***Doctors in Training –***

***Guidance for Assistance with Accommodation, Relocation or Excess Mileage***

***(May 2021)***

This information has been produced as a quick summary guide of the key aspects of the scheme and should be read in conjunction with the HEE November 2020 guidance which is available at the following link:

[HEE scheme Nov 2020](https://www.eastmidlandsdeanery.nhs.uk/sites/default/files/hee_national_relocation_framework_final_1_november_2020.pdf)

Applicants should ensure that their application meets the HEE guidance or their claim may not be approved.

This guidance is subject to change in line with Trust processes or changes to the HEE scheme.

**Who can claim?**

* Medical Trainees from Foundation Year one onwards, including trainees in academic training programmes.
* Dental Trainees from Dental Core Training onwards including trainees in academic training programmes.
* (GPs – please see notes further down for specific details).

**What allowance is available?**

* Maximum of £10 000 for the entire period of postgraduate training, this is not proportioned for trainees working less than full time.

**What can be claimed?**

You can claim for the following (subject to specific criteria which are detailed in the HEE guidance):

* Costs of house sale / purchase
* Excess mileage
* Removal expenses
* Support towards cost of accommodation
* Other expenses such as temporary accommodation, storage costs etc.

You will also need to provide information to support your claim, without which your claim may not be processed.

**How to apply**

* Complete your application form and email with the required information to support your application to: [DoctorsRelocation@ULH.nhs.uk](mailto:DoctorsRelocation@ULH.nhs.uk)
* If you are applying for accommodation **as well** as sending your form and evidence to the above address you will also need to apply via the Progress Living website at [www.progressliving.org.uk](http://www.progressliving.org.uk).
* You may find it useful to have your application approved before applying to Progress Living so that you are aware of the value of any Trust contribution before you decide on your accommodation type.

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| **House sale / purchase** |
| * Can claim for expenses relating to house sale and purchase, removal of furniture and effects and accommodation search. * Need to relocate primary residence at least 30 miles from old residence. * New residence needs to be within reasonable commute (20 miles radius each way) of majority of placements in the training programme. * You are advised to check that the house you intend to purchase meets the criteria detailed in the HEE scheme prior to incurring the expenditure or you may be liable for the costs. * Information required to support your application: copies of all receipts clearly detailing the expenses. |
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| **Excess mileage** |
| * Can be claimed where primary residence to place of work is more than 20 miles each way. * Claims are paid for cost of mileage for home to work minus 17 miles (for example if home address is 25 miles away can claim for 8 miles) * Information required to support your application: evidence of primary residence such as mortgage statement/ tenancy agreement and utility bill (dated within the last 3 months) / driving licence. These must clearly show your primary residence address and name. |
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| **Removal expenses** |
| * Expenses relating for purchase of first property, or where moving from one rental property to another. * Need to relocate primary residence at least 30 miles from old residence and within a reasonable commute to the majority of placements on programme (typically 20 miles). * Claims are subject to provision of three quotes and will be paid at the lowest quote to a maximum of £500. Any value over the £500 limit will need to be funded by the individual. * Can also claim for expenses relating to search for accommodation (see HEE guidance for more information). * Information required to support your application: 3 quotes clearly detailing your name and the address the belongings are being moved from and to plus receipt / copy of bank statement detailing payment of lowest quote. For accommodation search receipts for hotels etc and evidence of home address such as mortgage statement, utility bill (dated within last 3 months), driving licence, tenancy agreement or mortgage statement. |
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| **Support towards cost of accommodation** |
| * Can be claimed where primary residence is more than 35 miles away from usual place of work. * Support provided to maximum of £735 per month (this includes the cost of mileage for a round trip home each week). * Cost of the mileage for a round trip home each week is deducted from the £735 maximum monthly allowance, the remaining amount can be used to fund accommodation. * Applications for accommodation should be made via Progress Living. If accommodation is unavailable via them applications for private rental be considered. * Information required to support your application: Evidence of primary residence such as mortgage statement / tenancy agreement and utility bill (dated within the last 3 months) / driving licence. You must be liable for the tenancy / mortgage of the primary residence, which should not be a rental agreement whereby a parent / family member is landlord. |
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| **Other expenses such as temporary accommodation, storage costs etc** |
| * Can also claim for other expenses relating to moving to take up placement at the Trust. * Please refer to the HEE scheme for more information. * You are advised to check your specific circumstances and the information you need to provide before submitting your application. |

**Tax implications**

The allowance is exempt from income tax if used for relocation / removal or associated expenses, however, excess mileage and claims for mileage for trips to primary residence are taxable and so part of the allowance may be taxed if used for this type of expense.

**Arrangements for GPs**

Assistance with accommodation will be provided during rotational periods whilst you are a ULH employee. If you rotate outside of the Trust (and you are therefore not an employee of ULH anymore) and you choose to continue to reside in trust provided accommodation, you will be liable for rental costs. For example, if you are undertaking a rotation in A&E, as an employee of ULH you will be eligible for assistance under the HEE scheme. However, if you undertake a rotation within a GP practice, you will not be an employee of ULH and will need to cover the cost of your rent yourself. You may be able to claim via your new employer and should check with them.

**Lead Employer GPs**

GPs employed via the lead employer scheme should submit their application to their employer as ULH will be unable to process them. For St Helen’s & Knowsley, copies of the application form and accompanying information is available at the following website:

[sharedservices.sthk.nhs.uk/hee-west-midlands/](https://sharedservices.sthk.nhs.uk/hee-west-midlands/)

**For more information**

If you require more information please refer to the application form, the HEE scheme (available at the link at the top of this document) or email any queries to the following address: Doctors[Relocation@ULH.nhs.uk](mailto:Relocation@ULH.nhs.uk)