

Northern Ireland

General Practice Specialty Training



Expenses, Pay & Leave Entitlement

Guidance on Expenses and Pay for GP Trainees

Version 3 (September 2023)
Produced by the GP Specialty Training Team

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Travel Expenses

Travel to Courses and Tutorials

Trainees are entitled to claim mileage at 0.24p per mile within certain rules, for attending Tutorials.

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 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 0.24p per mile.

GP Home Visits

For trainees based in a **GP practice** you are entitled to claim 0.40p per mile for **Home Visits**.

Travel between home and GP Practice

Mileage is not claimable from your home to practice and practice to home. 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.

In order to get reimbursed you must firstly send in your **V5 Certificate** (Logbook) to dutyofcare.ssc@hscni.net. Once this has been sent, you should then complete and submit a [NIMDTA Expenses form](#). 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.

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

Please note it can take up to 30 days to be reimbursed 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.**

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 Trust, you may be able to be reimbursed for relocation expenses, however there may be an eligibility criterion to apply. Please contact the [Single Lead Employer team](#) to explore this further.

If you have been placed in a GP Practice, it is not currently in NIMDTA's policy to reimburse relocation expenses.

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 distance from home to practice exceeds 40 miles, you may wish to claim for the rental of a house in the practice locality while undertaking your training. Please send your rental agreement to the [GP Specialty Team](#) for approval by the GP Director, **within 3 months of the agreement start date**. If approved, the reimbursement will be up to a maximum of £300 per month.

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.

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

Other expenses

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.

Medical Indemnity Reimbursement

When you move to a GP Post you are required to update your Indemnity Provider as soon as possible.

You will be charged a fee from a Medical Defence Organisation (MDO) and NIMDTA reimburse this. We require an expenses form and details of your repayment either in full or by direct debit. We will only repay in full not monthly as it would be impossible to reimburse each month due to the time lag it takes sending it to payroll. Again, this is via your salary through payroll.

Please be aware that changeover is an extremely busy time and reimbursement will not happen right away so we ask for your patience with this.


We also need to know the exact dates the Indemnity covers you for audit purposes so please ensure this is evident on your claim for. 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 use following link for further advice as NIMDTA do not have access to this information <https://payrollquery.hscni.net/>

Important: Please ensure your indemnity cover is in place prior to commencing your GP post - do not send in the forms for reimbursement until you have started as you will not be reimbursed until you actually commence in practice.

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

member.help@medicalprotection.org
medicalprotection.org

Medical Protection 

G06R17
09 March 2018

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G/S

Membership number: ██████████

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,

As a standard, Indemnity cover should cost at least £1000. When a trainee reaches ST3, the Indemnity cover can increase to around £2,500— £3000 so please ensure you have the money available and are prepared to pay this.

If you are on maternity leave and receive a reimbursement from your Indemnity provider please ensure you inform [Business Management](#).

As with travel expenses, it can take up to 30 days to be reimbursed and sometimes longer in busy periods.

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](#)

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

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