

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND PROVIDE THE INFORMATION AS DETAILED. ANY MISSING INFORMATION WILL RESULT IN YOUR CLAIM BEING RETURNED AND DELAYED FOR PROCESSING.

Dear Doctor,

During your training there may be occasions where you will be eligible to make a claim for travel expenses which will include travel to and from your placement base. To ensure any claims can be processed accurately for you please ensure the following is completed. Further guidance is included below.

Excess Travel Assessment

The attached forms must be completed and returned for assessment and authorisation via [HR Service Now](#). Please note a physical signature is required by expenses on these documents instead of typing your name. The following must be included on the one email for full assessment:-

Item	Checklist
Excess Travel Form	
Authorised Car User Form	
Certificate of Car Insurance with 'Commute to Work' and 'Business Cover' if applicable. Please note proposals or Schedules will not be accepted.	
Full Driving Licence	
Driving License Summary from DVLA	
Copy of MOT Certificate if applicable	

ADDITIONAL GUIDANCE

Excess Travel Form

You are entitled to claim excess travel costs when you are on placement where your base has changed in the interests of service or for your training. You must include all information within this form. Current 'Public Transport Rates' will be paid.

For the purposes of payment of excess travel, when on placement in NHS Lanarkshire, a doctor in training will have Glasgow Royal Infirmary as their base. GP Trainees will choose either Glasgow Royal Infirmary or the GP Practice they are aligned to.

Authorised Car User Form

All information must be completed and all additional information required will be checked against this i.e. Full Driving Licence, Insurance, MOT.

Certificate of Car Insurance

Evidence of your car insurance must be provided including the provision for 'Commute to Work'. If you are required to travel to other NHS sites during the course of your working day e.g. clinics in other hospitals your car insurance must include 'Business Cover'.

Driving License Summary from DVLA

- Provide a print-out from the DVLA website to give an accurate account of any endorsements using the following:-
 1. Click on the following link - <https://www.gov.uk/view-driving-licence>
 2. Enter your Driving Licence number, National Insurance number and Postcode.
 3. Click on the box that you 'agree to access the online service' and then 'View Now'
 4. Click on the tab that says 'Get Your Check Code'
 5. Click 'Get a Code'
 6. Underneath the code click on 'Print or Save a driving summary' – Provide the **printout by email**.

Non-Car User

If you do not have a car and travel by public transport you will still be assessed in line with the mileage for eligibility. The cost of travel from home to base will be deducted with the difference being the excess. For example where a monthly train ticket is purchased you would calculate the cost of travel from home to base and deduct this from the cost. The difference will be the excess.

Timescales for Processing

You will be aware that over junior doctor's rotation period we will be dealing with a high number of applications at a time where we will also be prioritising the recruitment and on-boarding of Doctors and Dentists in Training. We will aim to process your application within 15 working days. To allow us to prioritise this work please avoid chasing a response to your application until after the 15 working days.

To avoid any delays, it is important that you include all information required at the first application, by email.

- Where information is missing it will not be possible to action your application and it will be returned.
- Your original application will be deleted and ALL information required must be resubmitted on the one email.
- Fully completed applications will be prioritised.
- On receipt of all completed information your excess mileage will be confirmed to you by email.

PLEASE ENSURE THE FORMS ARE RETURNED IN LINE WITH THE GUIDANCE ABOVE.