

SOP20

Removal and Associated Expenses Guidance for Doctors and Dentists in training

Local guidance

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 This document provides local guidance on removal and associated expenses for doctors and dentists in training and is based on the NHS England document: Removal and Associated Expenses – Guidance for Doctors and Dentists in Training in accredited NHSE training programmes. The implementation of this arrangement is detailed below
- 1.2 The 2016 national Terms and Conditions of Service (Schedule 11, paragraph 29) state that “assistance with relocation expenses, including removal or excess mileage, shall be provided to doctors 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 except where another body has responsibility for providing the assistance”. NHS England accepts this responsibility for all trainees
- 1.3 The Trust is responsible for administering claims made by trainees and then recharging NHS England as required.
- 1.4 The level and scope of removals expenses payable to doctors and dentists and other NHS staff are to a large extent at the discretion of the employer and this is only right in the context of Shifting the Balance of Power, but this can lead to significant variation between Trusts and confusion amongst staff. This document should be considered good practice and as clarification of existing negotiated arrangements in respect of removals and associated expenses for doctors and dentists, particularly those who may be expected to make several moves during their training.
- 1.5 This document does not, nor should it, be taken to modify existing negotiated arrangements. It describes a reasonable standard that employers would be expected to implement.

2.0 Accountabilities

- 2.1 Doctors and dentists must submit claims within 3 months of the expenditure being incurred.
- 2.2 Medical Resourcing Leads must process all claims forms submitted as soon as possible but no later than by the end of the particular placement for which the claims have been submitted.
- 2.3 Directorate Managers must review and approve claim forms in with the guidance requirements.
- 2.4 Employee Services must process all claims submitted as set out in this procedure and the Trust Expenses policy.

3.0 Background Principles

- 3.1 The guiding principle behind the provision of removal expenses is that a doctor or dentist should not be financially disadvantaged by reasonable costs incurred through a move in the interests of the service or to further their training. However, doctors or dentists are not expected to profit materially from reimbursements in respect of removals.
- 3.2 While the level of reimbursement is ultimately a matter for agreement between the employer and the doctor or dentist, it is useful to have some basic guidance on which employers might base their provisions. This document provides local guidance on the basic framework provided by NHS Health Education Guidance for the reasonable reimbursement of removal and associated expenses to doctors or dentists appointed to training positions with the recognition and agreement of the Postgraduate Medical Dean and is appropriate where the availability and level of support for removal costs has been agreed as part of the employment contract.
- 3.3 These arrangements and the maximum financial allowance payable do not include any costs incurred as a result of accommodation provided following night duty shifts and on-call commitments etc. which should be provided by the placement organisation under appropriate Health & Safety policies.
- 3.4 The property for which reimbursement of removal and associated expenses is to be made should be of comparable standard to the previous property. There should be no improvement in the quality of the housing cost to the taxpayer.
- 3.5 Principal place of work' means the place of work from which the doctor conducts their main duties. Where a doctor has a joint contract with more than one employer, the term 'principal place of work' means the place from which the doctor conducts their main duties within that joint contract, irrespective of employer.
- 3.6 NHS England (Workforce Training and Education) will clearly state the location of the base place of work when offering an appointment into a training programme and this should be recorded in the doctor's or dentist's contract. All decisions in this respect, including any subsequent change to the base place of work, should be made with the agreement of the doctor or dentist. The base place of work should normally only be changed if relocation occurs.
- 3.7 The reimbursement of excess travel costs when doctors are required to change their principal place of work as a result of organisational change will be for local policy to determine.
- 3.8 A new base of work will be allocated each time a doctor or dentist is appointed into a training programme through a competitive recruitment process. The recruitment points are:
 - 3.8.1 Foundation Programme FY1-2 – postgraduate medical training (Stage 1);
 - 3.8.2 Specialty and General Practice training – postgraduate medical training (Stage 2) which has sub-entering points as detailed below:

- i) Specialty Trainee (ST1-2) & Core Training CT1/3 – also referred to as Uncoupled Training.
- ii) Acute Care Common Stem (ACCS).
- iii) Specialty Trainee (ST3-7) and General Practice (GP Trainees) – also referred to as Run through Training.

