



**Doncaster  
Clinical Commissioning Group**

## **EXPENSES POLICY**

Last Review Date	March 2019
Approving Body	Executive Committee
Date of Approval	20 March 2019
Date of Implementation	April 2019
Next Review Date	March 2022
Review Responsibility	Associate Director of HR & Corporate Services
Version	0.3

## REVISIONS/AMENDMENTS SINCE LAST VERSION

<b>Date of Review</b>	<b>Amendment Details</b>
December 2013	The original PCT document has been revised to: <ul style="list-style-type: none"><li>• Reflect the Clinical Commissioning Group Establishment</li><li>• Reflect the Clinical Commissioning Group structure</li><li>• Align to the Clinical Commissioning Group Human Resources and Organisational Development Policies and procedures</li></ul>
September 2017	<ul style="list-style-type: none"><li>• Amended to reflect new organisational structure</li></ul>
March 2019	<ul style="list-style-type: none"><li>• Amended to include entitlements for Lay Member expenses</li></ul>

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## **SECTION A – POLICY**

### **1. Policy Statement, Aims and Objectives**

- 1.1. This policy ensures that NHS Doncaster Clinical Commissioning Group (CCG) has in place the necessary mechanisms to assess eligibility for business related expenses, to clarify the responsibilities of both the CCG and the employee/claimant and to detail the expenses that will be payable.
- 1.2. This policy clearly defines the types of business related expenses employees are entitled to claim, the criteria for eligibility used and, where appropriate, the amount that will be reimbursed.
- 1.3. The development of this policy:
  - Ensures NHS Doncaster CCG complies with the NHS terms and conditions of service
  - Provides a fair and consistent approach to establishing eligibility for, and levels of, reimbursement
  - Ensures employees are appropriately recompensed for expenses incurred in connection with their employment
- 1.4. NHS Doncaster Clinical Commissioning Group will comply with audit requirements in relation to expenses.

### **2. Legislation and Guidance**

- 2.1. The following legislation and guidance has been taken into consideration in the development of this procedural document.
  - Agenda for Change NHS Terms and Conditions of Employment

### **3. Scope**

- 3.1 This policy applies to those members of staff that are directly employed by NHS Doncaster CCG and for whom NHS Doncaster CCG has legal responsibility. For those staff covered by a letter of authority / honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of NHS Doncaster CCG or working on NHS Doncaster CCG premises and forms part of their arrangements with NHS Doncaster CCG. As part of good employment practice, agency workers are also required to abide by NHS Doncaster CCG policies and procedures, as appropriate, to ensure their health, safety and welfare whilst undertaking work for NHS Doncaster CCG.

#### 4. Accountabilities and Responsibilities

4.1 Overall accountability for ensuring that there are systems and processes to effectively deliver and monitor induction and mandatory and statutory training lies with the Chief Officer. Responsibility is delegated to the following:

<p><b>Authorised Signatories</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Establishing the validity of the expense claim and the accuracy of the claim</li> <li>• Authorising claims promptly</li> </ul>
<p><b>Associate Director of HR &amp; Corporate Services</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Enabling employees to access the electronic expenses system</li> <li>• Maintaining accurate authorisation structures</li> <li>• Resolving queries in relation to claims</li> <li>• Notifying managers and staff of any changes to eligibility criteria or amounts payable</li> <li>• Uploading monthly submissions in a timely manner to payroll</li> </ul>
<p><b>Payroll</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Processing claims in a timely manner</li> <li>• Ensuring payments are made within agreed deadlines</li> <li>• Providing information required for legislative purposes, e.g. under the Freedom of Information Act or as part of the audit process</li> </ul>
<p><b>Appointing Officers</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Dealing with any claims for expenses associated with the recruitment and selection process, i.e. interview expenses</li> </ul>
<p><b>Chief Finance Officer</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Authorising any claims for relocation expenses associated with the recruitment and selection process</li> </ul>

<b>All Staff</b>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• With the exception of business mileage claims, seeking managerial authorisation for the claim prior to incurring any expense</li> <li>• Submitting claims on a monthly basis, where applicable, and within the deadlines for processing</li> <li>• Submitting receipts to support claims to the HR Department</li> </ul>
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## **5. Dissemination, Training and Review**

### **5.1. Dissemination**

#### 5.1.1. NHS Doncaster CCG will:

- Ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.
- Communicate to staff any relevant information regarding expense claims.

