

SECTION 39: CLAIMING FOR TRAVEL EXPENSES

There are two routes of entry into the Course, one for trainees who originate from within the EU, and the other for those who are based outside the EU. Although all trainees follow exactly the same programme, there is a difference in employment status. Students from the EU are funded by NHS London and are employed through the NHS); those trainees from outside the EU will have alternative sources of funding, and are not employed by the NHS.

We are only able to pay travel expenses for trainees who are employed through the NHS.

General information about travel claims and benefits

You can claim for travel within the northern part of the London SHA Region, or for travel to a placement outside this area to which you have been allocated by the Course. If you are undertaking travel outside of the Region for other reasons you should discuss this with the Clinical Placement Coordinator to check whether you can make a claim.

You can claim for all forms of transport:

- public transport
- bicycle
- car/motorbike

You can also claim for parking if you need to use a car while carrying out clinical duties, or the placement is inaccessible or very difficult to reach by public transport (i.e. where there is a requirement to use a car in order to carry out your clinical duties).

You can only claim for the London Congestion Charge if your clinical duties require you to travel by car within the charging zone. This means that you cannot claim the charge simply because your placement lies within the zone.

Taxis

In line with standard NHS practice, you are NOT entitled to claim for taxis. This ruling is varied only under exceptional circumstance, and is never varied retrospectively. If supervisors suggest clinical work that involves taking a taxi, clear this with the college first; it is very unlikely that we would agree to pay.

In special circumstances we will consider paying for travel by taxi if this is justified *in advance*, and where it is clear that public transport is not an option. Examples include individuals with a disability or injury that makes tube/bus access difficult or impossible.

Travel connected to research

The principles that govern claims for travel for research purposes are essentially the same as for placement-related travel. However, your placement supervisor is not in a position to authenticate travel linked to research. As such, you should submit claims separately from placement travel (but using the same travel form) to the Clinical Placement Coordinator (after which it will be signed-off by Katrina Scior).

Travel outside the region for thesis research purposes is not automatically funded (because your contract with the NHS only covers travel within the region). For this reason, you will need to include the estimated cost of research related travel in the [Proposal for Research Expenses Form](#), submitted at the start of term 2 of the 2nd year. Your internal supervisor will need to approve the costings and sign the form before this is passed to the Research Committee for approval. For example, a one-off visit to a site close to London may well be funded, but this may not be the case for research that requires repeated long-distance visits for data collection.

Bicycle Salary Sacrifice Scheme

Eligible Trust staff may be able to purchase a bicycle from participating stores up to the value of £1000. Staff can then make repayments over a 12 month period through monthly salary deductions. For further details, contact C&I HR on 020 3317 7081.

Principles underpinning travel claims

1) The NHS does not pay its staff to travel to their place of work (usually referred to as their 'base').

For the purpose of calculating travel claims, a trainee's base is the college they attend. So - in everything that follows, 'base' means UCL.

You are not paid travel expenses for your travel to and from UCL. This is because UCL is your base - as above, the NHS does not pay you to travel to your place of work.

2) The NHS *does* pay employees travel expenses when they are 'out of pocket' as a consequence of carrying out their regular duties.

Although attendance at college is also part of regular duties, for the purposes of calculating travel claims the focus is on travel to placement.

The basic question is whether you are spending more to travel to placement than you would to travel to base (i.e. whether you are 'out of pocket' as a consequence of carrying out your duties).

Calculating your entitlement to travel expenses – the ‘out-of-pocket’ test

Calculating travel expenses involves determining whether you are ‘out of pocket’. If you are, you can claim the *additional* expense; if you aren’t, you cannot make a claim.

The basic principle is very straightforward:

- 1) Calculate the actual daily cost of travel from home to college (‘base’), based on using your usual mode of transport
- 2) Calculate the actual daily cost of travel from home to placement, based on using your usual mode of transport

If (2) is greater than (1) you are out of pocket, and you can claim the additional amount you are spending to get to placement. For example, if travelling to placement costs £6 a day and travel to UCL costs £4 then you can claim £2.