3.9 Place of work or base place of work for doctors or dentists on rotation is referred to hereafter as 'place of work'.

4.0 Definitions

DHSC – Department of Health and Social

NHSE – NHS England

HMRC – His Majesty's Revenues & Customs

OOP – Out of Programme

OOPT – Out of Programme for Training

TCS – Terms and Conditions of Service

5.0 Eligibility

5.1 All doctors and dentists in the following grades;

- (i) Medical Trainees from Foundation Year One Onwards including trainees in academic training programmes
- (ii) Dental Trainees from Dental Core Training onwards including trainees in academic training programmes
- (iii) Public Health Trainees, including trainees in academic training

Provided they meet the criteria to

- Relocate to take up a new appointment for a training post which lasts a minimum of two years.
- To further their training to enable them to take up appointment.
- Who are given approval for a subsequent move during their employment.
- Those who are rotating to different geographical areas as part of their training programme),
- This includes trainees who are on leave under Section 15 of NHS Staff Handbook or on sick leave.

5.2 Repayment arrangements are set out in paragraph 9.

5.3 In order to be eligible for removal expenses, trainees will be expected to move a minimum distance of 30 miles from their old residence and to live within a 'reasonable commute' (considered to be a maximum of 20 miles each way using AA Route Planner) of the majority of the hospitals/placements on their

rotation.

- 5.4** Eligible doctors and dentists who are occupying rented accommodation (including hospital accommodation) immediately prior to beginning this employment and who meet the criteria as set out in paragraph
- 5.5** The above should be reimbursed the cost of removal of furniture and effects and for expenses relating to a search for accommodation including rental agency fees. No other expenses will normally be reimbursed in these circumstances.
- 5.6** Trainees who are deemed to be out of programme (OOP) will not be eligible to claim relocation, temporary accommodation or excess mileage payments whilst they are out of programme but may claim expenses in order to support them returning to training programme. The exception to this is trainees on approved Out of Programme for Training (OOPT)
- 5.7** All removal and associated expenses will be reimbursed from UK port of entry only, with the exception of offshore islands such as the Isle of Man, the Isle of Wight and the Scilly Isles for those trainees appointed to a training programme which includes one or more Isle of Man rotations.
- 5.8** Doctors or dentists who are buying their first property can only claim the cost of removal of furniture and effects (up to a maximum of £500) and for expenses relating to a search for accommodation. No other expenses will be reimbursed in these circumstances.
- 5.9** House purchase costs will not be reimbursed for first time buyers or applicants whose existing property is not being sold.
- 5.10** Doctors and dentists who are selling a property in their old home area and purchase a new property within an appropriate proximity of their place of work would normally meet the eligibility criteria requirements for reimbursement. The property for which reimbursement of removal and associated expenses is to be made should be of a broadly comparable standard of their old property.
- 5.11** One failed purchase may be reimbursed where the trainee is not responsible for the abandonment of the transaction or the trainee's withdrawal is entirely reasonable. However, this reimbursement will be included in the maximum limit for reimbursement.
- 5.12** Where two trainees are moving together, the maximum allowance claimable for one relocation is £8,000 (i.e. the allowance is per move not per trainee).

6.0 Travel in Lieu of relocation (excess travel)

- 6.1.** Travel in lieu of relocation or 'excess travel' is only payable where the doctor or dentist meets the criteria for reimbursement of removal expenses, including

exceeding the reasonable daily travelling distance of 17 miles each way (34 miles round trip) from home to place of work.

- 6.2. The mileage that may be paid under these circumstances is the mileage from home to the place of work less than 17 miles (trainees are not eligible for reimbursement of mileage cost for the first 17 miles of their journey as this is not defined as 'excess travel').
- 6.3. If a doctor or dentist is eligible for reimbursement but uses public transport, they would be eligible for reimbursement of excess travel based on the calculation of mileage outlined in paragraph 6.2. above.
- 6.4. Where a trainee's permanent residence is outside of the relevant HEE regional footprint and they choose not to relocate, there is no entitlement to excess mileage payments unless it can be demonstrated that their residence is within reasonable commuting distance of the majority of the placements on their training programme. Otherwise, agreement of any financial assistance will be subject to the agreement of the Postgraduate Dean (or nominated deputy) on the grounds of exceptional personal circumstances and separate arrangements put in place.
- 6.5. Payment of excess travel costs should not be agreed where, in the judgement of the appropriate authority, the journey time and, or the distance involved is likely to be detrimental to the safety of the doctor or dentist, and, or to the satisfactory performance of the doctor's or dentist's duties. In such circumstances, the appropriate authority will seek alternative arrangements addressing the needs of the doctor or dentist and the service.

