

**Higher Trainee On Call Accommodation Expenses Policy**

**Document control summary**

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## Accommodation Expenses – Out of Hours On Call Rota

This guide applies to all higher trainees attached to a “higher trainee non resident rota” at East London Foundation NHS Trust. The guide sets out the eligibility and the process to be followed when applying for accommodation expenses for non resident on calls.

### **Eligibility:**

1. Currently the London Deanery provides reimbursement for doctors in training employed on a recognised training programme.\* The Trust encourages all eligible doctors in training to apply for removal expenses to ensure they live within a distance of 30 minutes or ten miles by road from their principal place of work.
2. However, the Trust recognises that not all higher trainees may be eligible for removal expenses or in certain circumstances the Trust may agree for the doctor in training to reside at a greater distance than specified in point one or it may not be reasonable as their rotation period may be too short, e.g. 6 months.
3. The higher trainee attached to the non resident on call roster will be entitled to request reimbursement if:
  - 3.1 Section 2 above applies and,
  - 3.2 There is no public transport available,
  - 3.3 There is a risk and safety issue, e.g. the trainee is too tired to drive back home,
  - 3.4 A taxi fare exceeds the cost of overnight stay.
4. Reimbursement of accommodation expenses will apply for temporary overnight accommodation only and not for any further expenses i.e. subsistence; food, transport, etc.
5. In line with the Trust Expenses Policy, section 8, accommodation costs, the limit of reimbursement is £55. “In exceptional circumstances where the cost of accommodation exceeds £55 for genuine reasons as such as the choice of hotel was not within the employee’s control or cheap hotels were fully booked, additional assistance may be granted at the discretion of the manager.’

### **Process:**

1. Where a higher trainee fulfils the eligibility criteria and wishes to apply for reimbursement of temporary accommodation costs, they must submit an expenses claim form to their Clinical Director for authorisation. A copy of this form can be found on the Trust Intranet under HR Templates & Forms.
2. Once the Clinical Director has signed the form, it must be submitted to the Payroll Department at the NE London Pay Consortium, 13<sup>th</sup> Floor, Crown House, Barking, Essex IG11 8HJ.
3. Please note the form must be submitted no later than one month from the date the expense was incurred otherwise the form will be rejected, and the expense will not be reimbursed.

\*For further details on the London Deanery reimbursement of removal expenses please see the ‘Guidelines for the Reimbursement of Removal & Rotational Travel Expenses for Doctors in Training’, available directly from the London Deanery.

\*\* Principle hospital sites covered by the Trust's higher trainee non resident on call rotas are as follows:

- City & Hackney Higher Trainee Rota: City & Hackney Centre for Mental Health
- Newham Higher Trainee Rota: Newham Centre for Mental Health
- Tower Hamlets Higher Trainee Rota: Mile End Hospital
- Forensics Higher Trainee Rota: John Howard Centre