Putting this into practice

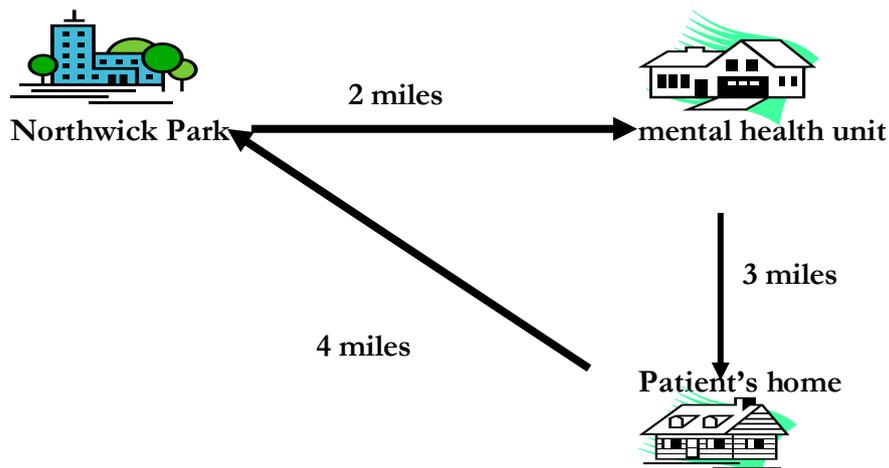
In outline the ‘out of pocket’ principle is fairly straightforward, and most trainees should have little difficulty calculating their entitlement. However, there are circumstances where it can be a little more complicated; the examples that follow cover most eventualities. Before looking at these, it is helpful to consider some more principles.

- 1) Usually the journeys you compare in the ‘out of pocket’ test should be a ‘like-for-like’ comparison (i.e. comparing the same mode of transport and the same basis for calculating fares or mileages).
- 2) If the journeys being compared do not use the same mode of transport there needs to be a reason for this. For example, it would be very unusual to travel to UCL by car, but it might be sensible to use your car to travel to placement. If this is the case you can compare the cost of a tube journey to UCL with a car journey to placement.
- 3) All calculations should be honest reflections of travel costs from home to base. There is an important principle: you should not artificially manipulate the ‘out of pocket’ test order to minimise the cost of home-base travel (with an eye to ensuring that home to placement travel costs exceed home to base costs). For example, you should not carry out the ‘out of pocket’ test by:
 - comparing the cost of a bus journey from home to base with the price of a tube journey from home to placement if (in fact) you do not normally take a bus, or taking a bus would take so much longer than the tube trip that it is impractical
 - calculating home to base travel costs as zero because you walk and contrasting this with a tube journey to placement – unless you live very close indeed to base, walking every day is not very likely
 - comparing the home-base costs of car-pooling with one or more colleagues with the cost of an individual driver taking a car journey from home to placement – like-for-like means calculating the rates on the basis of one person driving both journeys
- 4) There might be circumstances where someone has a home-base travel cost that is genuinely low. For example, they might live close enough to UCL to walk, or their usual mode of transport to college is by bicycle, while home-placement travel is undertaken by tube. If this is the case the trainee should advise college so that their forms are not misconstrued by UCL or by NHS Trust auditors as an attempt to artificially manipulate the claim (as in (3) immediately above).

Adding the cost of travel once you are on placement

Once you have arrived at placement there may well be journeys that you undertake in order to fulfil your clinical duties. You are eligible to be paid in full for this travel (though if you are travelling on public transport there will be a cap on payment, as described below).

The easiest example is to think how this works for a car or bike journey. Your placement is at Northwick Park, and you are travelling by car. During the day you travel 2 miles to a mental health unit. From there you visit a patient at their home, and then return to Northwick Park. You can claim in full for all this travel – it would be 2 + 3 + 4 miles = 9 miles.



If you are making this claim on public transport the same principle applies, but you need to remember that if you are using public transport the actual cost of travel is capped - whether you are using an Oyster travel card or an Oyster pay as you go card there is a daily cap (equivalent to the cost of a daily travel card).

This means that you cannot make a claim for any one day that exceeds the daily cap. This might seem obvious, but consider the following:

A trainee lives in Brixton and is on placement in Edgware. Let's assume that they are using an Oyster pay as you go card:

Brixton – Goodge Street (i.e. to UCL)	£2.50
Brixton – Edgware	£4.10
	Daily out of pocket expense @ £1.60 each way = £3.20

Once they arrive on placement they can claim back the actual cost of clinically-related travel (for example, travel to a local clinic, or to a client's home, and so on). However, they are travelling on an Oyster card, so the *actual* cost of the whole day's travel cannot be greater than the daily cap (since this is the maximum amount that they would be charged). Just to make this clearer with a slightly unlikely scenario:

After the trainee above arrives at Edgware they make 5 return journeys to Colindale on the tube. Computed individually at the pay as you go rate, each journey costs £1.40 single, so *in theory* that adds up to £14.00.