Payment for temporary accommodation expenses can be claimed subject to the regionally agreed monthly maximum of £735.

Excess mileage claims should be limited to 53 paid miles each way per day (i.e. a total journey of 70 miles each way). It is, however, recognised that regional geographies and travel systems as well as individual circumstances will vary and therefore trainees who wish to exceed these normal limits should discuss their personal position with the employer in the first instance.

- 6.6. Doctors or dentists who would be eligible for reimbursement of removal expenses but are for a valid reason not able to move house immediately, should be paid excess travel from their home to designated place of work for a mutually agreed period after appointment to the training programme, provided that the proposed interim travelling arrangements are reasonable and safe. It is recommended that the mutually agreed period should not exceed 12 months from appointment. Doctors or dentists are advised to contact their employer to confirm this arrangement before they start incurring expenses.
- 6.7. Excess travel, under these provisions, will be paid in line with Section 12 paragraph 27 of the TCS for doctors and dentists in training.
- 6.8. Where temporary accommodation has been agreed this will be subject to maximum allowance in paragraph 6.5. These expenses will be included in the maximum allowance payable of £10,000.

- 6.9 In the majority of cases, placements on rotation will be permanent workplaces. Traveling from home to a permanent workplace will be ordinary commuting not business travel. Accordingly, excess travel expenses will be subject to tax. (For further information regarding the definition of 'temporary' and 'permanent' workplaces and 'ordinary' commuting, please refer to the HMRC website.)

7.0 Funding provision for removal and associated expenses

- 7.1 Reimbursement will be provided to the agreed maximum sum for all categories of expenses outlined in this document, inclusive of all removal and associated expenses and excess mileage claims. The maximum sum is £10,000 for the entire period of postgraduate training and is not proportioned for trainees working less than full-time.

The maximum sum is based upon an assumption of 8 years' reckonable service in any approved HEE training programme. Trainees who exceed this period of training (for example trainees whose CCT is awarded after completion of ST7/8 and trainees working less than full-time) and who have exhausted the £10,000 maximum allowance will be entitled to continue to claim excess mileage and/or removal expenses.

Expenses used for removal/relocation are exempt from income tax as per the relevant HMRC guidance. Excess mileage claims may be subject to tax. Trainees should clarify their personal position with their employer. Further guidance is available on the HMRC website at <https://www.gov.uk/expenses-and-benefits-relocation>

It is envisaged that this assistance will allow a trainee to move into a HEE training region from other parts of the country, or from a devolved nation, to take up a training programme or allow a trainee already living in the region where they are training to move to a more central location which facilitates commuting to the majority of the prospective educational placements on the training programme.

- 7.2 The sum reimbursed will usually be limited to those expenses listed in Appendix 1. Exceptional consideration may be given by the employing Trust to funding additional expenditure beyond the agreed limit.
- 7.3 Abortive purchase may be reimbursed where the doctor or dentist is not responsible for the abandonment of the transaction, or the doctor's or dentist's withdrawal is entirely reasonable. However, this reimbursement will be included in the maximum limit for reimbursement.

8.0 Process for reimbursement of removal and associated travelling expenses

- 8.1 The administrative arrangements for claiming removals will be determined by the Trust.
- 8.2 There is no requirement for the Trust to accept responsibility for expenses incurred if the trainee does not confirm eligibility for re-imbursement as set out in section 5.0

above.

8.3 Removal expenses for reimbursement include costs associated with:

- Expenses during search for accommodation.
- Expenses associated with house sale/purchase.
- Continuing commitments.
- Expenses on removal.