5.1.2. This procedural document is located on the CCG website. A set of hard copy Procedural Document Manuals are held by the Governance Team for business continuity purposes and all procedural documents are available via the organisation's website. Staff are notified by email of new or updated procedural documents.

### **5.2. Training**

5.2.1. All staff will receive instruction and direction regarding the expenses policy. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

### **5.3. Review**

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law

- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in terms and conditions of employment

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.

## **SECTION B – PROCEDURE**

### **1. Types of Expenses Payable**

#### **1.1. Interview Expenses**

- 1.1.1 Candidates must ask either prior to, or at interview, if they may submit a claim for interview expenses. The Appointing Officer will be responsible for deciding whether a claim is reasonable and if they wish to reimburse the candidate. If the claim is approved an expenses claim form should be given to the candidate at interview. The candidate must return it within one week of the interview and must provide accurate mileage from the candidate's home to the interview location, or where public transport has been used, receipts should be attached to the claim form. Expenses will be paid to all candidates living in the UK and from port of entry for overseas candidates. Candidates will be responsible for arranging their own transportation to and from interviews/visits. General conditions regarding eligibility and what is covered will be provided to candidates upon enquiry.
- 1.1.2 The candidate will only be eligible to claim for one interview and one pre visit. Expenses will be reimbursed at the reserve mileage rate or the lowest amount spent on travelling to the interview by public transport, whichever is the lowest.
- 1.1.3 It is the responsibility of the Appointing Officer to agree and authorise, where they are an authorised signatory, the expenses claim form. Where the Appointing Officer is not an authorised signatory the claim must be authorised by the appropriate budget holder. Reimbursement will be from the departmental budget.
- 1.1.4 Once approved the form should be passed to the Finance team for payment. Interview expenses for unsuccessful candidates will be reimbursed via a cheque sent to the candidate's home address. Any interview expenses claimed by the successful candidate will be reimbursed on commencement of employment with NHS Doncaster CCG either via cheque or directly into their bank account.

#### **1.2 Relocation Expenses**

- 1.2.1 Relocation expenses may be offered to employees on Band 8a or above or where there are specific recruitment difficulties that have previously been identified at recruitment stage Relocation expenses will only be offered to new employees during their recruitment where it is necessary for them to move home to be closer to their base point. It will not apply to those who chose to move home for personal reasons or to existing employees who gain promotion with the CCG. Any eligibility to relocation expenses within this policy does not imply a payment will be made; authorisation is at the discretion of the Chief Finance Officer. Eligibility for relocation expenses will

be confirmed in the formal offer of appointment letter. An employee will have 6 months from the offer of appointment to submit their claim for relocation expenses and the actual relocation process must commence within 6 months of the date of appointment.

- 1.2.2 Expenses will only be paid where NHS Doncaster CCG is satisfied that relocation is required and that the arrangements proposed are reasonable. Only one set of payments will be made in respect of the property. Where a change of employers occurs the applicant must certify that expenses are not recoverable in full or in part from any other source.
- 1.2.3 All employees who receive relocation expenses will be required to give a signed undertaking that they will not leave the organisation or its successor organisation within a two year period. Where employees break the undertaking they will be required to refund part or all of the expenses paid. NHS Doncaster CCG may, at its discretion, release the individual from their undertaking where it considers circumstances justify this. Further details are contained in Appendix 1.
- 1.2.4 The general conditions regarding eligibility for relocation and what is covered will be provided to candidates. The candidate information sheet is contained in Appendix 2.
- 1.2.5 Whilst NHS Doncaster CCG recognises the need to provide a contribution towards relocation expenses, the decision to move to a new post in a new area is a positive choice made by a prospective employee who must recognise that there will be financial consequences involved for themselves. NHS Doncaster CCG will contribute towards these costs up to a maximum of £8,000. The Chief Finance Officer has discretion to allocate the amount subject to the conditions stated.
- 1.2.6 The following list details expenses and benefits that may be claimed within the overall maximum allowance of £8,000. All expenses must be receipted.
  - Temporary Rented Accommodation:
    - Reasonable expenses associated with a tenancy agreement not including deposit paid up to a maximum of 12 months provided the employee is still required to pay rent/mortgage on an existing property which they are selling. Should the sale of an existing property be complete, reimbursement for rent will cease
    - Temporary accommodation expenses (e.g. guest house) where this is deemed more appropriate to accommodate an employee's personal circumstances up to a maximum of 12 months and provided the employee can demonstrate they still pay existing bills on their current home/residence.

