

Excess Travel Payments for Foundation and Specialty Trainees

Base Hospital Definition

For Foundation Trainees:

The base hospital is the hospital closest to the trainee's primary home or residence which is part of the trainee's 2-year fixed programme, effective from when the trainee starts their Foundation programme. e.g. Rotations between Leeds and Bradford, but live in Leeds – base hospital trust would be LTHT for the 2-year programme.

For Specialty Trainees:

The base hospital is the hospital closest to the trainee's primary home or residence which is part of the trainee's specialty rotation. (Effective from 1 October 2014.)

Excess travel can be claimed for the additional distance travelled from home to furthest hospital, less home to base hospital.

Individual employers are responsible for reimbursement of trainee excess travel, relocation and removal expenses, in line with local employer policies. However, excess travel can only be claimed for 1 year of the 2-year Foundation training programme.

Excess travel paid to Foundation trainees can be recovered from HEE YH via the monthly Trust reimbursement process (Curriculum Delivery Spreadsheet).

Local Education Providers (LEPs) are required to send a monthly Curriculum Delivery spreadsheet which must include, as a minimum, the following:

- Name of Trainee
- Level of Trainee
- Specialty of Trainee
- Type of Claim (ie Excess Travel, Removal, etc)
- Amount

The spreadsheet should be sent monthly from LEPs to reimbursement@yh.hee.nhs.uk and should be received by the 15th of each month (for reimbursement of activity relating to the previous month).