

**GUIDELINES FOR THE REIMBURSEMENT OF REMOVAL AND
ROTATIONAL TRAVEL EXPENSES FOR DOCTORS IN
TRAINING**

**LONDON DEANERY
(IN PARTNERSHIP WITH KSS DEANERY)**

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INTRODUCTION

1. The aim of these guidelines is to provide assistance to junior doctors in training who are required to move home in order to take up a post on a training programme and to ensure junior doctors on rotational appointments are not seriously disadvantaged financially. It is not intended to cover fully the costs of moving home to complete a training programme which may consist of a number of different placements across a wide geographical area and practitioners are not expected to profit materially from reimbursements in respect of removals. Each application will be considered with due regard both for the interests of the individual and the service as a whole.
2. From 1 April 2009 The London Deanery will administer and fund the relocation and associated expenses, such as excess travel costs, for all junior doctors on London training programmes in primary and secondary care, and those on KSS training programmes (except KSS GP Registrars in General Practice posts). Please refer to paragraph 7 below.
3. Trusts will continue to meet eligible claims for recurrent expenditure incurred up to and including 31 March 2009. Claims for non-recurrent expenditure submitted before 1 April 2009 will be the responsibility of the employing Trust.
4. The maximum payable under these guidelines to any trainee is £8000 over the whole of the period employed on a recognised training programme. This covers the start of their Foundation Year 1 (FY1)/PRHO to Certificate of Completion of Training (CCT) date.
5. Entrants to the Foundation Programme who have attended a London Medical School or the Brighton and Sussex Medical School are not eligible for relocation expenses during the first year of their Foundation programme and those from other medical schools may claim a maximum of £500 during this first year.
6. Foundation Year 2 trainees who meet eligibility criteria and claim for relocation expenses can claim a maximum of £4,000. Should the trainee subsequently be appointed to a London or KSS Deanery specialty training programme, the outstanding balance for the move (to a maximum of £8000) can then be claimed.
7. These guidelines apply to trainees employed by NHS Trusts:
 - within the area covered by the London or KSS Deaneries and
 - holding Deanery training numbers and
 - in training posts approved by the relevant college and funded by the Postgraduate Dean.

Please note that trainees on non Deanery funded OOPe's are excluded.

Practitioners working in Trusts within any other Deanery (such as the East of England or Oxford Deaneries) will fall under that Deanery's Removal Expenses policy.

8. Place of work or base place of work for practitioners on rotation is referred to hereafter as 'place of work'.
9. Trainees must obtain written authorisation from the Deanery for reimbursement of removal and rotational travel expenses before making a claim. No responsibility will be accepted where arrangements are made without written confirmation that the trainee is eligible for reimbursement. However claims may still be made after the expense has been incurred, even if authorisation has been given afterwards. Authorisation can only be obtained by completing a relocation eligibility form which can be downloaded from the London Deanery website.

ELIGIBILITY

10. All practitioners in training grades holding a Deanery training number, who are required:

- to relocate in the interests of the service, or
- to further their training to enable them to take up their appointment, or

are normally eligible to claim expenses for removals. (See paragraphs 5 and 6 above regarding Foundation trainees).

Other circumstances will be considered on an exception basis.

11. Trainees are expected to complete the London or KSS training programme to which they have been appointed to be eligible for reimbursement of relocation costs, unless any subsequent move is as a result of unforeseen circumstances, or due to rotational placement, or at the behest of the employer, or because of the end of the rotation/post. The level of reimbursement by practitioners to the appropriate authority should be pro rata to the length of time remaining in the agreed period.
12. To be eligible for removal expenses, the practitioner will normally have changed their main residence as a result of:
 - starting a new employment, or
 - a change of duties of employment, or
 - a change of location of employment.
13. In establishing eligibility, the Deanery will consider the consequences of any move on subsequent travel. The new residence should be within a reasonable daily travelling distance of the new rotation or the rotation slots for the training programme, and the old residence should not be within a reasonable daily travelling distance of the new rotation or the rotation slots for the training programme, in order to be eligible for removal expenses.