- House Sale:
  - Legal Fees and Services
  - Estate Agents and Auctioneers fees and services
  - Advertising
  - Disconnecting gas, electricity, water and telephone supplies
  - Loan redemption costs, where the loan was raised to buy existing home
  - Rent, insurance, maintenance and security once the property is left empty before it is sold
  - Fees associated with a 'lost' sale
  
- Cost of acquiring a new home (or of a proposed acquisition that falls through for reasons outside of employees control, or where there is good legal reason to pull out):
  - Legal Fees and Services
  - Structural Surveys and Valuations
  - Stamp Duty and Land Registry Fees
  - Connection fees for gas, electricity, water and telephone supplies
  
- Cost of moving household furniture and effects including ordinary gardening equipment such as:
  - Packing and unpacking by a qualified removal firm
  - Temporary storage in a safe and managed location provided for by a removal firm
  - Insurance taken out specifically to cover goods in transit or temporary storage
  - Removing or refitting domestic goods
  - Moving domestic pets
  - Transportation of furniture from old location/storage to new location

**N.B.** three written quotes will be required for each of the above and the lowest will be paid.

- Travel (reserve mileage rate) and Subsistence Costs for:
  - Family visits to the new location, one week for a six week period
  - Family travel when the actual move takes place
  - Employees travel and accommodation if they have to commute from their old home to the new place of work
  - Travel between the old home and temporary accommodation

- Travel between the temporary accommodation and new home when the house move takes place
- Cost of replacing domestic goods such as carpets, curtains and cookers because the goods used in the old home are unsuitable for installation in the new home
- Interest payments of bridging loans providing:
  - The loan is used to redeem a loan secured on the old home or to purchase the new home
  - The loan does not exceed the market value of the old home at the time of the purchase of the new home

1.2.7 Detailed below are the expenses and benefits that will not be eligible to be claimed:

- Mortgage or housing subsidies if moving to a higher cost area
- Interest payments for the mortgage on existing home
- Redirection of mail
- Purchase of new school uniforms
- Council tax bills/water/occupancy charges in rented accommodation
- Compensation for any loss on the sale of the existing home
- Compensation for losses such as:
  - Giving up a part used season ticket
  - Penalty for giving insufficient notices of a child withdrawal from school
  - Cost of joining a new sports club

1.2.8 Employees must submit their application for relocation expenses within 6 months of receiving the offer of employment and the home moving process must begin within six months of receiving the offer of employment and the home moving process must begin within 6 months of the start date with NHS Doncaster CCG. The application form and the expenses claim form are contained in appendices 3 and 4.

### **1.3 Subsistence Allowance**

1.3.1 Subsistence allowances will be payable to reimburse the costs of meals, accommodation and travel arising as a result of official duties away from home or in connection with the NHS Doncaster CCG recruitment and selection process. Business expenses which may arise, such as the cost of a fax or telephone calls, may be reimbursed with certificated proof of

expenditure. The following paragraphs detail the types of subsistence allowances payable, the criteria for eligibility and the amount payable.

### **Overnight hotel/guest house/commercial accommodation:**

Normally where overnight accommodation is required to attend a course, conference or workshop, study leave, visit conducted in another NHS organisation on behalf of NHS Doncaster CCG or the wider NHS or in connection with applicants wishing to have overnight accommodation prior to interviews/visits, such arrangements should be made through the relevant Chief of service. A requisition will be raised for payment for the booking. Any accommodation booked must represent value for money.

An overnight subsistence allowance of £20.00 may be claimed to cover a main evening meal and one other day time meal.

Where an employee is required to make their own arrangements for overnight accommodation in a hotel, guest house or other commercial accommodation, with the agreement of the Chief Finance Officer the costs will be reimbursed as follows:

- The actual receipted cost of bed and breakfast up to the maximum of £120.
- A meal allowance of up to £20.00 to cover the cost of a main evening meal and one other day time meal

Where the maximum limit is exceeded for genuine reasons (e.g. the choice of hotel was not in the employees control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the Chief Finance Officer.

Where accommodation and meals are provided without charge to employees, e.g. residential training courses, an incidental expenses allowance at the rate of £4.20 per 24 hours period will be payable. All payments of this allowance are subject to the deductions of appropriate tax and national insurance contributions via the payroll system.

### **Short Term Temporary Absence Travel Costs:**

Where an employee is required to travel between the overnight accommodation and the place where they are required to study/work/execute their duties, mileage/public transport costs will be reimbursed separately via the electronic expenses system. Receipts should be provided where appropriate.

