



**FREQUENTLY ASKED  
QUESTIONS**

**Do I detail length of current posting with the Western H & SC Trust as length of current rotational training programme?**

*No. You should detail full length of rotational training programme, for example Foundation Training = 2 Years, Core Training = 2/3 Years or StR Programme = 6 years etc.*

**Can I choose any Hospital for my Nominated Base Place of Work?**

*No. Your nominated base place of work must be a hospital which is most convenient to your home in which have or will work as part of your current rotational training programme. For GP Trainees, your nominated base place of work is NIMDTA.*

**Can I claim the mileage distance from my home to place of work with the Western H&SC Trust?**

*No. You claim the distance in miles from your home to your nominated base place of work and your home to place of work with Western H & SC Trust.*

**Can I proceed to rent outside of the Trust?**

*No. You must always apply for Trust accommodation in the first instance. If the Trust cannot offer accommodation, you may be entitled to rent outside. (Subject to approval from Medical HR)*

**What evidence can I provide as proof of address?**

*Proof of address should be in the form of a utility bill (gas/electricity/ rates etc) or Tenancy Agreement or if you live at home with your parents, a letter to confirm that you are living with them and contributing to the household bills.*

**Are Locum Appointments for Training automatically entitled to claim relocation/excess mileage?**

*No. It depends on your LAT appointment as most appointments are stand-alone posts, appointed to one Trust and therefore excess mileage does not apply. Always check your entitlement with Medical HR in the first instance. You must also ensure that you detail on your application form that you are a LAT appointment.*

**I am employed by Single Lead. How do I claim excess mileage or accommodation expenses?**

*You claim your mileage or accommodation expenses on HRPTS. You then should download a copy of your claim and forward it by email in pdf format to your approver and [DDIT-Travel@hscni.net](mailto:DDIT-Travel@hscni.net) . The approver must e-mail DDIT – Travel advising that your claim has been approved. Upon receipt of this, DDIT-Travel will approve your claim on HRPTS.*

*In order to validate your engine size and registration plate, you should scan a copy of your Vehicle Registration Certificate to [dutyofcare.ssc@hscni.net](mailto:dutyofcare.ssc@hscni.net)*

**I am a Trust Employee, how do I claim excess mileage, accommodation expenses or relocation?**

*You claim your expenses on HRPTS. Once you have submitted your claim, it will appear in your manager's worklist. To ensure your expenses are paid on time, you should let your manager know each time you submit a claim.*

*In order to validate your engine size and registration plate, you should also scan a copy of your Vehicle Registration Certificate to [dutyofcare.ssc@hscni.net](mailto:dutyofcare.ssc@hscni.net)*

**I am required to travel as part of my job to undertake community placement or attend outreach clinics. How do I claim this mileage?**

*Submit your travel expenses on HRPTS using the '**business miles**' drop down. You then should download a copy of your claim and forward it by email in pdf format to your approver and [DDIT-Travel@hscni.net](mailto:DDIT-Travel@hscni.net) . The approver must e-mail DDIT – Travel advising that your claim has been approved. Upon receipt of this, DDIT-Travel will approve your claim on HRPTS.*

**Do I claim business mileage?**

*It depends on the following:*

*If your contract with NIMDTA will last for more than 24 months then you are entitled to claim your travel as business miles which will attract tax on the profit element ( the difference between the amount reimbursed ( based on the cc of your car) and the amount permitted by HMRC).*

*If your contract will be for 24 months or less then you claim rotational junior doctor mileage and this is fully taxed at source.*

**When submitting my mileage, can I claim the miles each month in total?**

*No. You are required to claim each individual journey undertaken during each month.*