When this trainee makes a claim for the day, they might think that they can claim their out of pocket expense for travel from home to placement (£3.20), plus £14 for travel once they arrive on placement, making a total claim of £17.20.

However, the daily cap (which, in reality, is what determines their actual spend for that day's travel) for zones 1-5 (including peak time travel) is £15.80¹, so that is the maximum that can be claimed (because that is also the maximum that the trainee would have actually spent).

Travel Cards (Oyster weekly/monthly/annual)

You cannot base a travel claim on the use of a weekly/monthly/annual Oyster travel card. The reason for this is that these cards allow you to travel at evenings and weekends, and the NHS travel regulations make it clear that this 'benefit in kind' is not permissible (this follows from the principle that the NHS will not pay for your travel on non-NHS business).

You can purchase a travel card and use it to travel from home to UCL. In many cases this card will cover travel from home to placement, and hence trainees are not 'out of pocket', and will not submit a travel claim.

If travel to placement means that the "home to placement" journey is longer than the journey from "home to UCL", you should not purchase a travel card that covers this additional distance. An example should make this clearer.

Imagine you live in Brixton (Zone 2) and have a weekly travel card for zone 1-2 (which covers your travel to UCL). You are then allocated a placement in Edgware (Zone 5).

Purchasing a Zone 1-5 travel card is not advised, as you will not be able to use this to compute travel claims. Instead you should continue to purchase a zone 1-2 travel card and follow the instructions immediately below.

Computing the out of pocket test when you have a travel card used for travel from home to UCL

Oyster Travel Cards allow you to travel within a set number of zones (e.g. Zone 1 to 3). If you travel beyond these zones then the Oyster card automatically adds an extension fare, and this is recorded on the printouts you can obtain from tube travel offices/your online account (these printouts then constitute evidence of travel when you submit your claim).

So actually the procedure is quite simple. If you have an Oyster travel card that covers you for travel between home-UCL, and travel to your placement involves travel outside the zones covered by the travel card, the claim you make is for the extension fare.

Again, imagine you live in Brixton (Zone 2) and have a weekly travel card for zone 1-2 (which covers your travel to UCL). You are on placement in Edgware (Zone 5), and use your travel card for this journey. This means that on the days you travel to placement you are automatically charged the extension fare. This extension fare can be claimed as your 'out of pocket' expense (and as it will appear on printouts of your Oyster travel this will constitute the receipt you need to submit with your claim).

¹ Up to date details of PAYG fare capping can be found at <https://tfl.gov.uk/fares-and-payments/oyster/using-oyster/price-capping>. Other stated Oyster costs in this document are for example only; up to date costs can be found at <https://tfl.gov.uk/fares-and-payments/fares>

Examples of claims

The examples that follow demonstrate how you compute a claim. Although the focus is on tube and car journeys, claims for other forms of transport are based on the same principles.

The examples show that there are different ways of computing the “out of pocket” test, and you will notice that different comparisons come up with different results for the out of pocket test. This might seem a little confusing, but usually it reflects the different pricing systems for travel cards and pay-as-you-go tickets.

We expect trainees to make use of tickets that result in the lowest price for journeys, so you will need to justify claims based on using of tickets which result in more expense than an obvious alternative.

Home Tufnell Park, placement Edgware Community Hospital Oyster pay as you go

		usual method of travel	Oyster pay as you go return fares (peak time)	out of pocket test	Claim per day
Home – Base	Tufnell Park – Goodge St	Tube	£4.60	Travel to placement is 20 pence cheaper per day	No Claim
Home – Placement	Tufnell Park – Edgware Community Hospital	Tube	£4.40		

Home Tufnell Park, placement Edgware Community Hospital comparing costs of tube to cost of car journey

		usual method of travel	Oyster pay as you go return fares (peak time)	out of pocket test	Claim per day
Home – Base	Tufnell Park – Goodge St	Tube Zone 2- Zone 1	£4.60	Travel to placement is 52 pence cheaper per day	No Claim
Home – Placement	Tufnell Park – Edgware Community Hospital	Driving (8.5 miles each way = 17 miles @ 0.24 per mile) = £4.08	£4.08		

Home Oval, placement Northwick Park comparing Oyster pay as you go

		usual method of travel	Oyster pay as you go return fares (peak time)	out of pocket test	Claim per day
Home – Base	Oval – Goodge St	Zone 2- Zone 1	£4.60	Travel to placement is £1.60 more per day	£1.60
Home – Placement	Oval – Northwick Park	Zone 2 to Zone 4 (via Zone 1)	£6.20		

