


REMOVAL AND ASSOCIATED EXPENSES POLICY

The Pennine Acute Hospitals 
NHS Trust

REMOVAL & ASSOCIATED EXPENSES POLICY AND PROCEDURE

Version: Final

Ratified by: Joint Local Negotiating Committee

Date Ratified: 28th May 2015

Name of originator/author: Anthony Wilson

Name of responsible committee/individual: Joint Local Negotiating Committee
Lead Employer Organisation

Date Issued: 5th August 2015

Date Updated: February 2018

Review Date: 31st March 2021

Target Audience: Junior Doctors in Training

Owner: Lead Employing Organisation in
Health Education North West (North
Western)

To ensure services provided by The Lead Employing Trusts are accessible, the information is available upon request in a variety of formats including large print, Braille, on audio cassette or computer disk. We can also provide help for British Sign Language users and provide information in languages other than English.

The Lead Employing Trusts reaffirm their commitment to the Equal Opportunities Policy and the scheme shall be applied fairly to all the Trainees, irrespective of gender, marital status, responsibility for children or dependants, gender reassignment, colour, race, nationality, ethnic/national origin, religion, political beliefs, disability, sexual orientation, age, trade union activities or any other factor, which could lead to the experience of discrimination.

Document Location

The source of the document will be available on the LEO website.

Revision History


Frequency of revision: every 3 years

Date of next revision: TBC

Revision Date	Summary of Changes	Changes marked

Approvals

This document requires the following approvals:

Name	Title
	Chair of JLNC Chair of LNC

Distribution

This document has been distributed to:

Title	Date of Issue	Version
Relevant contacts at the HEPs i.e. HR Departments and Practice Managers.		
The LEO websites and also HEP websites.		

Other Relevant Associated Policies

Title	Date of Issue	Version

CONTENTS	PAGE
OVERVIEW	4
1 INTRODUCTION	4
2 ELIGIBILITY FOR RELOCATION EXPENSES	5
3 RELOCATION EXPENSES	5
4 FUNDING PROVISION FOR RELOCATION EXPENSES	6
5 PROCESS FOR OBTAINING REIMBURSEMENT OF RELOCATION EXPENSES	6
6 EXPENSES DURING SEARCH FOR ACCOMMODATION	6
7 CONTINUING COMMITMENTS	7
8 EXPENSES ON REMOVAL	7
9 FORM OF UNDERTAKING	7
10 ALLOWANCES AND RATES	8
11 ELIGIBILITY FOR TRAVEL EXPENSES IN LIEU OF RELOCATION/WHILST ON ROTATION	8
12 TRAVEL EXPENSES IN LIEU OF RELOCATION/WHILST ON ROTATION	8
13 PROCESS FOR OBTAINING REIMBURSEMENT FOR TRAVEL EXPENSES	10
14 ADVICE	10
15 APPEAL PROCEDURE	10
APPENDIX 1 EXPENSES FOR REIMBURSEMENT	11
APPENDIX 2 APPLICATION FORM FOR REMOVAL EXPENSES	12
APPENDIX 3 REMOVAL EXPENSES CLAIMS FORM	13
APPENDIX 4 FORM OF UNDERTAKING	14
APPENDIX 5 GUIDANCE ON PAYMENT OF STANDARD MILEAGE RATES	15
APPENDIX 6 FLOWCHART FOR GP StR MILEAGE CLAIMS	16
APPENDIX 7 LINKS TO TRAVEL EXPENSE CLAIM FORMS	17

OVERVIEW

(NB: this overview provides a summary of the removal and associated expenses policy and procedure. Junior doctors are encouraged to read the policy in full to confirm the exact terms and eligibility criteria.)

Junior doctors who are required to move house to take up or continue a rotational training programme may receive reimbursement of removal expenses in accordance with the national terms and conditions of service (paragraphs 314 & 315) for those on 2002 terms and conditions and Schedule 11 paragraphs 25-34 for those on 2016 terms and conditions. Under the same terms, a junior doctor may elect to travel daily between their home and rotational placement and claim excess mileage expenses in lieu of relocating.