8.4 Reimbursement will not be made until the doctor, or dentist takes up the appointment. Original receipts will be required as proof of outlay against authorised expenditure. Reimbursement will not be made to third parties. Typical examples of expenses for reimbursement and excluded expenses are given in Appendix 1.

8.5 Any subsistence claims associated with removal will be payable only against the provision of original receipts, meals and transport should be as set out in Annex 14, of the NHS Terms and Conditions of Service Handbook, which is updated from time to time as agreed with the NHS Staff Council.

8.6 Before storage and/or removal of furniture is agreed, three competitive quotations should be obtained for approval. Reimbursement will usually be limited to the lowest quotation. For small removals, reimbursement of a self-hired vehicle and fuel would be acceptable.

8.7 Stamp duty will normally be reimbursed to the order of the lower value of either the old permanent residence sold, or the new permanent residence purchased.

8.8 Claims for reimbursement of removal expenses should normally be made within 3 months of incurring the authorised expenditure.

8.9 Doctors and dentists who wish to claim reimbursement of excess mileage or temporary accommodation as set out in section 6.0 should complete the expenses claim (available via the Trust intranet) - Travel and other Expenses form or the e-expenses claim form on a monthly basis.

8.10 Doctors and dentists who wish to claim expenses for relocation only should complete Form A in [Appendix 2](#).

8.11 The Trust records all reimbursement of removal and associated travelling expenses and submits the data to the NHS England on the 10th of every month.

9.0 Commitment of Undertaking by doctors and dentists

9.1 Doctors and dentists who claim full relocation expenses are required to sign an undertaking to repay a proportion of any relocation expenses received should they leave before the end of their training contract. The undertaking should confirm the details below:

- They are fully aware of the conditions of the arrangements.
- They will notify the employer if they are seeking to recover any expenses (in part or

- full) from another source, for example partner's employer, excepting any legitimately incurred expenses that were not reimbursed by the trainee's employer.
- They will only submit legitimate and valid receipt claims for reimbursement.
- They will repay the appropriate proportion of any expenses received should they leave their training programme within two years of commencement (excluding Foundation Trainees who would be required to repay the appropriate proportion of any expenses received should they leave their employment within 18 months).

9.2 Should a doctor or dentist resign from their training programme within 2 years (18 months for Foundation Trainees), they will be required to repay any expenses received abated by 1/24th for each calendar month of service completed. This is unless it is as a result of unforeseen circumstances only, or due to a rotational placement, or at the behest of the employer, or if the Postgraduate Dean formally waives this requirement. The level of repayment by doctors or dentists to the employing Trust who originally granted the expenses should be pro rata to the length of time remaining in the agreed period.

10.0 Appeals Procedure

- 10.1 A doctor or dentist in training who feels that he/she has been unfairly treated in relation to removal and expenses provisions may pursue this matter as a grievance in accordance with the Trust's Grievance Procedure.
- 10.2 Where the appeal remains unresolved the doctor or dentist may write to the Postgraduate Dean to set out the reasons for the appeal. The Postgraduate Dean will review each case based on the written evidence submitted and will provide a written response within 4 weeks. There will be no further right of appeal.

11.0 Equipment Required*

Not required

12.0 Training*

Resourcing teams to be trained in how to review and process removal and associated expenses claim form. This will form part of training needs analysis which will be reviewed from time to time in line with changes to this procedure.

13.0 Financial Risk Assessment

1	Does the implementation of this document require any additional Capital resources	No
2	Does the implementation of this document require additional revenue resources	No
3	Does the implementation of this document require additional manpower	No
4	Does the implementation of this document release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programs or allocated training times for staff.	No
	Other comments	

14.0 Equality Impact Assessment

NHSE commissioned an independent Equality Impact Assessment of the framework in July 2020 to ensure that equality is at its heart. This included a review of other organisation's policies; interviews conducted with trainees and research of current and best practice. Details have been added to the EiA report. No further EiA is required by the Trust.

An equality analysis has been carried out and it indicates that:

Tick	Options
√	A. There is no impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.
	B. There is some likely impact as identified in the equality analysis. Examples of issues identified, and the proposed actions include: • • •

15.0 Maintenance

The Chief People Officer has overall responsibility for the update and maintenance of this procedure.