Home Oval, placement Northwick Park comparing costs of tube to cost of car journey

		usual method of travel	Oyster pay as you go return fares (peak time)	out of pocket test	Claim per day
Home – Base	Oval – Goodge St	Zone 2- Zone 1	£4.60	Travel to placement is £2.36 pence more per day	£2.36
Home – Placement	Oval – Northwick Park	Driving (14.5 miles each way = 29 miles @ 0.24 per mile) = £6.96	£6.96		

Making Claims

Blank claim forms are downloadable from the DCLinPsy Course website.

You need to submit two forms:

- a) An “out-of-pocket’ claim form (so that we can be clear how what you are claiming for has been computed)
- b) A claim form, signed off by yourself and placement supervisor (or in the case of research claims, your research supervisor)

a) “Out-of-pocket’ calculation: This form is self-explanatory. The space for notes allows you to explain any non-standard aspects of the journey.

b) Claim form: The example shows where the various costing are entered. The term ‘excess’ refers to the out-of pocket’ calculation.

If you are claiming mileage rather than a fare the same principle applies – enter the actual mileage and the “excess” cost.

Once you have entered the details of a regular journey you can save time by referring to this as ‘journey 1’ or ‘journey 2’ (as has been done in the example).

Two completed examples of both forms follow. The second of these shows how to put in a claim form for a car. Because the out-of-pocket test in this example is not computed using ‘like-for-like’ modes of travel it is tricky to register the basis for the claim on the form – for that reason (as in the example) you should write in a note referring to the out of pocket test form.

Frequency of submissions

Travel claims should be submitted monthly, via email, to placements-admin@ucl.ac.uk, by no later than 10am on the 5th of each month. If the 5th falls on a weekend/public holiday, then your claim should be received by no later than 10am on the Friday before.

Late claims: We expect trainees to submit forms monthly. If you submit claims which cover a period longer than one month you will need to explain in writing why the claim has been

delayed. Claims backdated for longer than 3 months will not usually be passed to Camden and Islington unless there is a compelling reason for the delay.

Countersigning of travel forms

Your placement supervisor must countersign your travel form for placement related travel before it is handed in to college. When they do this they are officially confirming that you have undertaken the journeys for which you are making a claim (there is a space for this at the bottom of the form).

Entering all the required fields

You must enter all the relevant fields, including the totals (otherwise we will return the form).

Travel rates for cars, motorcycles and bicycles

Current rates are:

Car	24 pence per mile
Motorbike	up to 125 cc – 17.8 pence per mile; over 125 cc – 27.8p per mile
Bicycle	20 pence per mile

Receipts

You need to include receipts for all journeys made by public transport. These receipts should match the actual journeys you have undertaken (and hence there needs to be a match between the out of pocket test and your receipts).

You can obtain a printout of your history of purchase/travel using an Oyster Card from any Underground ticket office, or via your online Oyster account.

We expect evidence of travel for at least a proportion of journeys, and forms claiming for multiple public transport journeys but with no accompanying receipts may not be accepted.

Where relevant you will need to keep, and submit, receipts for parking with your claim.

Fraudulent claims

Submission of a fraudulent claim is a serious matter, and under some circumstances can lead to dismissal and potentially prosecution.

We check all claims carefully, and they are audited by Camden and Islington. Although it might be tempting to embellish claims, you should be aware that the potential consequences far outweigh any possible financial gain.

Example of “Out of pocket test” form

Trainee name	John Smith
Trainee cohort	2009
Home (including postcode)	37 Tooting High Street, SW17 0SU
Placement (including postcode)	St Ann’s Hospital, St Ann’s Road, Tottenham, N15 3TH

Out of pocket test

	usual method of travel	full details of journey (inc tube stations and zones)	usual ticket types/ mileage	cost per day	out of pocket test	Claim per day
Home to UCL	Tube	Tooting Broadway – Goodge St, zones 1-3	Pay as you go £5.40 a day	£5.40		
Home to Placement	Tube + Bus	Tooting Broadway – Seven Sisters (zone 3) Bus Seven Sisters to St Ann’s	Pay as you go £5.40 Bus £1.20 each way	£7.80	£2.40	£2.40