14. As a guide, removal will generally be justified if the trainee's residence is more than 20 miles by road from the new base by the shortest possible route or if the single journey regularly takes more than 1¼ hours. (These criteria may be relaxed for trainees with a demanding on call commitment or those with a disability affecting their mobility).
15. Please be aware that all claims for excess travel and continuing commitments will be liable to tax and national insurance. Most claims for relocation or removal costs would not be liable to tax. Practitioners who do not move their family home in entirety but rather relocate on a temporary basis, will be liable to tax deduction on their removals claim.
16. No expenses will be reimbursed to those appointed to a Locum Appointment for Training (LAT) or Fixed Term Specialty Training Appointment (FTSTA) for a period of 6 months or less. Where these appointments are for more than 6 and up to and including 12 months, trainees may apply for expenses for removal of personal effects, subject to a maximum of £500. Locum trainees in post for over 12 and up to 24 months who meet eligibility criteria for relocation expenses may be reimbursed up to 50% of these (to a maximum of £4000). Locums whose combined LAT or FTSTA appointments within the London and KSS Deaneries are more than 24 months may be considered as per substantive trainee appointments. Any monies reimbursed under these locum arrangements will count against the £8000 limit should the locum subsequently be appointed to a substantive post.
17. For trainees moving into a post from outside the UK, travel and removal expenses will be reimbursed from U.K. port of entry only, within the overall maximum of £8000.

TRAVEL IN LIEU OF RELOCATION

18. Practitioners (F2 onwards) who would be eligible for reimbursement of removal expenses, but are for good reason not able to move house immediately, may be paid excess travel from their home to the 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.
19. A practitioner moving placement within a rotation may choose, under Paragraph 315 of Terms and Conditions of Service (TCS), not to move home but to travel the greater distance between their home and the next hospital on the rotation.
20. The mileage that may be paid under these circumstances is the difference between the mileage from home to the previous place of work and the mileage from home to the new place of work, as set out in TCS Paragraph 315. The London Deanery uses the shortest route option on the RAC route planner to calculate all mileage. Please note that when a trainee is claiming for excess fares all original receipts/tickets for fares must be submitted with the claim. An oyster top up receipt is not acceptable - if using an oyster card you must submit an oyster usage statement with your claim.
21. Excess travel, under these provisions, will be paid at NHS public transport rate (40p per mile).

22. The London and KSS Deaneries consider that where a trainee on a London training programme has a base hospital within zones 1-3, then the cost of zones 1-3 travel by underground will be considered a reasonable home to work cost regardless of where within zones 1-3 the trainee is employed, and a claim for excess travel within zones 1-3 will not arise. Where a trainee with a base hospital within zones 1-3 subsequently moves to a post outside zones 1-3, then the deduction for the cost of travel to the previous place of work will be the cost of zones 1-3 travel by underground (£5.80 as of 4th January 2011), regardless of the method of transport to the post outside zones 1-3.
23. Payment of excess travel costs should not be agreed where, in the judgement of the appropriate authority (usually the employing trust), the journey time and/or the distance involved is likely to be detrimental to the safety of the practitioner, and/or to the satisfactory performance of the practitioner's duties. In such circumstances, the appropriate authority will seek alternative arrangements, such as those outlined in Paragraphs 39 and 43, addressing the needs of the practitioner and the service.
24. Practitioners will not be reimbursed for any excess travel costs relating to on-call or clinical travel commitments.
25. In some cases, placements on rotation are classed as temporary workplaces and expenses paid in these circumstances are not subject to tax. Practitioners should be aware that this does not often apply.

RELOCATION

26. Practitioners who sell a property in their old home area and purchase or rent a new property within an appropriate proximity of their place of work (see Paragraph 14), would normally meet the eligibility requirements for reimbursement of expenses, as set out later. Practitioners are expected to sell their old property and purchase their new one within 1 year of starting their rotation.
27. The property for which reimbursement of removal and associated expenses is to be made should be of a broadly comparable standard (in terms of present housing arrangements, i.e. rented or owner occupied, number of rooms, semi-detached) to that occupied in the area of previous employment. Should that not be the case, reimbursement would normally be made as though the new property was similar to the old. There should be no improvement in the quality of the housing at a cost to the taxpayer.
28. Eligible practitioners who are occupying rented accommodation immediately prior to beginning this employment may 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 set out in the Appendix will normally be reimbursed in these circumstances.
29. Practitioners living in hospital accommodation may have to relocate each time they change post in a rotation. They are eligible for reimbursement of removal expenses on the same basis as practitioners living in rented accommodation. Consideration should