The national terms and conditions of service state broadly that removal or excess mileage expenses may be claimed but the conditions under which expenses are reimbursable and the amount which may be claimed are subject to negotiation and agreement at a local level.

This policy and procedure is the result of negotiation and agreement between the Lead Employer Organisation and the Joint Local Negotiating Committee (JLNC) in the Health Education North West (North Western). It takes a practical approach to the challenges of the North West region, namely large numbers of doctors in training and training locations spread over a large geographical area.

Under the terms of this policy:

- Eligible doctors in training may claim relocation expenses up to a maximum of £8000 for one relocation during the course of their training contract. It is envisaged that this will allow doctors to move into/near to the Health Education North West (North Western) region from other parts of the country if required or allow doctors already living in the Health Education North West (North Western) to move to a more central location which facilitates commuting.
- Should a doctor wish to relocate more than once during their training contract, they may apply to claim expenses for a second move. If approved, these expenses are limited to the cost of relocating personal belongings only.
- Throughout the course of their training contract, eligible junior doctors may claim mileage expenses in lieu of relocation/whilst on rotation when their journey from home to training location is in excess of 11 miles. This is independent of whether they have already claimed or intend to claim relocation expenses as described above. In most cases mileage expenses are limited to 60 *paid* miles each way per day.

1 INTRODUCTION

- 1.1 For the purpose of this document the Lead Employing Organisation shall be referred to as Lead Employer Trust (LET) and the Host Educational Providers as the HEPs. The HEPs include NHS Trusts, GP Practices and any other accredited training organisations recognised by Health Education North West (HENW) (North Western).
- 1.2 In this policy the term “StR” is used to describe all training grade doctors employed in the grades of Specialist Registrar, Specialty Registrar, and Core Trainees, who are employed by the Lead Employer Trust within the HENW (North Western) region.

- 1.3 Sections 2 to 10 provide the framework for the reimbursement of removal and associated relocation expenses to StRs. Sections 11 to 13 provide the framework for reimbursement of mileage expenses to StRs in lieu of relocation.
- 1.4 The policy applies where availability of support for removal costs has been agreed as part of the employment contract. The policy has been negotiated with the Joint Local Negotiating Committee (JLNC) for StRs in the Health Education North West (North Western) and can only be amended by negotiation and agreement with the JLNC.

2 ELIGIBILITY FOR RELOCATION EXPENSES

- 2.1 Sections 2 to 10 are applicable to all StRs (including those who complete an inter-deanery transfer) who choose to relocate to enable them to take up their appointment with the LET or who are given approval for a second move during their employment by the LET. It should be noted that this second move is related to moving personal belongings only.
- 2.2 Eligibility for relocation expenses (as described in sections 2 to 10) is limited to StRs who are employed by a LET in the Health Education North West (North Western) for a minimum of 18 months.
- 2.3 StRs who are home owners and as a direct result of the appointment choose to relocate and sell their previous property will be entitled to the items set out in appendix 1 in respect of purchase and selling expenses.
- 2.4 StRs who were in rented or hospital accommodation prior to appointment should refer to section 3.3 of this policy.
- 2.5 Travel, removal expenses and the subsequent sale of the previous property outside the UK and associated expenses will be reimbursed from UK port of entry only.
- 2.6 StRs should be aware of the following if their partner is also receiving support from his/her employer for relocation and associated expenses:
 - 2.6.1 It is fraudulent to recover the same expenses in part or in whole from two separate sources. See section 9.2.
 - 2.6.2 HMRC impose a limit of £8000 per move (not per individual) on relocation and associated expenses. Expenses claimed beyond this limit are subject to taxation.

3 RELOCATION EXPENSES

- 3.1 StRs who sell a property in their old home area and purchase a new property must have moved a minimum of thirty miles to their new accommodation, and live within a 'reasonable commute' (see section 12.5) of most hospitals on their rotation in order to meet on-call commitments to be eligible for reimbursement of expenses as set out on 4.1 and 5.3.
- 3.2 The property for which reimbursement of removal and associated expenses is made must be of a broadly comparable standard to that occupied in the area of previous employment.
- 3.3 StRs who are occupying rented or hospital accommodation immediately prior to beginning employment with the LET will be reimbursed the cost of removal of

furniture and effects up to £500. All other expenses set out in appendix 1 are not applicable.