Every 3 years and will also be subject to further review as part of the national review of the DHSC Education Tariff guidance and NHSE's desired approach to move towards a single consistent approach to relocation and associated expenses arrangements.

16.0 Communication and Training

Medical Resourcing teams to be trained or receive refresher training on how to review and process removal and associated expenses claim form.

17.0 Audit Process

The Chief People Officer has overall responsibility for the update and maintenance of this procedure.

Medical Resourcing Leads; Employee Services and Divisional Budget holders will be responsible for monitoring its implementation and ensure that this best practice in line with the procedure.

Criterion	Lead	Monitoring method	Frequency	Evaluation
Removal, Relocation and Associated Expenses Procedure adhered to and recorded accordingly.	Medical Resourcing Leads	Report on all claims received, paid and rejected and timeline for processing	Monthly	Key Performance Indicators (KPI) Accuracy of documents

18.0 References - Legal, professional or national guidelines must underpin policies and be referenced here. Where appropriate cross references must be made to other policies.

The list below is not exhaustive as new legislation is always being implemented.

18.1 NHS Terms and Conditions of Service Handbook

https://www.nhsemployers.org/employershandbook/tchandbook/afc_tc_of_service_handbook_fb.pdf

18.2 Pay and Conditions Circular (M&D) 2/2019 R

<https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/Pay-and-Conditions-Circular-MD-22019.pdf>

18.3 Relocation and Travel Expenses – Arrangement for – Guidance for Doctors Dentist in Training and Public Health

https://www.eastmidlandsdeanery.nhs.uk/sites/default/files/hee_midlands_removal_and_associated_expenses_interim_august_2019.pdf

18.4 Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016.

<https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-Reward/Junior-Doctors/NHSDoctorsandDentistsinTrainingEnglandTCS2016VERSION8231219.pdf>

Part A - Document Control

Procedure/ Guidelines number and version 2.0	Removal and Travel Expenses – Arrangement for Doctors and Dentists in Training and Public Health Trainees Trainees Commencing in Post Effective from 05 August 2020 All Trainees effective from 01 February 2021	Status: Local Negotiating Committee Approved		Author: Resourcing Manager For Trust-wide Procedures and Guidelines Chief Officer Sponsor: Group Chief People Officer
Version / Amend ment History	Version	Date	Author	Reason
	Version 1	December 2020	Resourcing Manager	Release of the National Framework of the Relocation and Travel Expenses Arrangement
	Version 1.1	February 2021	Resourcing Manager	Amendment made to review
	Version 1.2	May 2024	Resourcing Manager	Extension
	Version 1.3	October 2024	Resourcing Manager	Extension
	Version 1.4	April 2025	Resourcing Manager	Extension
	Version 1.5	February 2026	Resourcing Manager	Extension
	Version 2.0	June 2026	Resourcing Manager	Full review
Intended Recipients: All doctors and dentists, Human Resources and Managers seeking advice in relation to Relocation and Associated Expenses.				
Consultation Group / Role Titles and Date: Local Negotiating Committee, Doctors and Dentists, Human Resource Managers, Finance. June – September 2025 LNC – June 2026				
Name and date of group where reviewed		Trust Policy Group – December 2025 Local Negotiating Committee – June 2026		
Name and date of final approval committee(if trust-wide document)/ Directorate or other locally approved committee (if local document)		Trust Policy Group – December 2025		
Date of Procedure/Guidelines issue		July 2026		

