

## **Guide to Travel and Subsistence Expenses incurred as part of approved Study Leave with Study Budget**

This page contains information for doctors in post-graduate training posts on how to claim back their travel and/or subsistence expenditure incurred whilst participating in an approved study leave event.

Please read these notes carefully before booking travel or accommodation:

- **Original receipts** should accompany every claim form to verify the authenticity of all expenditure detailed upon it. Claims should be submitted no later than 3 months after the event. Any claims received after the deadline will not be paid.
- HEE Wessex expects travel to be on the date the event is scheduled if the venue is less than one hundred miles 'door to door' each way and will not pay accommodation costs if you chose to travel on different dates.

### **Travel:**

You must use the most cost effective transport means possible. HEE Wessex reserves the right to only reimburse the cost of the cheapest fare.

- **By Car:** Candidates will be paid at public transport rate of 28p per (or a subsequently revised mileage rate as described in schedule 17 of the T&Cs for doctors in training, last revised 2016). The shortest practicable route should be taken and car parking fees will be reimbursed on production of receipts.
- **By Rail:** Supersavers and standard class rail fares only. The most cost effective fare must be sought. If possible, doctors should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit card receipts are not sufficient.
- **By Taxi:** Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue where public transport is not practical, e.g. time of day. A receipt will be required.
- **By Air:** Payment for travel by air must not exceed the total cost of travelling by public transport.

### **Overnight accommodation**

- Requests for reimbursement of overnight accommodation costs will only be granted for candidates who are travelling from a base destination **more than 100 miles from the venue.**
- Accommodation costs to be covered by HEE Wessex will be limited to the duration of the event plus one night, either before or after the event dates.
- Overnight costs will be reimbursed up to a **maximum limit of £55.00 per night.**

### **Subsistence**

- For study leave confined to a single day, refreshments and meals are normally included in the event fee.
- In the case of a residential event

- Evening Meal allowance of £15.00 per day.
- 'Gala' dinners at additional expense are not covered by the Study Leave budget
- No payment will be made for alcoholic beverages under any circumstances.

**Receipts must be provided for all expenses** otherwise your claim will not be processed. Receipts and certificate of attendance for the study leave activity should be attached individually to the expenses claim software used by your employing organisation.

Doctors are advised to keep a copy of the form and receipts they submit in case of problem or a query with payment.