4 FUNDING PROVISION FOR RELOCATION EXPENSES

- 4.1 Reimbursement of relocation expenses is conditional on StRs being able to demonstrate that they are an owner occupier and able to produce evidence that their property is on the market for sale and every effort is being made to obtain suitable accommodation in the new area.
- 4.2 Reimbursement is to be receipted up to a maximum of £8000 for all categories of expenses outlined in this policy inclusive of all removal and associated expenses. (see 5.3).
- 4.3 One abortive purchase may be reimbursed where the StR is not responsible for the abandonment of the transaction or the StRs withdrawal is entirely reasonable.
- 4.4 Under normal circumstances, claims submitted more than 12 months from the date of appointment will not be reimbursed. If the StR is unable to claim within this period he/she must clarify their reasons in writing to the LET (see section 14.1 for contact details).

5 PROCESS FOR OBTAINING REIMBURSEMENT OF REMOVAL EXPENSES

- 5.1 StRs who are selling their property in order to relocate must obtain prior approval for removal and associated expenses under this policy by submitting the application form in appendix 2 to the LET Payroll department before making any firm arrangements. The LET will not accept any responsibility for expenses incurred where arrangements are made without confirmation that expenses are authorised for reimbursement.
- 5.2 StRs who are currently in rented accommodation should obtain three quotes for removal costs of furniture and effects (as per section 3.3). The lowest quote should be submitted against receipt to the LET payroll department. Reimbursement will be limited to the lowest quote up to a maximum of £500. For small removals, reimbursement of the costs of a self-hire vehicle would be considered for approval where the hire cost of the self-hire van is less than the storage and/or removal of furniture quotes.
- 5.3 All claims for removal and associated expenses under this policy must be submitted using the claim form in appendix 3. Reimbursement will only be made upon presentation of receipts of authorised expenses. Details of expenses for reimbursement and excluded expenses are given in appendix 1.
- 5.4 Reimbursement will not be made until the StR takes up appointment.
- 5.5 Reimbursement of removal and associated expenses will not be made to third parties.

6 EXPENSES DURING SEARCH FOR ACCOMMODATION

- 6.1 On appointment to the LET StRs are entitled to make a preliminary visit to the area of their new appointment in search for accommodation.

6.2 The following expenses for preliminary visits will be reimbursed:

6.2.1 Accommodation and subsistence for a maximum of two nights will be paid (see paragraph 10.2)

6.2.2 Travel made by the StR only will be reimbursed at public transport rate or standard rail fare.

7 CONTINUING COMMITMENTS

7.1 Whilst the old property is on the market and remains unsold, accommodation costs will be reimbursed to a maximum rate of £600 per month. Reimbursement will be for the lower of the monthly mortgage on the old property and the monthly mortgage/rent on the new property.

7.2 Payment will be limited to six months in the first instance although if approved by HENW this period may be extended to twelve months in certain circumstances.

7.3 StRs who have not found suitable accommodation in the new area and who are in accommodation separated from their immediate family may be reimbursed the travel costs of weekly home visits to the family home address at public transport rate or standard rail fare for a maximum of twelve months.

7.4 To be eligible for reimbursement under continuing commitments, evidence is required to demonstrate the StR is actively marketing their former property at a realistic price are they are actively seeking suitable accommodation in/near to the HENW (North Western) area.

7.5 All payments under this section are set against the Relocation and Associated expenses £8000.00 allowance available.

8 EXPENSES ON REMOVAL

8.1 StRs and their dependants will be reimbursed for travelling expenses incurred on removal from the old property to the new property at public transport rate or standard rail fare.

