

APPENDIX L

POSTGRADUATE GP EDUCATION

GUIDANCE NOTES FOR THE GPStRs, BBT PILOT TRAINEES, GP TRAINERS AND SINGLE EMPLOYER ACUTE TRUSTS FOR CAR MILEAGE ALLOWANCE REIMBURSEMENT

Introduction:

Schedules to the Direction to Strategic Health Authorities concerning GP Registrars were amended and published on 31st July 2007) with 2011 Amendments (21 April 2011)

<http://www.nhsemployers.org/pay-conditions/pay-conditions-469.cfm> .

The following describes the arrangements for Motor Vehicle Allowance and how GPStRs or BBT trainees in GP Practice placements can claim for the new Car Mileage Allowance from their employer.

GPStRs & BBT Pilot Trainees employed under the Single Employer Acute Trust should use this guidance in conjunction with the Trust policy, forms and processes.

Finance Procedures for claiming the New Car Mileage Allowance

1. Record keeping

Trainees must keep a record of all business activities that require them to use their car. These records must be verified and signed by their GP Trainer and a copy must subsequently be kept in their files in their GP Training Practice for audit purposes. GP Trainers will verify the trainees claim, based on the details below. The trainee's employer will reimburse the GP trainee. The employer will be reimbursed these expenses from the KSS Deanery via the appropriate channel.

Claims

If the trainee is employed under the Single Lead Employer Acute Trust Process, GP Trainers will authorize the trainees Car Mileage claim (whilst they are in the GP placement) and forward it to the Lead Employer for payment. (The Lead Employer will be reimbursed via quarterly reconciliations)

If the trainee is employed by the Practice, the claim will be paid by the Practice to the trainee and the Practice will claim these sums from the PCT Shared Services Agency on a monthly basis as part of the usual claiming process.

2. Business Insurance Cover

Trainees will require business insurance motor vehicle insurance if they use their own vehicle in the course of their work, including the carriage of goods and passengers as part of this. Advice should be sought from the relevant Motor Vehicle Insurer if the trainee is not clear if their personal cover is adequate.

3. Definition of GPStR's Business activities

The HEKSS definition of trainee's business activities relating to the use of a motor vehicle includes all activities required by them to discharge their responsibilities as a doctor in training. These will include: visiting patients in their home, or other locations such as residential or nursing homes, travelling to out of hours provider organisation centres, travelling to other Practices or clinics for educational purposes, and travelling to the locations for HEKSS organised GP educational courses , which will include the Training Programme (half) day release courses.

(Trainees are still able to claim their course fees and travel by public transport for attending deanery approved courses from their individual study leave allowance. Trainees must be mindful of their claim applications which will be cross reference and audited regularly.)

4. Authorised User Form

An Authorised Vehicle User Application Form (from the Lead Employer) is required to be completed by the Trainee and authorised (countersigned) by his or her GP Trainer and kept on file in the Practice and by the Employer*. A copy of an up to date insurance certificate and the completed form must be kept on the trainee file in the GP Training Practice (*please note that : trainees employed under the Single Lead Employer Acute Trust process will be required to complete the Trust forms, these trainees should consult with their medical staffing department).

It is an audit requirement that an up to date car insurance certificate is held on file for each Trainee who submits travel claims, and is resubmitted each year as the insurance is renewed, or if there is a change of vehicle.

5. User Status

Set out below are the criteria used for the different types of car users together with the amounts paid.

a) Regular Car User

A trainee who:

- 1) Travels an average of more than 3,500 miles a year or
- 2) Travels an average of more than 1,250 miles a year and uses their car for business at least 3 days per week or
- 3) Travels an average of more than 1,000 miles a year and uses their car for business at least 4 days per week.

Regular User Rates

Size of Engine	Annual Lump Sum	Up to 9,000 miles	Over 9,000 miles per year
501-1000cc	£508.00	29.7p per mile	17.8p per mile
1001 – 1500cc	£626.00	36.9p per mile	20.1p per mile
Over 1500cc	£760.00	44.0p per mile	22.6p per mile

b) Standard Car User

A trainee who uses their car frequently but does not fulfill the criteria for regular user status, i.e. a trainee who does not consistently travel over 3,500 miles each tax year. This is kept under review and will automatically change if 3,500 miles is exceeded.

Standard User Rates

Size of Engine	Up to 3,500 miles	3,501-9,000 miles	Over 9,000 miles
501-1000cc	37.4p per mile	23p per mile	17.8p per mile
1001 – 1500cc	47.3p per mile	28.2p per mile	20.1p per mile
Over 1500cc	58.3p per mile	33.5p per mile	22.6p per mile

6. Home to Base Mileage

Trainees cannot claim for normal daily travel to and from work*. However on the days that they undertake business activities as described in paragraph 3 above, such as a home visit or attendance at the local day release course, they can claim up to 20 miles (return journey) from home to practice. This is in addition to the mileage they will claim for undertaking the home visit. An example would be a GPStR undertakes a home visit on a Thursday and incurs 15 miles of travel as a result. They also live 5 miles from the surgery – so they are entitled to claim 25 miles for that day.

7. Trainees who do not use a car for their GP placement

Whilst the majority of Trainees will have their own motor vehicle for use in the GP placement, if they do not have this, then they will have agreed to make appropriate alternate arrangements to cover the travel requirements to allow them to carry out their domiciliary duties, including the provision of emergency care as part of their duties in the post. If this is the case, those Trainees must write a letter to HEKSS (in advance) clarifying the arrangements they have made, with a supporting letter from their GP Trainer confirming the acceptability of the arrangements, in order that appropriate reimbursement for travelling expenses can be instructed. Trainees should use the most economical form of transport (which may include walking or cycling) and public transport where applicable (Public Transport rate – 24p per mile). Use should not be made of private taxis, unless there is a compelling and unavoidable need, which is agreed beforehand by the GP Trainer and signed off by the HEKSS GP School.

- Trainees who have specifically relocated their primary residence to be near their location of their first placement in order to take up a GP/BBT Training Programme, may be eligible to claim travel from their residence to subsequent training placement locations.