### **Long Term Overnight Stays:**

Where an employee is required to stay overnight for a period of 30 nights in the same location, particularly if related to an employees' right to relocation

expenses, the entitlement to night subsistence will be reduced. The employee will be required to make a contribution of between 30% and 40% of the cost of the overnight accommodation. The exact amount of reimbursement will be determined by the Chief Finance Officer.

### **Day Subsistence:**

Where meals are not provided free of charge, a meal allowance is payable where an employee is necessarily absent from home and more than 5 miles from their base by the shortest practicable route on official business. The allowance rate for day meals is £5.00.

A days meal allowance is payable only where an employee necessarily spends more on meals that would have been spent at their place of work. The employee will certify accordingly on each occasion for which day meals allowance is claimed. A receipt will be required.

Normally an employee claiming a lunch meal allowance would be expected to be away from their base point for a period of more than 5 hours, covering the normal lunch time period of 12 noon to 2pm. To claim an evening meal allowance the employee would be expected to be away from their base point for more than 10 hours and unable to return to base point or home before 7pm and as a result of a late return is required to have an evening meal. The reimbursement for an evening meal in these circumstances is £15.00. Employees may qualify for both lunch and evening meal allowances in certain circumstances; the reimbursement on this case is £20.00 in total.

There will be occasions where due to the time of departure there will be the necessity to take a meal but the conditions of the time absent are not met. This and any other exception to the policy may be authorised at the discretion of the Chief Finance Officer. The scope and level of any other payments will be determined by the Chief Finance Officer according to local needs and on a receipted basis.

### **Late Night Duty Allowance:**

An employee who is required to work later at night, outside of their normal rostered duties and in addition to a day duty may be paid an evening meal allowance of £3.25 provided they can demonstrate that the costs were necessarily and reasonable required. Late night duties allowances will be subject to the deduction of appropriate tax and national insurance contributions via the payroll system.

## **1.4 Mileage Expenses**

- 1.4.1 Employees and Lay Members will be able to claim mileage allowances incurred as a result of business related travel. This does not include travel to and from home to base point. Employees must select the shortest route possible unless due to time restrictions another longer route will enable them to reach their destination sooner. Employees must be insured for business

use on their vehicle insurance and must submit a copy of their insurance schedule on an annual basis or as and when there are any changes to the insurance schedule. This is entered directly to the electronic expenses system and verified by the HR department. It is the employee's responsibility to make the insurance arrangements and to meet any additional costs associated with this. Employees will be responsible for ensuring their vehicle is in a road worthy condition has a valid tax and MOT certificate and to provide evidence of these if requested.

- 1.4.2 Standard Mileage Rates are applicable to cars, motor cycles and pedal cycles. The rates are reviewed on a regular basis. The rates are shown in Appendix 5. Further information is contained in Section 17 of the NHS terms and conditions handbook. Where it is cheaper for an employee to use public transport to make the required journey they should choose this option. If the employee chooses to use their own vehicle rather than using public transport where this would be the cheaper option, they will be reimbursed at the reserve mileage rate or the applicable amount of public transport costs, whichever is the lower, unless the time saved on the journey warrants the use of the personal vehicle. Employees should discuss with the appropriate authorising officer before determining travel arrangements.
- 1.4.3 The appropriate level of manager who is an authorised signatory will authorise the mileage expenses claim via the electronic expenses system. They will be responsible for checking the validity and accuracy of the claim submitted. They should ensure any claims submitted are approved within the agreed deadlines.

## **1.5 Public Transport Expenses**

- 1.5.1 Employees will be eligible to claim reimbursement for public transport costs incurred as a result of business related travel. This does not include travel to and from home to base point. Employees must select the shortest route possible unless due to time restrictions another longer route will enable them to reach their destination sooner. Claims should be made via the electronic expenses system and receipts should be submitted to the HR department.
- 1.5.2 All tickets must be for standard/economy class. If an employees wishes to upgrade they will be responsible for meeting the additional cost.
- 1.5.3 Return rail tickets should be purchased and open return rail tickets will only be authorised on an exceptional basis if the cost of this exceeds a standard return ticket.

## **2. General Conditions**

- 2.1 It will be a disciplinary offence for an employee or volunteer working for NHS Doncaster CCG to deliberately and wilfully misrepresent necessary expenditure incurred under this policy. Failure to disclose accurate information

will result in disciplinary proceedings and may result in the Counter Fraud Service investigating the matter and taking necessary actions, including prosecution. For any none directly employed staff making fraudulent claims this will automatically be referred to the Counter Fraud Service.

