

Health Education England Expense & Privacy Policies

Expenses Policy for Clinicians Interviewing for Medical or Dental Training Programmes	2
Expenses Policy for Candidates Attending Interviews for Medical or Dental Training Programmes (excluding Dental Core and Dental Foundation)	6
Privacy notice.....	9

Expenses Policy for Clinicians Interviewing for Medical or Dental Training Programmes

1. Key Principles

- This policy applies to all consultants interviewing for a medical or dental training programme for a post in England, regardless of specialty or training grade.
- **For recruitment activity taking place in the clinician's home local office area**, claims for reimbursement should be made to the claimant's employer.
- For recruitment activity taking place outside of the clinician's home local office area, claims should be made to Health Education England.
- Panel members from England attending events in Scotland or Wales should claim from their home region in England.
- Recruiters will ensure compliance with this policy and will only reimburse expense claims which fall in line with it.
- Expense claims must be received by the appropriate recruitment team no later than 28 calendar days after attendance at the interview. Claims received after this time will not be processed.
- For all claims (medical and dental) copies of any receipts must be retained.
- Role player expenses are **not** to be claimed using this policy.

2. Travel

Where travel is required, this should be by the most cost effective and appropriate means. Public transport should always be considered first; however, it is recognised that there are times where it is not possible to use public transport.

2.1 Train

- Train tickets should be booked as far in advance as possible.
- Travel should be standard class only, unless a like for like first class ticket can be purchased at a cheaper rate than standard class on the same date/time. In this instance, evidence of this should be attached to the expense claim.

2.2 Travel within London

- Congestion charge **will not** be reimbursed.
- Underground costs will be reimbursed if using an Oyster Card and the card is registered and a printout can be provided; **or**
- Where contactless payment is used and a copy of a bank statement can be provided to show the payment.

- Underground paper *day tickets* will not be reimbursed.

2.3 Taxi

- Taxi fares will only be reimbursed where there are no other forms of public transport to and from the location of the interview.
- If attending Newcastle or Bristol venues, a local taxi fare will be reimbursed due to timing/lack of public transport.

2.4 Flights

- Flights within the UK will only be reimbursed where proof is provided that it is the cheapest mode of transport.
- Flights from outside of the UK **will not** be reimbursed.

2.5 Use of Personal Vehicles

- Mileage will be reimbursed between home address and interview venue and return at 45p per mile.
- Mileage claimed will be checked to ensure that it is correct.
- Parking costs will be reimbursed upon production of a valid receipt or parking ticket.
- Toll fees **will not** be reimbursed.
- Reimbursement of any penalty imposed under the Road Traffic Act incurred whilst travelling to interview **will not** be paid.

3. Subsistence

3.1 Daily Meal Allowance

- Meal allowances are payable where the interviewer is away from their base for more than five hours on official business.
- Where lunch is provided by the recruitment office at the interview venue, a separate claim for lunch allowance is not payable.
- Evening meal allowances can be claimed where the interviewer is away from their base for more than 10 hours, and unable to return to their base or home by 7.00pm.
- Alcohol cannot be claimed.
- Summary of allowances:

Away from base for over 24 hours	Evening meal allowance up to £15.00
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(overnight)	Lunch allowance of up to £5.00 (if not provided) plus Incidental expenses allowance of £4.20. Receipts are required for all items other than incidental element.
Away from base for more than 10 hours and unable to return before 7.00pm	Evening meal allowance up to £15.00 and lunch allowance of up to £5.00 (if not provided) – receipts required.
Away from base for more than 5 hours and more than 5 miles from base	Lunch allowance up to £5.00 (if not provided) – receipts required.
Away from base for less than 5 hours and less than 5 miles from base	No meal allowance payable.

4. Overnight Accommodation

- Overnight accommodation will be reimbursed.
- When booking accommodation, the most cost effective and practical option should be used. The limits set out in this policy are maximum amounts; it is expected that, where possible, accommodation is sourced at a lower rate than the stated limits.
- For overnight accommodation within London, the overnight rate should not exceed £150 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £150/night.
- For overnight accommodation outside of London, the overnight rate should not exceed £120 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £120/night.

5. Summary of Policy

Travel	Rail fare Underground travel; Oyster Card with printout or contactless payment with printout Mileage at a rate of 45p per mile Car parking with receipt Taxi fares will only be reimbursed where there is no public transport
Subsistence	Away from base for 24 hours (overnight): Lunch allowance of up to £5 (if not provided), evening meal allowance of up to £15 and incidental expenses of £4.20