Notes

Sample Travel Subsistence Expenses Claim Form

CAMDEN AND ISLINGTON NHS FOUNDATION TRUST EXPENSE CLAIM FORM

Payroll number: XXXXXXXXXX		Job title: Trainee Clinical Psychologist			Band / Grade: 6				
Mr/Mrs/Miss/Ms : Mr		Surname: Smith		First Name: John					
Department: UCL		Car Details (Make, Model, Engine Size, Registration Number):							
Home Address: 37 Tooting High Street, SW17 0SU			Base: UCL		Placement: St Ann's Hospital, St Ann's Road, Tottenham, N15 3TH				
Mode of transport from home to base: Tube	Mileage from home to base (if claiming mileage):	Public transport rate from home to base (if claiming tube/bus/rail fares): £5.40	Please note that excess travel claims are eligible for re imbursement. Claimants may only claim for any work related travel which exceeds their usual home to base travel costs. The difference in mileage / cost may be claimed.						
EXPENSES DETAILS									
Details of journey / expenses To submit on a monthly basis		Expenses Receipts to be attached					Additional costs Receipts to be attached		
Date	Reason for journey / expense. Please include the details of journey undertaken including the start and end destination (full postal code)	Actual Miles	Excess miles being claimed	Passenger miles	Passenger name	Public transport (tube/bus/national rail) cost	Excess cost being claimed	Subsistence	Other (please specify)
2/4/10	Home to placement Tooting High Street SW17 0SU to St Ann's Hospital, St Ann's Road N15 3TH					£7.80	£2.40		
3/4/10	Home to placement Tooting High Street SW17 0SU to St Ann's Hospital, St Ann's Road N15 3TH					£7.80	£2.40		
4/4/10	Home to placement Tooting High Street SW17 0SU to St Ann's Hospital, St Ann's Road N15 3TH					£7.80	£2.40		
Totals							£7.20		

Example of “Out of pocket test” form

Trainee name	Jane Jones
Trainee cohort	2009
Home (including postcode)	Perry Hill, Sydenham, SE26 4PU
Placement (including postcode)	Hillingdon Hospital, UB8 3NN

Out of pocket test

	usual method of travel	full details of journey (inc tube stations and zones)	usual ticket types/mileage	cost per day	out of pocket test	Claim per day
Home to UCL	Tube	Sydenham – Goodge St, zones 1-3	Pay as you go £5.40	£5.40	£6.32	£6.32
Home to Placement	Car	Sydenham – Hillingdon	24.4 miles @ 0.24 mile = £5.86	£11.72		

Notes

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Sample Travel Subsistence Expenses Claim Form

CAMDEN AND ISLINGTON NHS FOUNDATION TRUST EXPENSE CLAIM FORM

Payroll number: XXXXXXXXXX		Job title: Trainee Clinical Psychologist		Band / Grade: 6	
Mr/Mrs/Miss/Ms : Ms		Surname: Jones		First Name: Jane	
Department: UCL		Car Details (Make, Model, Engine Size, Registration Number): Ford Fiesta, 1.2 litre, LT08 WER			
Home Address: Sydenham, SE26 4PU			Base: UCL		Placement: Hillingdon Hospital, Hillingdon UB8 3NN
Mode of transport from home to base:	Mileage from home to base (if claiming mileage):	Public transport rate from home to base (if claiming tube/bus/rail fares):	Please note that excess travel claims are eligible for reimbursement. Claimants may only claim for any work related travel which exceeds their usual home to base travel costs. The difference in mileage / cost may be claimed.		
Tube		£5.40			

EXPENSES DETAILS

Details of journey / expenses To submit on a monthly basis		Expenses Receipts to be attached					Additional costs Receipts to be attached		
Date	Reason for journey / expense. Please include the details of journey undertaken including the start and end destination (full postal code)	Actual Miles	Excess miles being claimed	Passenger miles	Passenger name	Public transport (tube/bus/national rail) cost	Excess cost being claimed	Subsistence	Other (please specify)
2/4/10	Home to placement Perry Hill, Sydenham SE26 4PU to, Hillingdon Hospital, UB8 3NN Please refer to out of pocket test form for computation of excess cost	24.4 miles each way = 48.8 @ 0.24 mile = £11.72 return					£6.32		
3/4/10	Home to placement Perry Hill, Sydenham SE26 4PU to, Hillingdon Hospital, UB8 3NN						£6.32		
4/4/10	Home to placement Perry Hill, Sydenham SE26 4PU to, Hillingdon Hospital, UB8 3NN						£6.32		
Totals							£18.96		