FUNDING PROVISION FOR REMOVAL AND ASSOCIATED EXPENSES

30. Reimbursement will be to a maximum of £8000 for all categories of expenses outlined in this guidance, inclusive of all removal and associated expenses and excess travel. The sum reimbursed will usually be limited to those expenses listed in the Appendix and will be the lesser of the agreed sum, or the total of authorised and receipted expenses.
31. Expenses incurred as a result of an abortive sale/purchase may be reimbursed where the practitioner is not responsible for the abandonment of the transaction, or the practitioner's withdrawal is considered by the Deanery to be entirely reasonable. Trainees are advised to act cautiously when making/receiving an offer on a property and incurring solicitor's/surveyor's fees as this will count against the overall maximum amount of £8000 payable under these guidelines and reduce the amount available for an eventual successful purchase and sale.

PROCESS FOR REIMBURSEMENT OF REMOVAL AND ASSOCIATED TRAVELLING EXPENSES

32. Practitioners should ideally complete an Eligibility Form prior to starting their new rotation and once they have received written authorisation for reimbursement of expenses from the London Deanery they can then make firm arrangements. No responsibility for expenses incurred will be accepted where arrangements are made without written confirmation that the doctor is eligible for reimbursement of removal expenses for the training programme in question. However, if authorisation is given after the move has taken place then costs can be reimbursed retrospectively, providing the practitioner has received approval to claim.
33. Before a claim for storage and/or removal of furniture is made, three quotes should be obtained for approval. Reimbursement will usually be limited to the lowest quote. For small removals, reimbursement of a self-hire vehicle and fuel would be acceptable, as long as the cost is considered to be a reasonable amount.
34. 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. (See paragraph 26)
35. Reimbursement will not be made until the practitioner takes up the appointment. Original receipts or invoices 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 the Appendix.

36. Claims for reimbursement of removal expenses should normally be made within three months of incurring the authorised expenditure. Trainees should allow three months for their claim to be processed by the Deanery.

DESIGNATION OF BASE PLACE OF WORK FOR PRACTITIONERS ON ROTATION

37. The first place of work on each training programme will be regarded as the nominal base place of work. The base place of work should normally only be changed if relocation occurs.

38. In most cases the base place of work will be that where the majority of time and/or work is spent, although there may be local circumstances where both employers and practitioners may wish to reach an alternative agreement. For rotations, considerations may include the geography of the area encompassed and although the base place of work will nominally be the first place of work on the rotation, this may be changed subject to mutual agreement. For example, should the trainee have a home convenient to the place of work in which the second or subsequent post in the rotational appointment is to be held, s/he may elect to travel the extra distance to the place of work in which the previous post or posts are held and agree the subsequent place of work as their base place of work.

38. Due to the rotational nature of the training programme, approval may also be given to reimbursement of removal expenses for subsequent moves of house within the rotation. These moves will be subject to the eligibility criteria outlined earlier and the designated base place of work may change as a result.

39. Practitioners who, for good reason, do not move house when eligible for reimbursement of removal expenses and are not able to travel on a daily basis to the next place of work on the rotation, may apply to the Deanery for reimbursement for accommodation costs. In particular, consideration will be given to the needs of trainees with families, who may not be able to move house for a distant rotational placement lasting a year or less, but who may wish to be accompanied by their families in these circumstances. The decision whether to pay accommodation costs will normally include an assessment of the projected cost of travel, both financial and in terms of time spent, versus the cost of accommodation, either private or provided by the employer. See paragraphs 42 - 44.

EXPENSES DURING SEARCH FOR ACCOMMODATION

40. When relocating, practitioners are entitled to make preliminary visits to the area of their new employment in search of accommodation.