Review Date and Frequency (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)	December 2028 - Every 3 years
Training and Dissemination: Launched via Trust bulletin and all user communication email. Awareness raised through Resident Doctor Forum and divisional meetings regarding changes. Advise available as and when required by managers and staff. Document will be sent to doctors as part of the pre-employment stage.	
To be read in conjunction with: RWT Expenses Policy	
Initial Equality Impact Assessment: N/A Full Equality Impact assessment (as required): NA If you require this document in an alternative format e.g., larger print please contact Policy Management Officer 85887 for Trust- wide documents or your line manager or Divisional Management office for Local documents.	
Contact for Review	Resourcing Manager
Monitoring arrangements	Monthly reports submitted to NHSE. Audit reports as completed by Employee Services
Document summary/key issues covered. The document provides local guidance on the payment of Relocation and Associated Expenses for doctors and dentists in an approved training programme on rotation with the Trust. The purpose of this document is to provide clear, reasonable and consistent assistance to all doctors and dentists who face the financial costs of moving house to take up training and who are disadvantaged as a result of training programmes which cover large geographical areas. The guiding principles behind the provision of relocation expenses is that a doctor or dentist should not be financially disadvantaged by reasonable costs incurred through a move in the interests of the service or to further their training. However, doctors or dentists are not expected to profit materially from public funds used for reimbursement in respect of relocation and associated expenses.	
Key words for intranet searching purposes	Relocation, Expenses. Mileage, Claim Form Travelling Expenses

Appendix 1

Expenses for Reimbursement under the NHSE Removal and Associated Expenses Guidance

Examples of expenses for reimbursement

The following are offered as examples only and are neither inclusive nor exclusive.

Expenses during search for New Accommodation

- Whenever relocating, doctors and dentists are entitled to be reimbursed for a maximum of two preliminary visits to the area of their new employment in search of accommodation.
- Expenses for preliminary visits may be reimbursed; these cover accommodation and subsistence for a maximum of four nights and return travel at public transport rate or standard rail fare, for the trainee and their immediate family. This re-imbursement is included within the maximum allowance available.

House sale

- Incidental legal expenses.
- Solicitors' fees
- Estates agents or auctioneer's fees

House purchase

- Solicitors' fees.
- Estate agents' or auctioneers' fees.
- Finders' fees.
- Stamp duty (reimbursed to the order of the lower value of either the old permanent residence sold, or the new permanent residence purchased).
- Land registration fees.
- Survey fees.
- Incidental legal expenses.

Property rental and Temporary Accommodation

- Trainees who are charged an agency fee for house rentals may be reimbursed for these (excluding payment for deposits or any penalty fees for loss or damage, late payment, etc.). Agreement needs to be reached in advance with the Trust before these can be reimbursed.

- As set out in Paragraph 6.5 of this guidance, where daily travel distances for a single placement are agreed to be excessive, temporary accommodation expenses can be claimed subject to the regionally agreed maximum of £735.

Storage & Removal of Furniture & Effects

- Storage of furniture and effects costs for up to a maximum of 12 months, where the necessity for storage arises from the move.
- Extra costs of insuring furniture in transit or in store will also be met as appropriate.
- Costs of removal of furniture and effects from the old home to the new home which can include a packing/unpacking service.
- Before storage and/or removal of furniture are agreed, three competitive quotations should be obtained for approval by the Employer. Re-imbursement will be limited to the lowest quotation. For small removals, reimbursement of a self-hired vehicle and fuel would be acceptable.

Incidental Expenses

- Doctors and dentist are eligible to claim back the cost for mail re-direction up to a maximum of 6 months for two people
- Trainees are eligible to claim back non-refundable nursery registration administration fee up to a maximum of £150 per child

Travel Expenses on Removal

- Doctors or dentists and their dependents may be reimbursed for travelling expenses incurred on removal from the old accommodation to the new property accommodation at public transport rate, or standard rail fare.
- A doctor or dentist may be reimbursed for one return visit to their old property to supervise the removal. Entitlements would normally include paid leave for a maximum of one day by arrangement with the employer Trust, accommodation and subsistence for a maximum of one day, and one return journey at public transport rate or standard rail fare.

Continuing Commitments

- Whilst the old property remains unsold, reasonable accommodation costs may be reimbursed. Reimbursement should normally be for the lower of the monthly mortgage on the old property and the monthly mortgage/rent on the new property, normally for a maximum of 12 months.

