

HEE Thames Valley & Wessex

Feb 2021

Guidance for Travel and Subsistence Expenses incurred as part of approved Study Leave with Study Leave Budget

This guide contains information for Dentists in post-graduate training posts on how to claim back their travel and/or subsistence expenditure incurred whilst participating in an approved study leave event.

Please read these notes carefully before booking travel or accommodation:

- Original receipts should accompany every claim form to verify the authenticity of all expenditure detailed upon it. Claims should be submitted no later than 3 months after the event. Any claims received after the deadline will not be paid. The claims will be submitted on your Trust expenses claim form. Copies of all receipts should be forwarded to your HEE administrator.
- HEE Thames Valley & Wessex expects travel to be on the date the event is scheduled if the venue is less than one hundred miles 'door to door' each way and will not pay accommodation costs if you chose to travel on different dates.

Travel:

You must use the most cost effective transport means possible. HEE Thames Valley and Wessex reserves the right to only reimburse the cost of the cheapest fare.

- By Car: Candidates will be paid at public transport rate of 28p per mile. The shortest practicable route should be taken and car parking fees will be reimbursed on production of receipts.
- By Rail: Supersavers and standard class rail fares only. The most effective fare must be sought. If possible, dental trainees should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit card receipts are not sufficient.
- By Taxi: Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue where public transport is not practical, e.g. time of day. A receipt will be required.
- By Air: Payment for travel by air must not exceed the total cost of travelling by public transport.

Overnight accommodation

- Request for reimbursement of overnight accommodation costs will only be granted for dental trainees who are travelling from a base destination (home, practice, hospital) **more than 100 miles from the venue.**
- Accommodation costs to be covered by HEE Thames Valley and Wessex will be limited to the duration of the event plus one night, either before or after the event dates.
- Overnight costs will be reimbursed up to a **maximum limit of £120.00 per night outside of London and £150 per night within London.**

Subsistence

- For study leave confined to a single day, refreshments and meals are normally included in the event fee.
- In the case of a residential event
 - Evening Meal allowance of £15.00 per day
 - 'Gala' dinners are not covered by the Study Leave Budget

Receipts must be provided for all expenses otherwise your claim will not be processed.

Receipts and certificate of attendance for the study leave activity should be attached individually to the Trust expenses claim. Expenses will be paid via the Trust payroll system. A copy of the receipts and certificate of attendance should be scanned to the DCT or DST HEE TV&W administrator.

Dentists are advised to keep a copy of the form and receipts they submit in case of problem or a query with a payment.