General Practice
Specialty Training

Expenses, Pay & Leave Entitlement

Guidance on Expenses and Pay for GP Trainees

Version 1.0
Produced by the GP Specialty Training Team (June 2018)
Introduction to claiming back expenses

As a GP Trainee you are entitled to claim certain expenses during your training programme and this booklet is designed to help outline this for you, for each year of your training as the entitlements and responsible body for reimbursement changes depending on what post you are currently in i.e. Hospital Post or GP Practice.

We have split this booklet into hospital based claims and practice based claims., and have also included a section on Study Leave, Annual Leave and Banding.
Accommodation/travel to work expenses:
These cannot be claimed back from NIMDTA if you are working in a Trust Post as an ST1/2, please contact your relevant Medical HR Team and they can advise you if you are entitled to anything.

Mileage Claims:
- Tutorial Mileage: We have Regional and Locality Days for GPST1s and you are entitled to claim mileage at 0.24p per mile within certain rules. As a GP ST2 in a Hospital Post there is only 1 Regional Day you must attend and can claim mileage for (ST2 Leadership and Resilience) The rest you will attend in your GP Post.

- If you use your car to attend a training course then you can claim the difference between the normal home to base return mileage and the home to training base return mileage. When travelling directly from home to a meeting, appointment or a course that is not being held at the GPST’s normal base, only the excess miles travelled can be claimed, unless a GPST subsequently use their car for an official journey. E.G. Usual home to base mileage = 10 miles, Home to place of meeting/course = 12 miles, Additional miles travelled = 2 miles therefore Mileage claim allowed = 2 miles.

- In order to get reimbursed you must send in a NIMDTA Expenses form and fully fill in all the details required. Petrol receipts are not required as this is not what is reimbursed, just mileage. Your attendance will be checked when we receive the forms so please fill in correctly.

You can download one from the link below on the NIMDTA website:
http://www.nimdta.gov.uk/

Please scan to gpspecialtytraining.nimdta@hscni.net so that we can process it or post to the GP Department at NIMDTA Offices. It can take up to 30 days to be reimbursed and sometimes longer in busy periods.

*Note: These days make up a pre-designated part of your Study Leave quota therefore as they are mandatory and already booked ahead of time you do not need to apply for them via Study Leave. If you are unsure about Study Leave please see the Study Leave Guidelines Policy on the link below. We do not reimburse ALS Fees.
http://www.nimdta.gov.uk/general-practice/gp-specialty-trainees/study-leave/
When you commence in a GP post you will be on the BSO Payroll and you will receive reimbursement for expenses via your salary. Once we receive the forms they are processed/signed off and once sent to Payroll they will be included in the next wage. The amount will be visible on your payslip. It would be very useful if you provide your correct staff number on your expenses form as we do not get these and have to request them from Payroll. You can find these on your payslip.

Please send all forms to finance.nimdta@hscni.net for processing.

- You will have weekly tutorials at different practices and also some Regional Days, mainly on Thursday’s, for which you can claim 0.24p per mile.
- For Out of Hours Visits you are entitled to claim 0.40p per mile.
- For Home Visits you are entitled to claim 0.40p per mile.
- Accommodation/travel to work expenses— Mileage is not claimable from your home to practice and practice to home. However in exceptional circumstances if the journey distance from home to practice exceeds 40 miles you can claim the excess mileage at 0.24p per mile. Likewise if the journey distance after work from practice to home exceeds 40 miles you can claim excess mileage, all up to a maximum of £300 per month.
- If a trainee wishes to claim for the rental of a house while undertaking their training they must send in the rental agreement to the GP Director first for approval and it should be up to a maximum of £300.
- We can also pay a mixture of rent and mileage up to a maximum of £300 per month, however you cannot claim from rental property to place of work.
- We do not reimburse equipment for your Doctor’s Bag, you are expected to bring these with you to ST3 Level and beyond so they are not reimbursed.
- We do not reimburse car insurance.
When you move to a GP Post for 6 months in ST2, and when you are in ST3 you are required to update your Indemnity Provider as soon as possible.

You will be charged a fee from MDU/MPS and NIMDTA reimburse this for both years. We require your expenses form and details of your repayment either in full or by direct debit. We will only repay in full not monthly and again this is via your salary through payroll.

Please note we will deduct the hospital element and you should send us a letter from the Indemnity Provider stating exactly how much that will be.

You should not be taxed on this reimbursement however if you feel that you have been taxed there could be an issue with your tax code/not receiving Appointment Forms or P45s on time etc. Please contact payroll.ssc@hscni.net for these queries as NIMDTA do not have access to this information.

