

NIMDTA

Northern Ireland

Medical & Dental Training Agency

General Practice Specialty Training



Expenses, Pay & Leave Entitlement

Guidance on Expenses and Pay for GP Trainees

Version 4 (May 2025)
Produced by the GP Specialty Training Team

Travel Expenses

Travel to Courses and Tutorials

Under certain conditions GPSTs are entitled to claim mileage at 24p per mile for attending Tutorials.

If **you use your car** to attend a training course 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 uses their car for an official journey.

Example:

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

Mileage for meetings with your Educational Supervisor are reimbursed at 24p per mile.

GP Home Visits

GPSTs based in a **GP practice** are entitled to claim 40p per mile for **Home Visits**.

Travel between home and GP Practice

Mileage is not claimable from your home to practice and practice to home unless the distance from home to practice exceeds 40 miles (one-way) in which case **the excess mileage above 40 miles can be claimed at 24p per mile**.

Likewise, if the journey distance home from work measured from the practice to home exceeds 40 miles then the excess mileage above 40 miles may be claimed.

In all cases the maximum amount of travel that may be claimed is £300 per month.

To get reimbursed, please upload your **V5 Certificate (logbook)** for your car [here](#).

Once this has been sent, you should then complete and submit a [NIMDTA Expenses form](#).

Petrol receipts are not required.

Your attendance will be checked when we receive the forms so please fill these in correctly.

Please return completed forms to [Business Management Team, NIMDTA](#)

If you are based in a **hospital post** and are required to attend any visits, please follow the guidance found on the [SLE Hub](#) regarding travel claims.



Relocation Expenses

If you are new to Northern Ireland and have been placed in a Hospital Trust, you may be eligible to be reimbursed for relocation expenses, eligibility criteria apply. Please contact the [Single Lead Employer team](#) to explore this further.

If you have been placed in a GP Practice relocation expenses are not reimbursed.

If you are based in a **hospital post**, please refer to the [SLE Hub](#) for more information.

Accommodation expenses

If you are based in a **GP practice** and the one-way distance from home to practice exceeds 40 miles, you may claim partial reimbursement of up to £300 per month for the rental of a house in the practice locality while undertaking your training there.

Please send your rental agreement to the [GP Specialty Team](#) for approval **within 3 months of the agreement start date**.

If approved, the reimbursement will be up to a maximum of £300 per month.

Please note: mileage cannot be claimed when travelling from such a rental property to your place of work.

Expense forms must be submitted within 3 months of the date expense was incurred.

Other expenses

The cost of medical equipment for your “GP Doctor’s Bag” **is not reimbursed**.

Medical Indemnity Reimbursement

Please note:

In Northern Ireland the Clinical Negligence Scheme for General Practice (also known as Crown Indemnity) **does not apply**.

In view of this **all GPSTs who are moving to a training post in a General Practice Setting must set up their own medical indemnity to cover the full scope of practice of all their training activities** (as well as any other non-training roles that they undertake).

This comprehensive indemnity must be in place from the start of the first day of their placement in a GP setting.

When arranging indemnity for your GP training activity, you will be charged a fee from a Medical Defence Organisation (MDO) and NIMDTA will reimburse this.

Indemnity charges relating to any activities that you undertake that are not directly related to your GP training are not eligible for reimbursement.

To claim reimbursement, please complete an [Indemnity Claim Form](#) and send it to [Business Management](#).

On receipt of the appropriate documentation NIMDTA will reimburse the full amount of the claim for indemnity cover for GP training activity up to and including the date of your Certificate of Completion of Training (CCT) or exit from GP training, whichever is sooner.

The reimbursement for indemnity will be via your salary through payroll. You should not be taxed on this reimbursement however if you feel that you have been taxed please contact the payroll query service through the following link: <https://payrollquery.hscni.net/>

For professional reasons, we need to know the exact dates that the Indemnity covers so please ensure this is evident on your claim form.

