

MILEAGE/EXPENSES CLAIM FORM GUIDANCE – CANDIDATES

Please read these notes carefully before completing the claim form.

Candidates attending interviews related to the Recruitment process are entitled to travel and subsistence allowance at appropriate rates in accordance with Terms and Conditions for Hospital Medical and Dental Staff and AL (MD) 4/98.

Receipts must be attached for all travel and subsistence claimed with the exception of private transport (i.e. mileage).

THE MAXIMUM AMOUNT THAT CAN BE CLAIMED IS £100 (or £150 if claiming for overnight accommodation – however please note approval for this must be sought in advance of booking; approval will not be given if travel time to interview is less than 2 hours regardless of interview time)

ALL FORMS MUST BE TYPED AND NOT HAND WRITTEN AND BE COMPLETED IN FULL.

ALL COMPLETED FORMS MUST BE SUBMITTED WITHIN 28 DAYS OF THE INTERVIEW DATE. Any received after this period will not be processed

INCOMPLETE AND INCORRECTLY COMPLETED FORMS WILL BE RETURNED TO YOU FOR RESUBMISSION AND MUST THEN BE RETURNED WITHIN TWO WEEKS

No claims will be paid unless they are supported by receipts, other than mileage. If a public transport fare or parking cost is being claimed, the trouble must be taken to obtain a receipt or the ticket must be withheld. If for some reason you are unable to show proof of payment, an explanation must be given in writing.

Those travelling to interviews must use the most cost-effective means possible. Health Education England - East Midlands reserves the right to only reimburse you the cost of the cheapest fare. Travel costs will only be reimbursed for Home/Hospital base to venue and return. Travel for any other purpose in connection with the interview will not be reimbursed.

What travel can be claimed?

RAIL

Supersavers and Standard Class rail fares only. The most cost-effective fare must be sought for rail travel. Wherever possible please buy your ticket in advance to ensure this. It is suggested that where possible candidates travel by rail to reduce journey times.

UNDERGROUND

A claim including Oyster Card or contactless train travel will only be processed if Oyster Card statement or bank statement is provided.

CAR

Public Transport Rate: 24p per mile.

If seeking re-imbursement of costs incurred through travelling by car you will be paid at 24p per mile.

TAXI

Payable only where there is no other means of transport available.

FROM OVERSEAS

Will only be paid from and to the Port of Entry in the United Kingdom

AIR

Reimbursement of the cost of an air flight must be agreed by Health Education England – East Midlands in writing prior to the purchase of the ticket. Payment for travel by air may not exceed the total cost of travelling by public transport (e.g. road or rail)

Where prior authorisation has not been sought for travel by air, Health Education England – East Midlands reserves the right to reimburse candidates the equivalent of the most cost-effective means of transport

SUBSISTENCE

If you wish to claim subsistence both the amount and the journey times must be stated on the claim form. Subsistence claims are subject to the maximum allowances below. Please ensure when claiming subsistence allowance that you also attach all receipts and detail the times of absence from base. Health Education England – East Midlands will not pay claims for alcohol.

Daily Meal Allowance:

- Lunch allowance (more than 5 hours away from base, including the lunch time period between 12.00 pm to 2.00 pm) *up to* £5.00
- Evening meal allowance (more than 10 hours away from base, and return after 7.00 pm) *up to* £15.00
- Over 24 hours away from base *up to* £20.00

OVERNIGHT ACCOMMODATION:

Agreement to refund the cost of overnight accommodation must be sought from Health Education England – East Midlands in writing prior to booking. Claims without prior authorisation will not be approved. Evidence of authorisation and receipts must be attached to your claim form. As stated above the maximum claim, including travel, must not exceed £150. Approval for overnight accommodation will not be granted if travel time to interview is less than two hours, regardless of interview time.

PLEASE NOTE:

- Health Education England – East Midlands will not reimburse candidates for pre-interview visits
- If your travel arrangements require Health Education England – East Midlands approval, costs will not be reimbursed if you have failed to obtain prior approval in writing
- Candidates are advised to keep a copy of the form and receipts that they submit, in case of problems with the postal service.
- Ensure bank details are entered, failure to enter these details will result in payment delays. Handwritten details will not be accepted.
- Payment will be made by BACS.
- It is the claimant's responsibility to ensure that claims are received by Health Education England – East Midlands no later than 28 days after the interview.

Claim forms should be posted with original receipts to –

**Recruitment Team
Health Education England - East Midlands
Westbridge Place
1 Westbridge Close
Leicester
LE3 5DR**

Should you have any queries in relation to your claim, you would need to contact the recruitment team at medicalrecruitment.em@hee.nhs.uk.