If you are In Sync and start your GP ST2 Post in February, please do not send in the forms for reimbursement until then as you will not have a payroll number yet!

Please see example below of letter we require from your Indemnity provider.
Study Leave Expenses and Annual Leave

Study Leave Expenses

GP trainees must apply prospectively to studyleave.nimdta@hscni.net for the CSA, AKT exams and the Diploma in Mental Health and other courses. Please note that exam fees are non-refundable. Be advised ALL GP regional days and locality days are already part of your Study Leave quota so you DO NOT need to apply for Study Leave for these. Completed claim forms and relevant receipts should be forwarded to finance.nimdta@hscni.net for study leave once your application has been approved and you have attended your exam or event. The terms and conditions can be found on the back of the expenses claim form or by contacting the Study leave or Business Management Team at NIMDTA on the addresses above.

* Exam expenses are over and above your study leave allowance and study leave payments are paid by bacs directly into your account *

More guidance on Study Leave Policies/desired courses and entitlements can be found on the NIMDTA website at http://www.nimdta.gov.uk/general-practice/gp-specialty-trainees/study-leave/

Annual Leave queries

When you are in a Hospital Post—all Annual Leave and Bank Holiday entitlement is through the Trust so please contact Trust HR for any queries.

In a GP Post—Any Annual Leave/Bank Holiday requests will lie with your employer which will be your practice at the time. If you are querying e.g. 13th July or 27th December as a bank holiday/junior doctor holiday entitlement this will solely depend on whether your practice opens or closes. If it remains open and you want the day off it would have to be taken as Annual Leave with them.

Your Annual Leave entitlement is based around your Point on the Pay Scale. Trainees on StR Point 03 or below of the pay scale are entitled to 25 days paid annual leave per annum for Full Time employment, while trainees on StR Point 04 or above of the pay scale are entitled to 30 days paid annual leave per annum for full time employment.

For any queries on your Annual Leave entitlement in a GP post please contact hr.nimdta@hscni.net or your Practice Manager.

For marriage leave and carers leave please see the Trainee Handbook on the NIMDTA website.

Annual Leave entitlement queries in GP – Please contact hr.nimdta@hscni.net
Payment and Banding queries

If you are in a Hospital Post please speak with HR/Payroll at the Trust for any queries on your salary/tax/banding.

For any queries regarding your salary or banding when in a GP post
Please contact hr.nimdta@hscni.net or call BSO Payroll on 02895362190 or email them at payroll.ssc@hscni.net

BSO Payroll will also assist you with any queries on Tax on your salary which the GP Team cannot do.

Any new starts at GP Practices will need to send across Appointment Forms along with their P45 to payroll.ssc@hscni.net to ensure that their tax code is recorded correctly. This is very important as it can affect how your reimbursements for things such as travel expenses/indemnity are paid if you are put on the wrong tax code.

Maternity Pay - you can get guidance on the steps to follow and dates by emailing hr.nimdta@hscni.net or ringing 02890 400028 or BSO Payroll on 02895 362190
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<tr>
<th>Staff Name</th>
<th>Telephone No.</th>
<th>Area of work / Title</th>
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<tbody>
<tr>
<td>Dr Claire Loughrey</td>
<td></td>
<td>GP Director</td>
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<tr>
<td>Dr Paul Carlisle</td>
<td></td>
<td>GP Specialty Training Associate Directors</td>
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<td>Dr Andrew Leitch</td>
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<td>Dr Michele Stone</td>
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<td>Dr Siobhan McEntee</td>
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<td>Dr Louise Sands</td>
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<td>GP Specialty Training Associate Directors</td>
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<tr>
<td>Dr Nigel Hart</td>
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<td>Associate Director - Quality Improvement</td>
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<tr>
<td>Rebecca Iwanczuk</td>
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<td>GP Training Manager</td>
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<td>Bernie Devlin</td>
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<td>GP Training Coordinator</td>
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<tr>
<td>Caroline Diver</td>
<td>028 90400001</td>
<td>PA to GP Director</td>
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<tr>
<td>Eoin Turley</td>
<td>02890400021</td>
<td>GP Post Allocations, LTFT, Maternity Notifications, GPARTs, OOP</td>
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<td>Elly Farmer</td>
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<td>Lauran Morrow</td>
<td>028 90400032</td>
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<td>Rachel Hawkins</td>
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<td>Pierce Ewing</td>
<td>028 90400020</td>
<td>GP CPD, Non Attendance, ST3 OOHs,</td>
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<td>Rory Kelly</td>
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<td>Kerrie Young</td>
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