CONSULTANT GUIDE TO MAKING TRAVEL AND SUBSISTENCE CLAIMS

Health Education Wessex Recruitment Team will reimburse travel expenses for Consultants who attend national interviews or selection centres on the behalf of their Specialty School.

Please ensure you read and understand the following guidance before submitting a claim form. **Failure to comply with this procedure will result in your claim being returned to you.**

Any reimbursement is at the discretion of Health Education Wessex and will only be considered for expenses incurred wholly within the UK. Health Education Wessex reserves the right to submit any claims to the scrutiny of the NHS counter fraud and security management service to ensure proper compliance with the conditions of claiming.

Claim forms must be **typed** (apart from the signature box), and received within 28 calendar days of the event attended. Any claims received after the deadline **will not be paid**. Unused boxes should be crossed out with a single line. Please **do not** use correction fluid.

**Personal Details**
Claimants must state their full details including a **FULL permanent address**. Failure to supply a full address, including postcode, will result in your claim not being paid and Health Education Wessex will be unable to return your claim to you.

Claims can take up to 12 weeks to be paid, and will be paid via BACS payment so please ensure the bank details you provide are correct.
You must supply the date and specialty for which you attended a meeting or review. If you do not supply these details we cannot corroborate your attendance and you will not be reimbursed.

**Receipts**

*Only original receipts will be accepted and are required for ALL transactions.*

Credit card receipts are not sufficient.

- Receipts must be attached to a separate piece of paper which is signed; name is in **BLOCK CAPITALS** and dated by the claimant.

- Please **do not** staple receipts together. Doing so will result in only the top receipt being paid.

- Receipts for rail travel must include the date of travel and the destinations travelled to and from. Credit card receipts are not sufficient.

**Transport fares**

- Rail: reimbursed at standard rates only.

- Taxi: reimbursed for short journeys where deemed necessary i.e. from train station to interview venue.

- Air: only acceptable in exceptional circumstances. Air travel will only be reimbursed when **prior written authorisation** by the Wessex Recruitment Team has been granted. Expenses for flights will not be reimbursed from outside of the UK.

All travel expenses are paid from **Port of Entry** and will not be reimbursed for travel to the UK. For the purpose of claiming interview expenses Northern Ireland, the Channel Islands and the Isle of Mann are considered to be part of the United Kingdom.
**Night allowance**

We ask that you only stay overnight when attending interviews if it is necessary. For example, we would not normally expect that an overnight stay for one day of interviews in London would be required. However, this will depend upon the start and finish time and your commitments locally.

Overnight accommodation will only be reimbursed when **prior written authorisation** by the Wessex Recruitment Team has been granted.

- Commercial accommodation (bed and breakfast) up to a maximum £75.00 for 1 night only.
- Commercial accommodation (bed and breakfast) in Greater London up to a maximum £100.00 for 1 night only.
- Non-commercial accommodation £25.00 – eg staying with a friend or relative.

*If specific accommodation has been stipulated by the lead recruiter or Deanery Wessex will reimburse you the whole amount. To support this you must inform the Recruitment Team or submit email evidence that you do not have a choice of accommodation.*

**Meals allowance**

(Maximum permitted allowances). Only one can be claimed.

- Lunch meal allowance conditions: Away from base for more than 5 hours. Including the time between 12:00 and 14:00.
  - Lunch meal allowance claimable: £5
- Evening meal allowance conditions: Away from base for more than 10 hours. Away from base/home after 1900 hours.
  - Evening meal allowance claimable: £15
- **Original receipts required for all claims**
- Alcohol will not be reimbursed.
PLEASE NOTE THAT REIMBURSEMENT WILL ONLY BE MADE FOR EXPENSES SUPPORTED BY ORIGINAL RECEIPTS THAT ARE ATTACHED TO A SEPARATE PIECE OF PAPER AND SIGNED.

**Mileage allowance**

Mileage allowance **CANNOT** be reimbursed by Health Education Wessex. Any reimbursement of this cost must be claimed from your employer. This is due to taxation implications.

This guidance document has been circulated to all Medical HR departments in the region and they should therefore be aware of this arrangement.

Please return fully completed claim forms to:

Recruitment Team  
HEALTH EDUCATION WESSEX  
SOUTHERN HOUSE  
OTTERBOURNE  
WINCHESTER  
HANTS  
SO21 2RU