**REPAYMENT OF RELOCATION EXPENSES - CONDITIONS**

Employees eligible for relocation expenses are required to give a signed undertaking to remain in the employment of NHS Doncaster CCG for a period of 3 years. Should the employee fail to honour that agreement, they will be required to repay the expenses as set out below:

Months of service completed in the new post at the time of leaving:

Up to 12 months      Full repayment of amount paid

13 to 24 months      Two thirds of amount paid

25 to 36 months      One third of amount paid

## RELOCATION POLICY SUMMARY

### Relocation Information for Candidates

#### Eligibility

Relocation expenses may be offered to employees on Band 8A or above or to employees on Bands 1 – 7 where there are specific recruitment difficulties which have been identified at recruitment stage. Eligibility is for new employees where it is necessary for them to move home to be closer to their place of work. Eligibility does not imply entitlement as agreement to pay relocation expenses is at the discretion of the Chief Finance Officer. Eligibility and the process for claiming expenses will be confirmed in the formal offer of employment letter.

#### Conditions

- The organisation must be satisfied that relocation is reasonable and necessary
- There is no automatic right to relocation expenses
- You must move at least 40 miles
- You must move within 20 miles radius of the new base
- Three written quotes for removal costs must be produced
- The lowest quote will be payable
- Eligibility is restricted to those with contracts with a duration of at least two years
- The organisation may request an independent valuation of current property and the new property must be broadly comparable with the previous property
- You must give a signed undertaking to remain in employment with NHS Doncaster CCG for a minimum of two years. Failure to honour this agreement will result in repayment of all or part of the expenses paid.

#### Expenses Covered

NHS Doncaster CCG will reimburse up to a maximum of £8000 receipted relocation expenses as follows:

- Temporary Rented Accommodation:
  - Reasonable expenses associated with a tenancy agreement not including deposit paid up to a maximum of 6 months provided the employee is still required to pay rent/mortgage on an existing property which they are selling. Should the sale of an existing property be complete, reimbursement for rent will cease

- House Sale:
  - Legal Fees and Services
  - Estate Agents and Auctioneers fees and services
  - Advertising
  - Disconnecting Gas, Electricity, Water and Telephone Supplies
  - Loan redemption costs, where the loan was raised to buy existing home
  - Rent, Insurance, Maintenance and Security once the property is left empty before it is sold
  - Fees associated with a 'lost' sale
  
- Cost of acquiring a new home (or of a proposed acquisition that falls through for reasons outside of employees control, or where there is good legal reason to pull out):
  - Legal Fees and Services
  - Structural Surveys and Valuations
  - Stamp Duty and Land Registry Fees
  - Connection fees for Gas, Electricity, Water and Telephone supplies
  
- Costs of Moving household furniture and effects including ordinary gardening equipment) such as:
  - Packing and unpacking by a qualified removal firm
  - Temporary storage in a safe and managed location provided for by a removal firm
  - Insurance taken out specifically to cover goods in transit or temporary storage
  - Removing or refitting domestic goods
  - Moving domestic pets
  - Transportation of furniture from old location/storage to new location

N.B. Three written quotes will be required for each of the above and the lowest will be paid.

- Travel (reserve mileage rate) and Subsistence Costs for:
  - Family visits to the new location, one week for a six week period
  - Family travel when the actual move takes place
  - Employees travel and accommodation if they have to commute from their old home to the new place of work

- Travel between the old home and temporary accommodation
- Travel between the temporary accommodation and the new homes when the house move takes place
- Cost of replacing domestic goods such as carpets, curtains and cookers because the goods used in the old home are unsuitable for installation in the new home
- Interest Payments of Bridging Loans providing:
  - The loan is used to redeem a loan secured on the old homes or to purchase the new home
  - The loan does not exceed the market value of the old homes at the time of the purchase of the new home

Detailed below are a list of expenses and benefits that will not be eligible to be claimed:

- Mortgage or housing subsidies if moving to a higher cost area
- Interest payments for the mortgage on existing home
- Redirection of mail
- Council tax bills/water/occupancy changes in rented accommodation
- Purchase of new school uniforms
- Compensation for losses such as:
  - Giving up a part used season ticket
  - A penalty for giving insufficient notices of a child's withdrawal from school
  - Cost of joining a new sports club
- Compensation for any loss on the sale of existing home



**Doncaster**  
**Clinical Commissioning Group**

**RELOCATION EXPENSES APPLICATION FORM**

With reference to your claim for removal expenses, will you please complete the following questionnaire and return it to the Human Resources Department.

