

NHS EDUCATION FOR SCOTLAND

Allowances and Expense Claims – Current Rates, last updated 15th August 2022

1. Please remember that all expense claims **MUST** be accompanied by scanned or photographed images of original receipts, tickets, etc. No payment will be made until such evidence is uploaded and checked by the Study Leave Admin Team.
2. Where available, a copy of your “Certificate of Attendance” should be uploaded.
3. Where applicable, each expense claim must show the date and time that the claimant left home and returned.

- **TRAVEL**

- **Please note that the cheapest form of transport should be used at all times. No First Class Travel will be reimbursed unless it can be proved to be cheaper than Standard Class Travel. If not cheaper, the Standard Class Fare for the equivalent journey will be reimbursed.**
- All claims for reimbursement of train, plane, taxi etc. fares, if applicable, **MUST** be accompanied by scanned or photographed images of original receipts. Boarding Passes are **not** classed as a receipt.
- Mileage Allowance: 27p per mile (Public Transport Rate)
- Additional Passenger: 5p per mile per passenger (this must be entered separately, and the name of the passenger clearly stated).

- **ACCOMMODATION**

- **COMMERCIAL ACCOMMODATION: Actual receipted costs** of bed and breakfast up to a **maximum** of:
£150 per night London
£100 per night other areas
- **NON COMMERCIAL ACCOMMODATION: Reimbursement of actual costs incurred up to £25.00. All receipts for meals and accommodation up to the amount claimed must be enclosed.**

- **MEALS**

- Actual receipted costs up to the following maximum limits:

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| Absence of 5 - 10 hours (must include 12.00 – 14:00) | a maximum of £5.00. |
| Absence exceeding 10 hours (must end after 19:00) | a maximum of £15.00 |
| Full 24 Hour Period | a maximum of £20.00 |
- There will be no reimbursement for alcoholic drinks included in receipts.**

4. **CANCELLED EVENTS**

Should the event that you are claiming for be subsequently cancelled then it is your responsibility to inform the Programme Director and the Deanery so that your study leave records can be updated. Any refunds from course providers should be made out to "NHS Education for Scotland", where possible, however if you are personally refunded then please contact your Deanery to arrange repayment as soon as possible.

PLEASE NOTE THAT EXPENSES MUST BE CLAIMED WITHIN 3 MONTHS OF THE END DATE OF THE APPROVED STUDY LEAVE EVENT.