8.2 StRs will be reimbursed for one return visit to their old property to supervise removal. The following entitlements are available:

8.2.1 Paid leave by arrangement and approval of the HEP for a maximum of two days will be given;

8.2.2 Accommodation and subsistence will be paid for a maximum of two days (in accordance with section 10 of this policy under Allowances and Rates) following HEP approval of paid leave in 8.2.1 and production of receipts to the LET.

8.2.3 Travel will be paid at public transport rate or standard rail fare.

9 FORM OF UNDERTAKING

- 9.1 StRs who have been approved removal expenses against purchase/sale will be required to sign a form of undertaking that they will not leave the training programme within a period of eighteen months, unless a further move is as a result of unforeseen circumstances which are deemed to justify being released from the signed undertaking. The level of reimbursement by the StR to the LET will be pro rata to the length of time remaining in the eighteen month period.
- 9.2 A signed undertaking is also required that the StR has not recovered any expenses submitted to the LET (in part or full) from another source e.g. partner's employer.
- 9.3 The form of undertaking is available at appendix 4.

10 ALLOWANCES AND RATES

- 10.1 Subsistence will be payable only against the provision of original receipts and in accordance with this policy.
- 10.2 The following rates apply:

Bed and Breakfast	£55.00 per night (single) £80.00 per night (family)
Meals	£20.00 per 24 hour period
Trust Accommodation	Trust rates
Public Transport Rate	£0.24 per mile

11 ELIGIBILITY FOR TRAVEL EXPENSES IN LIEU OF RELOCATION OR WHILST ON ROTATION

- 11.1 StRs on 2002 and 2016 Terms and Conditions (with the exception of GP StRs on 2002 Terms and Conditions) who are employed by the LET in the Health Education North West (North Western) are eligible to claim mileage expenses in lieu of relocation or whilst on rotation when their journey from home to workplace is in excess of 11 miles. The provision of travel expenses for GP StRs on 2002 Terms and Conditions is covered in section 11.3.
- 11.2 Eligibility to claim mileage expenses in this regard is independent of whether a StR has already claimed or intends to claim relocation expenses as described above (sections 2 to 10)
- 11.3 Different travel expenses have been negotiated and agreed with the JLNC for GP StRs on 2002 Terms and Conditions. See flowchart in appendix 6. In summary:
- 11.3.1 GP StRs (2002 terms and conditions) employed in a hospital or equivalent setting may claim mileage expenses as per section 12 in keeping with other StRs.
- 11.3.2 GP StRs (2002 terms and conditions) employed in a general practice setting may claim mileage expenses when they are required to use their vehicle for business use (e.g. making home visits)

- 11.4 Trainees with a lease car should review the terms and conditions of their Lease Car Scheme prior to applying for travel expenses.

12 TRAVEL EXPENSES IN LIEU OF RELOCATION OR WHILST ON ROTATION

- 12.1 Eligible StRs (see section 11) may claim mileage expenses in lieu of relocation/whilst on rotation when their journey from home to workplace exceeds 11 miles.

Home to place of work less 11 miles (22 miles return)

i.e. a) Home to place of work: 20 miles – 11 miles = 9 miles to claim (18 miles return)

b) Home to place of work: 10 miles – 11 miles = no claim

- 12.2 Normally the shortest route from home to place of work should be taken but longer routes may be used (and claimed for) in order to avoid traffic congestion.
- 12.3 In most cases mileage expenses are limited to 60 paid miles each way per day (ie:- a total distance of 71 miles each way. However, it is acknowledged due to the diverse geographical nature of some rotational placements and where a StR has a permanent residence in/near to the HENW (North Western) footprint and are able to demonstrate renting accommodation in lieu of travel is not a viable option, local HEP agreement may be obtained for additional paid miles to be approved on an individual ad hoc basis following a risk assessment undertaken by the StR and the HEP.
- 12.4 For StRs on 2002 TCS Mileage will be paid at the public transport rate, however StRs may apply to the HEP for payment of mileage at a higher rate (termed the 'standard rate') if the daily journey can be demonstrated not to be tenable by public transport. Appendix 5 offers further guidance in this regard.