1	<b>Name of Applicant</b>	
2	<b>Present Address</b>	
3	<b>Details of Previous Appointment</b>	
	Name and Address of Previous Employer	
	Leaving Date	
	Were removal expenses paid to you by your Previous employer?	Yes/No*
	Was any refund required?	Yes/No*
	Have you made this refund?	Yes/No*
	If Yes, please state the value:	£
4	<b>Details of Present/New Appointment</b>	
	Team/Service/Department	
	Details of Present/New Position (incl. Pay Band)	
	Date of Commencement	

\* Delete as applicable

<b>5</b>	<b>Details of Current Accommodation</b>	
	Do you own or rent your current accommodation?	Rent/Own*
	Furnished or Unfurnished?	
	Flat or House?	
	Number of bedrooms?	
	Does the property have a garage?	Yes/No*
	Does the property have central heating?	Yes/No*
	Is this accommodation permanent?	Yes/No*
	Date of occupation?	
	Address of the property including postcode	
<b>6</b>	<b>Temporary Accommodation Whilst Looking For Permanent Residence</b>	
	Flat or House?	
	Will this be rented furnished or unfurnished?	
	Date of Occupation?	
	Estimated length of occupation?	_____ months/weeks
	Are you actively seeking alternative permanent accommodation?	Yes/No*
	If yes, please state type being sought?	Rented/Owned* House/Flat* Furnished/Unfurnished*
<b>7</b>	<b>New Permanent Accommodation</b>	
	Rented or Owner occupied?	
	Flat or House?	
	If rented, furnished or unfurnished?	
	Number of bedrooms?	
	Will the property have a garage?	Yes/No*

	Will the property have central heating? Yes/No*
	Date of Occupation?
	Will you be the householder? Yes/No*
	Are you receiving or will you receive any financial help towards removal expenses from any other source (e.g. Partner's Employer)? Yes/No*
	If Yes, please provide full details:
<b>8</b>	<b>Personal Circumstances</b>
	Will you be claiming for travel/subsistence for your spouse/partner? Yes/No*
	Will you be claiming for travel/subsistence for children? Yes/No*

**EMPLOYEE DECLARATION:-**

I confirm I have read the Expenses Policy and further confirm that none of the expenses claimed are recoverable in full or in part from any other source. In consideration of your paying such expenses, I hereby agree to remain in the employment of NHS Doncaster Clinical Commissioning Group for a period of not less than 2 years. I acknowledge that if I fail to comply with this condition, I will be required to refund expenses received at the rate specified within the Expenses Policy. I understand that providing inaccurate/false or incomplete information may tender my relocation expenses null and void and may lead to disciplinary proceedings including disciplinary action and possible dismissal.

Signed: \_\_\_\_\_ (Employee)

Name: \_\_\_\_\_

Date: \_\_\_\_\_





**Doncaster  
Clinical Commissioning Group**

**RELOCATION EXPENSES CLAIM FORM**

<b>NAME</b>	
<b>ADDRESS</b>	
<b>JOB TITLE</b>	
<b>LINE MANAGER</b>	
<b>AGREED MAXIMUM PAYABLE (£)</b>	
<b>TOTAL CLAIM MADE TO DATE (IF APPLICABLE) (£)</b>	
<b>TYPE OF EXPENSE</b>	<b>AMOUNT CLAIMED</b>
1.	
2.	
3.	
4.	
<b>TOTAL</b>	

Signed:..... (Employee)

Date:

Signed: ..... (Chief Finance Officer)

Date:

## MILEAGE ALLOWANCE RATES

<b>TYPE OF VEHICLE/ALLOWANCE</b>	<b>ANNUAL MILEAGE UP TO 3,500 MILES (standard rate)</b>	<b>ANNUAL MILEAGE OVER 3,500 MILES (standard rate)</b>	<b>ALL ELIGIBLE MILES USED</b>
Car	56 pence per mile	20 pence per mile	
Motor Cycle			28 pence per mile
Pedal Cycle			20 pence per mile
Passenger Allowance			5 pence per mile
Reserve Rate			28 pence per mile
Carrying heavy or bulky equipment			3 pence per mile

**(Effective 1<sup>st</sup> July 2014)**