Excess mileage, Relocation and Accommodation Procedure

Excess mileage

In the first instance the Resident doctor needs to complete an approval form and return to studyleave@mededcoventry.com.

Excess mileage is calculated using AA routeplanner – If your home to work journey exceeds 17 miles each way. For claiming mileage you need to complete a separate double sided claim form detailing all the shifts you have worked during that month. Excess mileage is calculated on the shortest home to work journey irrespective of the way you choose to come to work. If claiming car park fees (ie. if travelling between sites) then a receipt will need to be provided, but these can be added to the monthly claim form. You are unable to claim for the UHCW (ISS) monthly parking pass.

Relocation

For example, if you are required to move to an area for training purposes, you can claim removal costs. You will be required to obtain 3 quotes and a receipt from the company you have chosen to use. If you hire a van and move yourself, you can claim for this but must have receipts and show the associated mileage. If you are renting a room for the period of your training you can also claim this, but you will need to complete an expense claim form and provide a receipt monthly.

Accommodation

The hospital does not supply accommodation, but in instances of i.e. working late shifts and you are unable to travel home due to tiredness/no public transport, you can stay in a hotel – this can also be claimed on the monthly expense form with a receipt provided. This **only** applies when you are working late due to your training rota and not if you are doing locum shifts where you are already receiving additional payment.