For StRs on 2016 TCS mileage will be paid in line with Section 17 of the NHS Terms and Conditions Handbook See link:

http://www.nhsemployers.org/employershandbook/afc_tc_of_service_handbook_fb.pdf

- 12.5 For the purposes of this policy, a 'reasonable' commute is defined as a journey from home to place of work which takes a maximum of one hour by best available public or private transport at the start and end of a normal working day. Journeys taking greater than one hour are considered 'unreasonable' but can still be claimed for as outlined in sections 12 & 13.
- 12.6 If the HEP (in consultation with the LET) consider that the journey time and/or distance of an StR's commute to work is likely to be detrimental to their safety and/or satisfactory performance of their duties then the LET strongly recommend that the StR seeks alternatives to commuting (either relocation as per sections 2 to 10 or alternative accommodation as per 12.8)
- 12.7 Should a StR decide to undertake a prolonged commute on a daily basis (ie:- a journey considered 'unreasonable' as per 12.5) then they do so at their own risk.

12.8 If the StR does not wish to relocate or to commute to work on a daily basis then they may apply to the Payroll Department to receive accommodation costs subject to the following conditions:

12.8.1 The journey to work must be in excess of 40 miles each way or be considered 'unreasonable' as defined in section 12.5.

12.8.2 The StR continues to pay rent/mortgage and maintains the principal property.

12.8.3 The StR will then have the option of staying in accommodation at/in the vicinity of their place of work subject to a maximum rental allowance of £800 per month.

12.8.4 In addition, the StR may still claim for journeys home at weekends provided the total cost of accommodation plus travelling expenses does not exceed £800 per month.

12.8.5 How to claim: Obtain a travel expenses "excess" claim form and attach the receipt for your accommodation to the back. StRs should clearly state on the front of the claim form "Accommodation in lieu of travel expense". Submit to Payroll Department in the normal manner.

13 PROCESS FOR OBTAINING REIMBURSEMENT FOR TRAVEL EXPENSES

13.1 Travel claim forms must be submitted to the LET payroll department on a regular basis by 6th of each month, to ensure payment in that pay period. Claims received after the 6th of the month will be carried over into the next pay period.

13.2 Travel claim forms submitted more than 3 months late (i.e. claim forms submitted with any entry older than 3 calendar months from the date of submission) will be returned to the StR for additional HEP approval. The HEP reserves the rights to refuse payment of claims submitted "out of time".

13.3 Travel claim forms are available to download from the LET website (see appendix 7 of this policy).

14 ADVICE

14.1 If you have any queries with regards to this policy, please email lead.employer@sthk.nhs.uk

15 APPEALS PROCEDURE

15.1 The appeals procedure is set out in the STHK's Grievance and Dispute Procedure - <https://sharedservices.sthk.nhs.uk/wp-content/uploads/2018/05/Grievance-Policy-and-Procedure-Jan-2018.pdf>

**REMOVAL EXPENSES POLICY AND PROCEDURE
JOINT AGREEMENT OF POLICY**

This Policy document has been considered and approved by the Representatives of Staff and Management on the Joint Local Negotiating Committee.

Signatories:

On Behalf of the LET: _____ **Jon Lenton** _____ Date: _____ **06.04.18** _____

On behalf of the LNC: _____ **Andrew Stevens** _____ Date: _____ **05.04.18** _____

APPENDIX 1

EXPENSES FOR REIMBURSEMENT

As detailed in the policy and to include

House purchase

- Solicitors fees
- Stamp duty will be reimbursed to the order of the lower value of the two properties in accordance with Section 4.2 (Relocation).
- Land registration fees
- Survey fees
- Incidental legal expenses

House Sale

- Solicitors fees
- Estate agents' fees
- Incidental legal expenses
- Furniture removal and storage expenses

General

- Travelling expenses
- Subsistence expenses
- Continuing commitments allowances
- Miscellaneous expenses grant for vouched expenses to £500

Excluded Expenses

The following categories of expenses are excluded from the policy:

- Loans for assisted house purchase
- Excess rent allowance
- Interest on bridging loans
- Increase in insurance premiums
- Mortgage redemption fee