41. Expenses for preliminary visits may cover accommodation and subsistence (for a maximum of four nights) and travel at public transport rate or standard rail fare (for a maximum of 4 return journeys), for the practitioner and their immediate family.

CONTINUING COMMITMENTS

42. 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 twelve months.
43. Practitioners who have not found suitable accommodation in the new area and who are in accommodation separated from their family may be reimbursed the travel costs of weekly visits either by the practitioner to the family home or by immediate family to the practitioner, at public transport rate or standard rail fare, normally for a maximum of twelve months.
44. To be eligible for reimbursement under these provisions, practitioners 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 a good reason not to relocate immediately. Such reasons might include partner's employment, childcare, schooling, or elderly dependents.

EXPENSES ON REMOVAL

45. Practitioners and their dependants 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.
46. Practitioners may be reimbursed for one return visit to their old property to supervise the removal. Entitlements would normally include accommodation and subsistence for a maximum of three days and one return journey at public transport rate, or standard rail fare.

FORM OF UNDERTAKING

47. Trainees will be required to give a signed undertaking:

1. That, they are unable to recover any expenses (in part or in full) from another source, for example partner's employer, excepting legitimately incurred expenses that are not reimbursed by the Deanery and
2. to confirm the total amount of relocation expenses already refunded from NHS employers, covering the whole of their training from the start of their Foundation Year 1 (FY1)/PRHO to Certificate of Completion of Training (CCT) date.

ALLOWANCES AND RATES

48. Subsistence will be payable only against the provision of original receipts and rates for accommodation, meals and transport will be in accordance with Deanery policy.

ADMINISTRATIVE ARRANGEMENTS

49. The process for claiming removals expenses, the level of reimbursement available and claim forms will be available from the London Deanery website.

50. Trainees are strongly advised to seek a professional view of their tax liabilities as a consequence of assistance received. Information is available on the HM Revenue and Customs website at <http://www.hmrc.gov.uk> and search for 480 (2008)

APPEALS PROCEDURE

52. If a trainee is unhappy regarding any decision reached on his/her application or claim, s/he may request a review by making a written submission to the Head of Relocation and Educational Resources detailing the reason/s for his/her complaint and requesting the decision be reconsidered. Full evidence to substantiate the complaint either within an email or as an attachment, along with a day-time telephone contact number, must be provided. Any complaint must be made as soon as possible and, at the latest, within 20 working days of being notified of the decision.

If, after review, the Head of Relocation and Educational Resources considers that the original decision was a correct and reasonable one, the trainee will be notified.

Should the trainee still be unhappy, s/he may appeal by asking the Head of Relocation and Educational Resources to refer the case to another member of the Deanery Management Board. This request must be made within 20 working days of being notified of the outcome of the review and provide sufficient new evidence for an appeal. A decision with which a trainee disagrees cannot be reviewed when there is no new evidence to consider.

Where necessary, the trainee may be invited to present their case to the management Board member. The trainee may be accompanied by a trade union representative or a colleague not acting in a legal capacity. This appeal stage is final and completes the Deanery process. There is no further right of appeal.

APPENDIX -EXAMPLES OF EXPENSES FOR REIMBURSEMENT

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

House Purchase

- Solicitors' fees
- Estate agents' or auctioneer's fees
- Finders fees
- Stamp duty
- Land registration fees
- Survey fees
- Incidental legal expenses

House Sale

- Solicitors' fees
- Estate agents' or auctioneer's fees
- Incidental legal expenses

Removals

- Furniture removal (not including specialist removals eg livestock/pets, grand piano etc) and storage expenses including insurance of goods in transit
- Travelling expenses in connection with the move
- Subsistence expenses in connection with the move

Property Rental

- Agency administration fees

Continuing Commitments

- Cost of monthly rent or mortgage payments
- Weekly visits to and from family home

and VAT where applicable on any of the above.

Excluded Expenses

The following categories of expenses will be excluded:

- Interest on bridging loans
- Increase in insurance premiums
- Redirection of post
- Agency fees such as check in fees etc.
- Parking or congestion charges
- Costs relating to letting out a property e.g. agency fees, cleaning services etc.
- Furniture costs and phone/TV/broadband installation.