- A doctor or dentist who has not found suitable accommodation in the new area and who is in accommodation separated from their family due to not being able to re-locate immediately may be reimbursed the travel costs of weekly visits either by the doctor or dentist to the family home or by immediate family to the doctor or dentist, at public transport rate or standard rail fare, normally for a maximum of 12 months. Travel costs are only to port of entry if outside of UK.
- To be eligible for reimbursement under these provisions, a doctor or dentist should expect to be required to demonstrate that they are actively marketing their former property at a realistic price and that they are actively seeking suitable accommodation in the new area, or that they have good reason not to relocate immediately. Such reasons might include partner's employment, childcare, schooling or elderly dependents. This reimbursement would be included within the maximum allowance available.
- In exceptional circumstances, where it can be demonstrated that a trainee was unable to agree leases for rental properties, which matched their rotation dates for placements and did not overlap, when moving to be within a reasonable commuting distance of the next placement, trainees may seek to claim re-imbursement of any additional lease costs for a maximum of three months subject to the overall maximum temporary monthly accommodation allowance.

Excluded expenses

The following categories of expenses are excluded from reimbursement:

- Interest in bridging loans.
- Increase in insurance premiums.
- Redemption fees.
- Costs of moving livestock and other animals.

NB: Any of the expenses set out above which are claimed for reimbursement will be included within the maximum allowance available.

Appendix 2

FORM A: RELOCATION AND TRAVEL EXPENSE CLAIM FOR DOCTORS IN TRAINING (DiT)

Please ensure that you have read the NHSE Relocation and Associated Expenses and the Trust local guide for Doctors and Dentists in Training and the Trust Flow process. Please complete this form and return it to: rwht-mr.medicalstaffresourcing@nhs.net