APPENDIX 2

APPLICATION FORM FOR REMOVAL EXPENSES

Personal Details

Surname: _____

Forenames: _____

Payroll Number: _____

Employment Details

Date of Appointment: _____

Place of work: _____

Previous Employer: _____

Post Held: _____

Property Details

Address of Property to be sold _____

(Estate Agents Brochure to be forwarded to)

Address of Property to be purchased _____

(Estate Agents Brochure to be forwarded to)

Will expenses be recoverable from any other source: e.g. Spouse's Employers? Yes/No

Signed: _____ (Applicant)

Signed: _____ (Authorising Officer)

When completed this form should be returned to:

Lead.employer@sthk.nhs.uk To ensure the team deal with your claim efficiently can you please type in the Subject of the email your specialty/surname/expenses

You will be notified in due course of your eligibility to Removal Expenses

APPENDIX 3

REMOVAL EXPENSES CLAIM FORM

Name: _____

Grade: _____

Dept/Unit _____

Description	Amount Claimed (£)
1. Removal of Furniture	
2. Storage of Furniture (from to)	
3. Expenses for House Sale	
4. Expenses for House Purchase	
5. General Expenses	
TOTAL CLAIM	

I hereby claim reimbursement of the above expenses, which I have incurred in respect of my relocation and for which I am due reimbursement under the LET's Removal and Associated Expenses Policy.

I have read and understand the policy and am enclosing all relevant receipts

Signed: _____ Date: _____

Completed forms should be returned to lead.employer@sthk.nhs.uk To ensure the team deal with your claim efficiently can you please type in the Subject of the email your specialty/surname/expenses

APPENDIX 4

REMOVAL EXPENSES – FORM OF UNDERTAKING

Name: _____

Grade: _____

Date of Appointment _____

In consideration of (“The LET”) agreeing to pay me removal expenses, on taking up the above appointment, in accordance with the LET’s removal and associated policy.

I hereby agree that I will not leave the service of the LET within a period of 18 months.

I understand that in the event of my breaking this undertaking I will be required to refund expenses paid to me in accordance with section 10 of the policy.

I also confirm that I have read section 2.5 and section 9.2 of this policy. I confirm that the expenses I am claiming will be paid by me and have not been recovered in part/in whole from any other source.

Signed: _____

Name: _____

Date: _____

* delete as appropriate

APPENDIX 5 Only applicable to StRs on 2002 TCS

**GUIDANCE ON PAYMENT OF STANDARD MILEAGE RATES
 Only applicable to StRs on 2002 TCS**

Extract from AL(MD)3/2006

The following guidance should be used where mileage allowance is payable.

The public transport rate should be paid where travel by a public service is appropriate but the practitioner prefers to use a private means of transport instead. In all other circumstances, the standard or regular user rates apply.

Employers should use the following criteria in deciding whether the public transport rate should apply:

- the nature of the practitioner’s duties;
- the length and complexity of journeys (including the number of changes and likely waiting times);
- the availability of public transport;
- personal safety;
- the time of day;
- relative journey times (public transport compared with private vehicle);
- any other relevant factors, for example, equipment or luggage to be carried.

In particular, employers should take into account the variable times at which practitioners start and finish work when public transport may not be a viable way of travelling.

If a practitioner needs to use private transport because public transport does not provide a reliable or reasonable way to get to or from work at shift start and end times or because they are travelling on an official journey, the standard or regular user mileage rates should apply (see paragraphs 298 and 290 respectively).

Doctors in training claiming excess mileage as a result of working at a hospital on rotation should receive reimbursement at public transport rate, except for journeys where the use of private transport is necessary or in circumstances as described in the paragraph above; in such circumstances and for those journeys, the standard or regular user mileage rates shall apply.

For general guidance, a journey by public transport which takes over 1 hour or which requires 3 or more changes would be considered unreasonable and the standard or regular user mileage rates shall apply.

