player expenses are **not** to be claimed using this policy

2. Travel

Where travel is required, this should be by the most cost effective and appropriate means. Public transport should always be considered first; however, it is recognised that there are times where it is not possible to use public transport.

2.1 Train

- Train tickets should be booked as far in advance as possible

- Travel should be standard class only, unless a like for like first class ticket can be purchased at a cheaper rate than standard class on the same date/time. In this instance, evidence of this should be attached to the expense claim

2.2 Travel within London

- Congestion charge **will not** be reimbursed

- Underground costs will be reimbursed if using an Oyster Card and the card is registered and a printout can be provided; **or**
Where contactless payment is used and a copy of a bank statement can be provided to show the payment

Underground paper day tickets will not be reimbursed

2.3 Taxi

Taxi fares will only be reimbursed where there are no other forms of public transport to and from the location of the interview

2.4 Flights

Flights within the UK will only be reimbursed where proof is provided that it is the cheapest mode of transport

Flights from outside of the UK will not be reimbursed

2.5 Use of Personal Vehicles

Mileage will be reimbursed between home address and interview venue and return at 45p per mile

Mileage claimed will be checked to ensure that it is correct

Parking costs will be reimbursed upon production of a valid receipt or parking ticket

Toll fees will not be reimbursed

Reimbursement of any penalty imposed under the Road Traffic Act incurred whilst travelling to interview will not be paid

3. Subsistence

3.1 Daily Meal Allowance

Meal allowances are payable where the interviewer is away from their base for more than five hours on official business

Where lunch is provided by the recruitment office at the interview venue, a separate claim for lunch allowance is not payable

Evening meal allowances can be claimed where the interviewer is away from their base for more than 10 hours, and unable to return to their base or home by 7.00pm

Alcohol cannot be claimed.

Only one of the following can be claimed:

<table>
<thead>
<tr>
<th>Away from base for over 24 hours (overnight)</th>
<th>Meal allowance up to £20.00 per 24 hour period</th>
</tr>
</thead>
</table>


4. Overnight Accommodation

- Overnight accommodation will be reimbursed
- When booking accommodation, the most cost effective and practical option should be used. The limits set out in this policy are maximum amounts; it is expected that, where possible, accommodation is sourced at a lower rate than the stated limits
- For overnight accommodation within London, the overnight rate should not exceed £150 per night.
- For overnight accommodation outside of London, the overnight rate should not exceed £120 per night.

5. Summary of Policy

<table>
<thead>
<tr>
<th>Travel</th>
<th>Subsistence</th>
<th>Overnight accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incidental expenses allowance of £4.20</td>
<td>Away from base for more than 10 hours and unable to return before 7.00pm: Evening meal allowance up to £15.00 and lunch allowance of up to £5.00</td>
<td>Within London: £150 per night</td>
</tr>
<tr>
<td>Away from base for more than 5 hours and more than 5 miles from base: Daily meal allowance up to £5.00</td>
<td>Away from base for &gt;5 hours and &gt;5 miles from base: Daily meal allowance of up to £5</td>
<td>Outside of London: £120 per night</td>
</tr>
<tr>
<td>Away from base for less than 5 hours and less than 5 miles from base: No meal allowance payable</td>
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<tr>
<td>Submission deadline</td>
<td>Expense claims must be received no later than 28 calendar days after attendance at the interview</td>
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