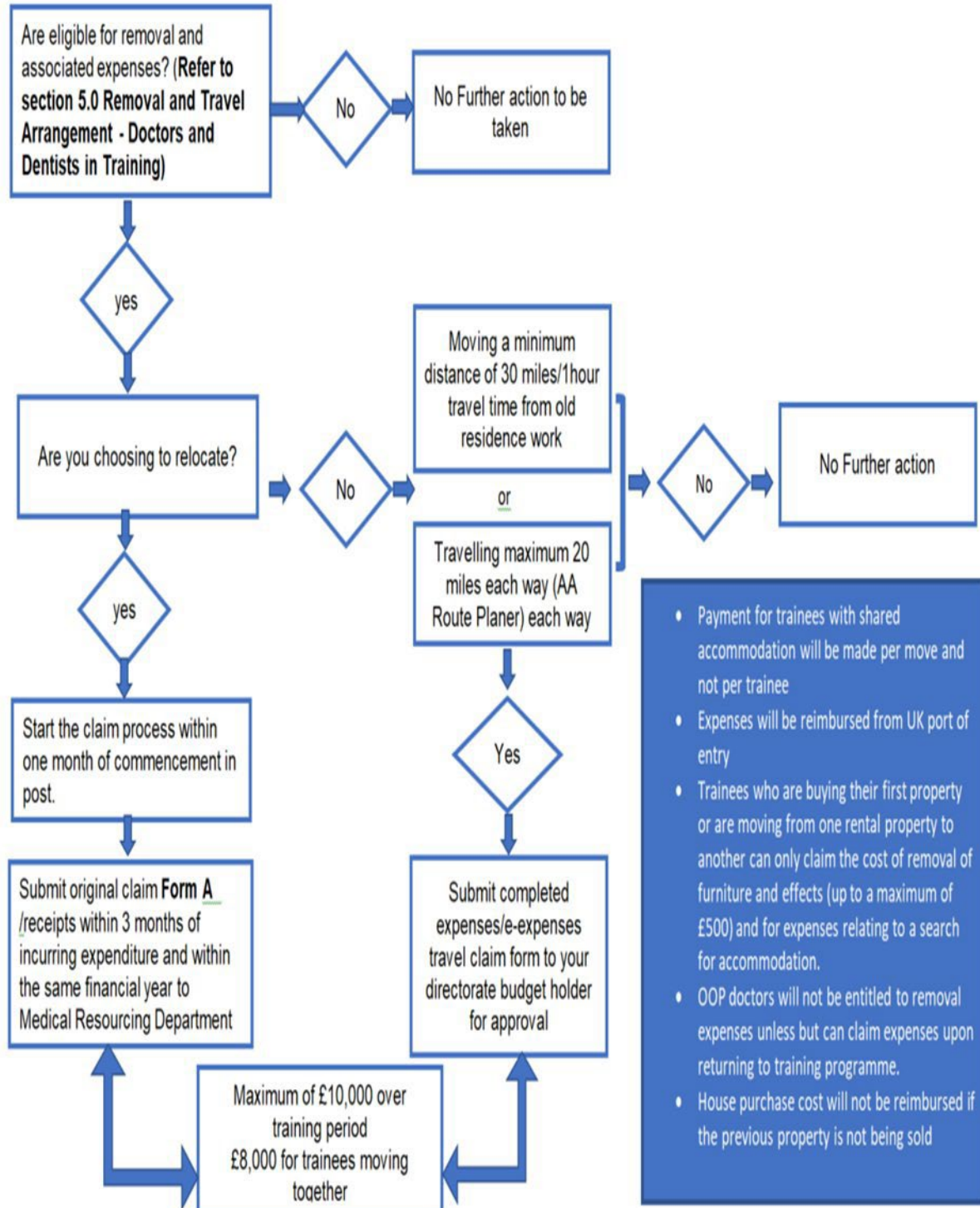
Name of Applicant:			
Present/current address:			
DETAILS OF NEW ROTATION/POST			
Is your move solely connected to this offer of employment: CHECK BOX AS APPROPRIATE	Yes	No	
Speciality/Dept:			
Grade:			
Date of commencement:			
Location of new post e.g. New Cross, Cannock Chase, West Park CHECK BOX AS APPROPRIATE	New Cross	Cannock	West Park
DETAILS OF PREVIOUS ROTATION/POST			
Speciality/Dept:			
Position held and grade:			
Address:			
Estimated distance using AA Route Planner		https://www.theaa.com/route-planner/route	
Current Accommodation Status? DELETE AND CHECK BOX AS APPROPRIATE	Owned: Yes	No	Rented: Yes
			No
			Furnished/Unfurnished: Yes
			No
Is this accommodation being retained for either occupation by? CHECK BOX AS APPROPRIATE	Immediate Family (spouse/partner/dependants)		Regular weekend use
Have you claimed DiT removal/relocation expenses in the past? CHECK BOX AS APPROPRIATE and complete with additional information	Removal: Yes		No
	Relocation: Yes		No
Previous Employer details:			
Your Grade:			
Date of placement:			
Amount claimed:			
DETAILS OF NEW ACCOMODATION			
Address:			
Current Accommodation Status? DELETE AND CHECK BOX AS APPROPRIATE	Owned: Yes	No	Rented: Yes
			N
			Furnished/Unfurnished: Yes
			No
Is this address to be your main residence? CHECK BOX AS APPROPRIATE	Yes	No	
Is this address to be your main residence for you and your immediate family (state intended situation if accommodation not yet arranged?)	Yes	No	
Date of occupation?		Date:	
Amount to be claimed?		Amount:	
DETAILS REQUIRED & DECLARATIONS			
Name of Company	Brief Description of Service		Amount

I wish to claim a reimbursement for removal/relocation expenses and the expenditure was incurred in connection with a removal/relocation expense. I certify that the removal/relocation expenses claimed are not recoverable in part or full from any other source and that the information I have given is correct. I understand any false or fraudulent claim may constitute a criminal offence. I agree to pay expenses received abated by 1/24th proportion for each calendar of service completed should I resign from the training programme within 2 years (18 months for Foundation Trainees).		
Date:	Sign:	
AUTHORISATION SIGNATURE/S		
Medical Resourcing Name:	Signature:	Date:
Head of Resourcing Name:	Signature:	Date:
Budget holder/ Line Manager Name:	Signature:	Date:
Approved? Approved amount?	Yes No	Amount:

Appendix 3

Removal and Associated Expenses Guidance. Doctors and Dentists in Training Flow chart

Removal and Associated Expenses Guidance - Doctors and Dentists in Training Flow chart



Medical Resourcing (MR) Process Flow for Initiating & Processing Doctors and Dentists in Training Removal and Associated Expenses