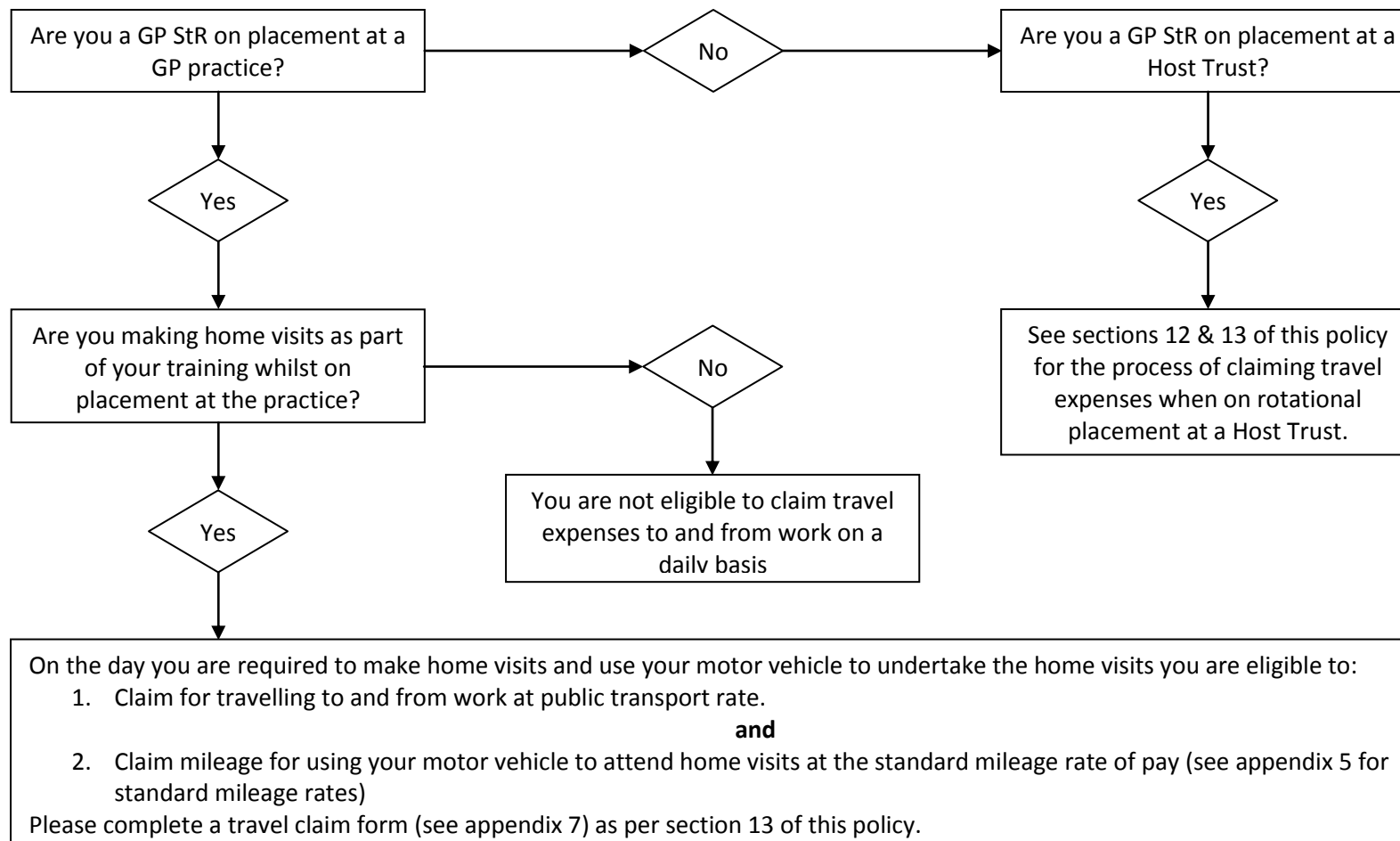
NB: StRs should be aware that standard mileage rates vary according to the distance driven and the engine capacity of the vehicle. See below.

