**Accessing Leave and Claiming Training Related Expenses**

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Being a doctor in training can be a busy and demanding time. There are many things to consider, from managing your rota to completing your portfolio. It can be easy to forget about the leave and expenses that are available to you to help you make the most of your training.

In this article, I will outline the different types of leave and expenses that are available to trainees in the Yorkshire region. I will also provide some tips on how to access them.

**Study Leave**

Study leave is available to all trainees to allow you to attend training courses and events. Applying for study leave can be a tricky process. A good first step would be to refer to this link: [ALM Information for Trainees | Health Education Yorkshire and Humber (yorksandhumberdeanery.nhs.uk)](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave/alm-pilot-information-trainees)

The BMA shares clears guidance on how many days you are allowed in a year and gives clear definitions of what you can use your study leave allowance for: <https://www.bma.org.uk/pay-and-contracts/leave/study-professional-and-special-leave/study-professional-and-special-leave>

**Training Expenses – travel and courses/conferences**

Expenses on events such as courses and conference  can only be submitted after the event and must be submitted using the local trust expenses system (not via ALM). Medical Education will check that a study leave application has been approved before authorising expenses and will record the amount reimbursed against the application on ALM. Expense claims must be submitted within 6 weeks of the event taking place.

Trainees can also claim for mileage to and from work. Please check with your local HR/Medical Education team for the mileage rate and details on how to submit these claims. It would be worth clarifying what type of car insurance you would need in order for you to claim for business mileage.

Ensure that you email your local medical education team for instructions on how to claim reimbursement for your expenses and clarify when you would expect for it to be reflected in your payslip.

**Professional Leave**

Professional leave is available for trainees to undertake activities that are not directly related to their training curriculum.

Similar to study leave, it is important to check with your local medical education team on the processes of how and when to apply for this.

For example, as a wider trainee forum member, you would take professional leave, rather than study leave to attend the wider forum meetings.

**Relocation Expenses**

As a trainee, moving across different regions can come at a huge financial cost. If you are expecting a move, you may consider contacting the HR department of the trust that you are moving to, asking for their relocation policy.

Every trust differs, hence it is important to clarify what claiming these expenses would entail. You may be expected to show proof of a few different quotations for the move in order to access this through your local HR team.

**Conclusion**

I hope this article has provided you with some information about the leave and expenses that are available to you as a trainee in the Yorkshire region. If you have any questions, please do not hesitate to contact your local medical education team.

Tips for accessing leave and expenses

* Make sure you are aware of the different types of leave and expenses that are available to you.
* Read the guidance carefully before you apply for leave or expenses.
* Submit your application forms in a timely manner.
* Keep all your receipts and other supporting documentation.
* Be clear and concise when you are writing your claim forms.
* If you have any questions, do not hesitate to contact your local medical education team.