Please see example letter from one of the Indemnity Providers which we require:

MEDICAL PROTECTION
Victoria House, 2 Victoria Place, Leeds LS11 5AE, UK
DX 12059 Leeds 1
Tel 0800 561 9000
Int +44 (0) 113 243 6436
Fax +44 (0) 113 241 0500

memberhelp@medicalprotection.org
medicalprotection.org



G06R17

09 March 2018

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6.13

Membership number: [REDACTED]

Thank you for contacting Member Services.

The subscription rate for the period 01/08/17 to 31/07/18 is £1,656.00. This subscription reflects 6 months in general practice and 6 months in hospital as a GP registrar.

If you had been employed as a hospital doctor the basic subscription of £48.00 would be applicable. The amount due for reimbursement is therefore £1,608.00.

I hope this clarifies the position for you and will help you obtain a reimbursement. However, if you have any further questions, please contact Member Services on **0800 561 9000**, our lines are open Monday to Friday, 8am to 6.30pm.

Yours sincerely,

Important note:

The reimbursement of medical indemnity costs will cease on the day following your CCT date or upon your exit from the training programme, whichever is sooner. *You must ensure that you have suitable indemnity in place from then on.*

Therefore if the subscription dates on your Indemnity Claim form and/or cover letter extend beyond your CCT date, NIMDTA will reimburse for the indemnity cover required for your GP training activity during your GP training. For example, if your subscription covers 04/08/24 – 03/08/25 but you are due to CCT or exit training on 31/01/25, NIMDTA will only reimburse from 04/08/24 – 31/01/25.

Please note that the hospital element of indemnity costs will be deducted from any reimbursement. You should confirm with your Indemnity Provider how much that deduction will be (see letter above).

Indemnity cover can cost £2,500— £3000 so please ensure you have the money available and are

prepared to pay this.

During certain periods indemnity cover may be suspended and a refund provided by the indemnity organisation. For example during maternity leave or long term sick leave.

If applicable, please check with your indemnity provider whether you are entitled to receive a refund on this basis and if so please inform [Business Management](#).

Study Leave Expenses

All GP regional and locality days are already part of your Study Leave quota so you **do not** need to apply for Study Leave for these. For study leave guidance and how to apply, please [click here](#) or refer to the [Study Leave FAQs](#)

Completed claim forms and relevant receipts should be forwarded to [Business Management](#) 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 Team](#).

Again, expense forms must be submitted within 3 months of the date expense was incurred.

Annual Leave and Special Leave

NIMDTA does not have a role in annual leave approval.

When you are in a hospital post, your leave must be approved and agreed with the Trust.

When in GP practice, your leave must be approved and agreed with your practice.

Your Annual Leave entitlement is based around your Point on the Pay Scale. Please refer to the Absence & Leave section [here](#) for pay scale entitlement. Any other queries relating to annual leave entitlement should go to [SLE](#) who will be able to confirm your quota.

For special leave i.e. marriage leave and carers leave, you will be required to submit a Special Leave application form which can be found under Forms and Policies on the [SLE Hub](#)

Payroll/Tax queries

Timeline for reimbursement:

It can often take up to 30 days for reimbursement requests to be processed and sometimes longer in busy periods.

Expense forms MUST be submitted within 3 months of the date expense was incurred. Failure to do so may result in non-payment.

For any queries regarding your salary/tax/banding please refer to the Payroll section on the [SLE Hub](#)

Changing your postal address/email address—Please let both [GP Specialty Team](#) and [SLE](#) know if your postal address and/or email address change

Please contact BSO payroll directly if your Bank Details change as we cannot update bank details at NIMDTA <https://payrollquery.hscni.net/>

NIMDTA will email your Contract to the Practice Manager after you start in a GP Practice. Changeover is a busy period and these will not get sent immediately so please be patient.

Useful Email Addresses

Business Management Team, NIMDTA	business.management@hscni.net
GP Specialty Team, NIMDTA	gpspecialtytraining.nimdta@hscni.net
Single Lead Employer Team, NIMDTA	SLE-Specialty@hscni.net
Study Leave Team, NIMDTA	studyleave.nimdta@hscni.net