

# Relocation and Travel Expenses

## Guidance document

Yorkshire and the Humber Deanery

Workforce Training and Education, Northeast and Yorkshire, NHS England



Name of Document		Relocation and Travel Expenses - arrangements for Doctors & Dentists in Training	
Category		Guidance <b>This guidance is applicable to all doctors and dentists in training in Yorkshire and the Humber</b>	
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1	April 2024	Katie Cobb	Creation of local guidance, reflecting national NHSE policy.
2	January 2026	Chloe Anderson	SOP reviewed no changes made.

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## Document Status


This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

## 1. Purpose of the Guidance

### 1.1 Scope

NHS England Workforce, Training and Education in Yorkshire and Humber (NHSE WTE YH) is responsible for providing all postgraduate doctors, dentists and public health practitioners in training (PGDiTs) within the region with assistance for relocation expenses, including removal or excess mileage.

The NHS England approach to relocation and excess travel is set out in the  **National Relocation and Excess Travel Framework**, which specifies the scenarios in which PGDiTs are eligible to reclaim costs for relocation and excess mileage from NHS England, together with the total amount that can be claimed across the lifetime of training.

## 1.2 Roles and responsibilities

Individual employers are responsible for reimbursement of excess travel, relocation and removal expenses, in line with local employer policies.

It is the responsibility of the doctor or dentist in training to check that they are eligible for reimbursement prior to expenditure.

## 2. Application process and deadlines

PGDiTs should apply for reimbursement via their employing Trust, who manage local application procedures.

When claiming relocation costs, PGDiTs should submit actual expense claims via their local application process within three months of the expenditure having occurred.

Where a PGDiT submits a claim that does not comply with these time limits, it is at the discretion of their employer as to whether it will be accepted.

## 3. Exceptional Circumstances

Where a PGDiT has exceptional circumstances that they believe may warrant the framework to be applied more flexibly, they are encouraged to submit a request for exceptional circumstances via the [Trainee Request for Exceptional Circumstances for Relocation and Travel Expenses form](#). PGDiTs should provide as much detail as possible.

Once an exceptional circumstances request is received, the NHSE YH Reimbursement Team may contact the doctor or dentist in training or the employing Trust to request further information, if more detail is required before a decision can be made.

The outcome of the exceptional circumstance request will usually be delivered within two weeks of receipt and will be sent to the PGDiT and their employing Trust's reimbursement contact via email, to ensure that all relevant parties are aware of the decision.

## 4. Appeals

Doctors and dentists have the right to appeal should they feel that policy has not been applied correctly.

To submit an appeal, the PGDiT should state their case in writing by contacting the [Reimbursement Team](#). The appeal will be reviewed by the Postgraduate Dean, or their designated Deputy.

The outcome of the appeal will usually be delivered within four weeks of receipt and will be sent to the PGDiT and their employing Trust's reimbursement contact via email, to ensure that all relevant parties are aware of the decision.

The appeal process has one stage only, and the outcome decision is final.

## **5. Equality Impact Assessment (EIA)**

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

## **6. References**

[National Relocation and Excess Travel Framework](#)