	<p>Away from base for >10 hours and unable to return before 7.00pm: Evening meal allowance of up to £15 and lunch allowance of up to £5 (if not provided)</p> <p>Away from base for >5 hours and >5 miles from base: Daily meal allowance of up to £5 (if not provided)</p> <p>Receipts are required for all except Incidental expenses</p>
Overnight accommodation	<p>Reasonable use of overnight accommodation will be reimbursed, within the limits below:</p> <p>For overnight accommodation within London, the overnight rate should not exceed £150 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £150/night.</p> <p>For overnight accommodation outside of London, the overnight rate should not exceed £120 per night. This can include a separate breakfast where it is not included in your room rate, as long as this does not take your expense over £120/night.</p>
Submission deadline	<p>Expense claims must be received no later than 28 calendar days after attendance at the interview</p>

Expenses Policy for Candidates Attending Interviews for Medical or Dental Training Programmes (excluding Dental Core and Dental Foundation)

1. Key Principles

- This policy applies to all candidates attending an interview for a medical or dental training programme for a post in England, excluding dental core and dental foundation. Candidates attending interviews in England for dental core should refer to the DCT Applicant Guide for clarification on whether they are eligible to claim. If eligible, claims will need to be submitted on paper forms but the rates in this guidance will apply.
- Recruiters will ensure compliance with this policy and will only reimburse expense claims which fall in line with it.
- Expense claims must be submitted to the appropriate recruitment team no later than 28 calendar days after the interview. Claims received after this time will not be processed.
- Applicants should claim from the region where their interview is held. Applicants attending in Scotland or Wales should claim from the respective devolved nation, not HEE.
- For all claims (medical and dental) copies of any receipts must be retained.
- Expenses will only be reimbursed from port of entry to the United Kingdom.

2. Responsibilities of the Claimant

Where possible, the claimant should ensure they book an interview slot that:

- Negates the need for an overnight stay, the night before the interview; and
- Allows for the most cost effective travel options e.g. off peak rail ticket.

Interview candidates must ensure that they travel to their interview in the most cost effective manner.

3. Travel

Where travel is required, this should be by the most cost effective and appropriate means. Public transport should always be considered first; however, it is recognised that there are times where it is not possible to use public transport.

3.1 Train

- Train tickets should be booked as far in advance as possible.
- Travel should be standard class only, unless a first class ticket can be purchased at a cheaper rate than standard class. In this instance, evidence of this should be attached to the expense claim.

3.2 Travel within London

- Congestion charge **will not** be reimbursed.
- Underground costs will be reimbursed if using an Oyster Card and the card is registered and a printout can be provided; **or**
- Where contactless payment is used and a copy of a bank statement can be provided to show the payment.
- Underground paper *day tickets* will **not** be reimbursed.

3.3 Taxi

- Taxi fares will only be reimbursed where there are no other forms of public transport to and from the location of the interview.

3.4 Flights

- Flights within the UK will only be reimbursed where proof is provided that it is the cheapest mode of transport.
- Flights from outside of the UK **will not** be reimbursed.

3.5 Use of Personal Vehicles

- Mileage will be reimbursed between home address and interview venue and return at 28p per mile.
- Recruitment teams will check mileage claimed to ensure that it is correct.
- Parking costs will be reimbursed upon production of a valid receipt or parking ticket.
- Toll fees **will not** be reimbursed.
- Reimbursement of any penalty imposed under the Road Traffic Act incurred whilst travelling to interview **will not** be paid.

4. Subsistence

Subsistence will not be paid.

5. Overnight Accommodation

- When booking accommodation, the most cost effective and practical option should be used. The limits set out in this policy are maximum amounts; it is expected that, where possible, accommodation is sourced at a lower rate than the stated limits.
- Reasonable use of overnight accommodation will be reimbursed, within the limits below.
- For overnight accommodation within London, the overnight rate should not exceed £150 per night.
- For overnight accommodation outside of London, the overnight rate should not exceed £120 per night.

6. Summary of Policy

Travel	Rail fare Underground travel; Oyster Card with printout or contactless payment with printout Mileage at a rate of 28p per mile Car parking with receipt Taxi fares will only be reimbursed where there is no public transport
Subsistence	Subsistence will not be reimbursed
Overnight accommodation	Reasonable use of overnight accommodation will be reimbursed, within the limits below: For overnight accommodation within London, the overnight rate should not exceed £150 per night For overnight accommodation outside of London, the overnight rate should not exceed £120 per night
Submission deadline	Expense claim forms must be received by the appropriate recruitment office no later than 28 calendar days after attendance at the interview

All claims will be reimbursed in pounds sterling.

The claimant is responsible for any bank charges incurred into foreign bank accounts. These **will not** be reimbursed.

Privacy notice

HEE processes your personal data for the purpose of the reimbursement of your expense claims. HEE relies on the legal basis of public task / interest to process your personal data electronically for this purpose. Your personal data may be processed by the third-party supplier of the expenses system, Selenity, however, it will only be accessed as per the terms of the contract i.e. for the purposes of hosting, back-up, implementation and support.

The HEE Privacy Notice can be accessed by clicking on the link below:

<https://www.hee.nhs.uk/about/privacy-notice>