

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.
- If attending Newcastle or Bristol venues, a local taxi fare will be reimbursed due to timing/lack of public transport.

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.

- Summary of allowances:

Away from base for over 24 hours (overnight)	Evening meal allowance up to £15.00 Lunch allowance of up to £5.00 (if not provided) plus Incidental expenses allowance of £4.20. Receipts are required for all items other than incidental element.
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 (if not provided) – receipts required.
Away from base for more than 5 hours and more than 5 miles from base	Lunch allowance up to £5.00 (if not provided) – receipts required.
Away from base for less than 5 hours and less than 5 miles from base	No meal allowance payable.

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. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £150/night.
- For overnight accommodation outside of London, the overnight rate should not exceed £120 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £120/night.

5. Summary of Policy

Travel	Rail fare Underground travel; Oyster Card with printout or contactless payment with printout Mileage at a rate of 45p per mile Car parking with receipt Taxi fares will only be reimbursed where there is no public transport
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Subsistence	<p>Away from base for 24 hours (overnight): Lunch allowance of up to £5 (if not provided), evening meal allowance of up to £15 and incidental expenses of £4.20</p> <p>Away from base for >10 hours and unable to return before 7.00pm: Evening meal allowance of up to £15 and lunch allowance of up to £5 (if not provided)</p> <p>Away from base for >5 hours and >5 miles from base: Daily meal allowance of up to £5 (if not provided)</p> <p>Receipts are required for all except Incidental expenses</p>
Overnight accommodation	<p>Reasonable use of overnight accommodation will be reimbursed, within the limits below:</p> <p>For overnight accommodation within London, the overnight rate should not exceed £150 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £150/night.</p> <p>For overnight accommodation outside of London, the overnight rate should not exceed £120 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £120/night.</p>
Submission deadline	Expense claims must be received no later than 28 calendar days after attendance at the interview

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