

Trainees in a Hospital Placement

F1 and F2 trainees in a Hospital Based Placement should put their travel expense claims through HRPTS. If they experience any difficulties or need any guidance, they should contact the Single Lead Employer Team on Sle-travel@hscni.net.

Trainees in a GP Placement

F2 trainees while in a GP Placement are entitled to make an excess mileage claim for their daily commutes, for travel to GP Tutorials, for Out of Hours Visits and Patient Home Visits. These excess mileage claims should be submitted to the Foundation Department by submitting a *fully completed* Expense Claim Form & Bank Mandate to foundation.nimdta@hscni.net, stating their Staff Number in the email. If the trainee does not know their Staff Number, they should contact the Single Lead Employer Team on SLE@hscni.net to obtain it before submitting the claim.

In addition, when making an excess mileage claim, F2 GP trainees are required to submit their Vehicle Log Book (V5C). The V5C can be submitted via an online form [Payroll Query Form – PSC Payroll Query \(HSCNI\)](#). NB: Under the *Query Subject* please select TRAVEL DUTY OF CARE. In the form, please include your Staff Number, the Car Registration and the date you want to start claiming from. You will then be able to upload your V5C and submit. **Please do not submit any of your excess mileage claim forms directly via this electronic form, as your expenses still need to come to foundation.nimdta@hscni.net to be approved.**

GP Commute Excess Mileage: Subject to eligibility, Foundation trainees in a GP Placement may be entitled to claim excess mileage in lieu of re-location expenses. In accordance with Paragraph 315 of the Medical & Dental Terms and Conditions, and with the Regional Guidance HSS GEN 1/2010 “mileage that may be paid is the difference between the mileage from home to their designated base of work and the mileage from home to the new place of work”. As detailed within the guidance a reasonable daily travelling distance within Northern Ireland **may be** up to 40 miles (one way) measured using standard mileage charts. Any excess mileage expenses will then be paid at public transport rate, as set out in the current Medical and Dental Pay Circular, up to a maximum total of £300 per month.

GP Tutorial Mileage: F2 trainees in a GP Placement are entitled to claim mileage for attendance at GP Tutorial days. This is paid at public transport rate (as above). Mileage claims are minus the normal commute distance from the trainee home base to the GP Surgery.

Out of Hours Visits: Trainees are entitled to claim mileage at 0.40p per mile and can be claimed in full.

Home Visits: Trainees are entitled to claim mileage at 0.40p per mile and can be claimed in full.

The Excess Claim Form & Bank Mandate can be found [here](#). Travel Claims must be submitted on a month to month basis.

Foundation Finance Guide



NB: Each line in a Mileage Claims Form needs to detail one single journey with one departure location and one arrival location. The journey cannot include additional stops.