Expenses Policy for Candidates Attending Interviews for Medical or Dental Training Programmes

1. **Key Principles**
   - This policy applies to all candidates attending an interview for a medical or dental training programme for a post in England, regardless of specialty or training grade.
   - Recruiters will ensure compliance with this policy and will only reimburse expense claims which fall in line with it.
   - Expense claims must be made no later than 28 calendar days after the interview. Claims received after this time will not be processed.
   - Dental candidates should ensure that they keep a copy of their expense claim form before submitting it. For all claims (medical and dental) copies of any receipts must be retained.
   - Expenses will only be reimbursed from port of entry to the United Kingdom.

2. **Responsibilities of the Claimant**

   Where possible, the claimant should ensure they book an interview slot that:
   - Negates the need for an overnight stay, the night before the interview.
   - Allows for the most cost effective travel options e.g. off peak rail ticket.

   Interview candidates must ensure that they travel to their interview in the most cost effective manner.

3. **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.

3.1 **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.

3.2 **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

3.3 **Taxi**

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

3.4 **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

3.5 **Use of Personal Vehicles**

• Mileage will be reimbursed between home address and interview venue and return at 28p 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

4. **Subsistence**

Subsistence will not be paid.

5. **Overnight Accommodation**

• 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.
6. Summary of Policy

<table>
<thead>
<tr>
<th>Travel</th>
<th>Rail fare</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Underground travel; Oyster Card with printout or contactless payment with printout</td>
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<tr>
<td></td>
<td>Mileage at a rate of 28p per mile</td>
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<tr>
<td></td>
<td>Car parking with receipt</td>
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<td>Submission deadline</td>
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</tbody>
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All claims will be reimbursed in pounds sterling

The claimant is responsible for any bank charges incurred into foreign bank accounts. These will not be reimbursed.