



Reimbursement of Expenses for Doctors and Dentists in Training

May 2010

GUIDANCE FOR REIMBURSEMENT OF TRAVEL EXPENSES

Doctors and dentists in training will be reimbursed for all reasonable expenses associated with study leave or attendance at interview.

No claims will be paid unless they are supported by receipts. If a public transport fare or parking cost is being claimed, the trouble must be taken to obtain a receipt.

Claim forms must be returned to NIMDTA within 4 weeks of the costs being incurred. Payment will be made within 30 days of receipt of claim form.

Study Leave

Travel, accommodation and subsistence expenses relating to approved study leave will be paid in accordance with NIMDTA's Study Leave Policy and application procedures.

Expenses for Attendance at Interview

Trainees required to attend for interview will only be reimbursed for reasonable travel expenses and will not be reimbursed for the following:

- travel to pre-interview visits
- accommodation and subsistence expenses
- taxi expenses (see below)

Travel Expenses

Trainees are required to use the most cost effective means possible. The Agency reserves the right to only reimburse the cost of the cheapest fare.

Mode of Travel

By 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.
By Air:	Reimbursement of the cost of an airflight
By Car:	Public Transport Rate of 24p per mile. Mileage must be calculated from either home or place of work, whichever is the shortest.
By Bus:	Reimbursement on the basis of receipt
From Overseas:	Will only be paid from and to the Port of Entry into the United Kingdom.
By taxi:	Taxi fares will <u>not</u> normally be paid