Click on ‘Entitlement (Ad-hoc) tab across the middle of a training record

**Entitlement (Ad-hoc) - Relocation expenses**

<table>
<thead>
<tr>
<th>Type</th>
<th>Start date</th>
<th>End date</th>
<th>Trust</th>
<th>Budget</th>
<th>Claimed</th>
<th>Spent</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train</td>
<td>01/01/2008</td>
<td>31/12/2008</td>
<td>Wessex and North Hampshire NHS</td>
<td>400.00</td>
<td>10.00</td>
<td>350.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Mandatory data**

- Adding the entitlement for the training period
- Type
- Start and end date (financial year)
- Trust
- Budget

**To add expense to budget click ‘Add new expense’**

- Expense type
- Claim date
- Claim amount and Claim approved
- Approval date and paid
- Paid amount
- Trust and site

To run a report on Relocation fees please contact the Deanery

**Quality Impact Assessment**
This process has been reviewed in line with Deanery policy

**Training Guide Verification**

<table>
<thead>
<tr>
<th>Reviewed by</th>
<th>Dawn Day and Hayley Strange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>16/09/2011</td>
</tr>
</tbody>
</table>