

MILEAGE/EXPENSES CLAIM FORM GUIDANCE – PANEL MEMBERS

Please read these notes carefully before completing the claim form.

Panel members attending interviews related to the Recruitment process are entitled to travel and subsistence allowance at appropriate rates in accordance with Terms and Conditions for Hospital Medical and Dental Staff and AL (MD) 4/98.

Receipts must be attached for all travel and subsistence claimed with the exception of private transport (i.e. mileage).

ALL FORMS MUST BE TYPED AND NOT HAND WRITTEN AND BE COMPLETED IN FULL.

ALL COMPLETED FORMS SHOULD BE SUBMITTED WITHIN 28 DAYS OF THE INTERVIEW DATE.

INCOMPLETE AND INCORRECTLY COMPLETED FORMS WILL BE RETURNED TO YOU FOR RESUBMISSION.

No claims will be paid unless they are supported by receipts, other than mileage. If a public transport fare or parking cost is being claimed, the trouble must be taken to obtain a receipt or the ticket must be withheld. If for some reason you are unable to show proof of payment, an explanation must be given in writing.

Those travelling to interviews must use the most cost-effective means possible. Health Education England - East Midlands reserves the right to only reimburse you the cost of the cheapest fare.

What travel can be claimed?

RAIL

Supersavers and Standard Class rail fares only. The most cost-effective fare must be sought for rail travel. Wherever possible please buy your ticket in advance to ensure this. It is suggested that where possible Panel Members travel by rail to reduce journey times.

UNDERGROUND

A claim including Oyster Card or contactless train travel will only be processed if Oyster Card statement or bank statement is provided.

CAR

Public Transport Rate: 33p per mile.

If seeking re-imburement of costs incurred through travelling by car you will be paid at 33p per mile.

TAXI

Payable only where there is no other means of transport available.

AIR

Reimbursement of the cost of an air flight must be agreed by Health Education England – East Midlands in writing prior to the purchase of the ticket. Payment for travel by air may not exceed the total cost of travelling by public transport (e.g. road or rail)

Where prior authorisation has not been sought for travel by air, Health Education England – East Midlands reserves the right to reimburse candidates the equivalent of the most cost-effective means of transport

SUBSISTENCE

If you wish to claim subsistence both the amount and the journey times must be stated on the claim form. Subsistence claims are subject to the maximum allowances below. Please ensure when claiming subsistence allowance that you also attach all receipts and detail the times of absence from base. Health Education England – East Midlands will not pay claims for alcohol.

Daily Meal Allowance:

- Lunch allowance (more than 5 hours away from base, including the lunch time period between 12.00 pm to 2.00 pm) *up to* £5.00
- Evening meal allowance (more than 10 hours away from base, and return after 7.00 pm) *up to* £9.30
- Over 24 hours away from base *up to* £20

OVERNIGHT ACCOMMODATION:

Panel members can claim for overnight accommodation. We would ask that you book your room as early as possible so that you can take advantage of cheaper deals. The maximum amount to be claimed is as follows: -

- Outside London – up to £120 per night
- London – up to £150 per night

PLEASE NOTE:

- Panel members are advised to keep a copy of the form and receipts that they submit, in case of problems with the postal service.
- Ensure bank details are entered, failure to enter these details will result in payment delays. Handwritten details will not be accepted.
- Payment will be made by BACS.
- It is the claimant's responsibility to ensure that claims are received by Health Education England – East Midlands no later than 28 days after the interview.

Claim forms should be completed electronically, hand signed and posted with original receipts to the address below or alternatively completed electronically, hand signed and scanned with a copy of receipts and sent by email to medicalrecruitment.em@hee.nhs.uk

Recruitment Team
Health Education England - East Midlands
Westbridge Place
1 Westbridge Close
Leicester
LE3 5DR

Should you have any queries in relation to your claim, you would need to contact the recruitment team at medicalrecruitment.em@hee.nhs.uk.