Standard Mileage Rates. From 1 July 2008:

Engine capacity	501cc to 1,000cc	1,001cc to 1,500cc	1,501cc to 2,000cc	Over 2,000cc
Up to 3,500 miles	37.4p	47.3p	58.3p	58.3p
3,501 to 9,000 miles	23.0p	28.2p	33.5p	41.0p
9,001 to 15,000	17.8p	20.1p	22.7p	25.5p
Thereafter	17.8p	20.1p	22.6p	22.6p

APPENDIX 6

GUIDANCE ON TRAVEL EXPENSES FOR GP StRS on 2002 TERMS AND CONDITONS OF EMPLOYMENT ONLY



APPENDIX 7

The travel expenses claim forms are available via www.sharedservices.sthk.nhs.uk

A specific travel expense claim form is available via this link for GP StRs on the 2002 Terms and Conditions who are on placement in a GP practice. StRs in all other circumstances should use the standard travel expense claim form.

NB: Claiming for Accommodation Costs

As per section 12.8.4, StRs for whom accommodation expenses have been approved should use the travel claim form to claim for accommodation. Please write clearly "Accommodation in lieu of mileage" at the top of the claim form and tick the appropriate boxes.

HEE NW Trainees Only

Travel Claim For Excess Miles Only
(Including excess authorised at standard rates)

Name:	<input type="text"/>	Address:	<input type="text"/>
Assignment No:	<input type="text"/>		<input type="text"/>
Vehicle Make/Model:	<input type="text"/>		<input type="text"/>
C.C:	<input type="text"/>	Registration No:	<input type="text"/>

Mandatory Details Required

Note: Failure to complete the information below will result in the claim being returned to you.

Where is place of work?

Miles from home to place of work

Deduct statutory 11 miles

Equals excess claimable - single journey

(Multiply x 2 for return journey)

-11

Dates for which Excess Travel Mileage is claimed

Note: Please use a separate form for each month.

Enter Month:

Please enter the total number of single journeys made on each date of the month being claimed in the boxes below ie Enter 1 for a single journey, 2 for a return journey etc:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

Authorised daily excess mileage:

Total Number of journeys claimed:

Total Number of miles claimed:

Authorised accommodation expenses in lieu of excess mileage:

£

To ensure payment for the next pay period please submit claim by 6^h of the month. Please submit claims on a regular basis. Claims more than 3 months old will be returned to your Trust and require further approval. Your Trust reserves the right to refuse payment on claims "out of time".

Evidence of accommodation expenses attached: YES

Note: **Payments will not be made without evidence.**

Certification Blocks

I certify and declare that:

- 1) The expenses/allowances claimed are in accordance with the Lead Employer Removal and Expenses Policy and are in respect of expenses actually and necessary incurred as stated.
- 2) No other claim has been or will be made by me for expenses/allowances in connection with mileage/allowances as stated.
- 3) The vehicle which I claimed mileage for was and is insured.
- 4) I hold a current, valid full driving license.

Signature of claimant:

Date:

Authorising Officer: (Eg: Educational Supervisor, Medical Staffing Officer, Directorate Manager),

Note: By signing this form you are accepting this claim to be paid and your Trust/Organisation are liable for the Re-Charge.

I certify to the best of my knowledge and belief that the claimant has made the journeys as specified above:

**Signature of Authorising
Officer:**

Date:

**Authorising Officer
Title:**

Please Print Name:

Authorising Officer: Standard (higher) rate mileage approval. (This must be signed by Medical Staffing/Workforce Manager)

**Signature of Authorising
Officer:**

Date:

**Authorising Officer
Title:**

Please Print Name:

Authorising Officer: claims over 3 months old (This must be the Budget Holder)

Note: By signing this form you are accepting this claim to be paid and your Trust/Organisation are liable for the Re-Charge.

I certify to the best of my knowledge and belief that the claimant has made the journeys as specified above:

**Signature of Authorising
Officer:**

Date:

**Authorising Officer
Title:**

Please Print Name:

Forward Completed Forms To:

Lead.employer@sthk.nhs.uk To ensure the team deal with your claim efficiently can you please type in
the Subject of the email your specialty/surname/expenses