

## GP Home to Base Mileage

### General Information

In July 2019, NHS Employers, the British Medical Association and Department of Health and Social Care (DHSC) agreed to reflect provisions in the terms and conditions of service for NHS Doctors and Dentists in Training (England) for additional mileage/expenses for GP trainees. This provision allows doctors working in GP practices to be reimbursed for certain travel costs where they are required to use their personal vehicle for home visits.

### **Schedule 12 para 16 within the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 Version 11 T&Cs states:**

*Doctors working in a GP practice setting who are required to use their own vehicle on the expectation that home visits may be required to be undertaken shall be reimbursed at the **reserve rate**, as specified in table 7 of the NHS Terms and Conditions of Service Handbook, for the mileage of their return journey from home to principal place of work, and any associated allowances as described in paragraph 23 below.*

- a. *The days on which a doctor may be expected to perform home visits should be specified within their generic work schedule, or an alternative document providing advance notification that home visits may be required. Further specificity, as required, around when a doctor is expected to perform home visits should be added to the personalised work schedule when the doctor agrees it with their educational supervisor.*
- b. *When submitting claims for home to base mileage, in line with local processes for claiming expenses, a doctor must either:*
  - i. *attach their work schedule to the claim form, or any alternative written advance notice they have been provided by their practice, which specifies the days on which they are expected perform a home visit.*
  - ii. *or obtain validation from a GP practice staff member that that they had been advised they would need their own vehicle available due to the potential requirement to perform a home visit that day, when claiming home to base mileage for a day not specified in their work schedule, or any alternative written advance notice the doctor has been received from their practice.*
  - iii. *where no detail has been provided within the doctor's generic and personalised work schedules, or any alternative written advance notice, then the doctor must submit a claim for all the days on which they took their vehicle into work due to the possibility of being required to perform a home visit. This claim must be validated by the practice manager or a member of staff who is authorised to validate claims from the GP Practice.*

In November 2020 additional guidance on the payment of home to base mileage was issued by NHS Employers alongside an agreement with NHS England (NHSE) on funding these claims

- Claims for the above mileage are only applicable for GP Trainees whilst based within a GP Practice
- Trainees cannot claim for any home to base miles that have already been claimed under the NHSE Removal and Excess Mileage.

- From 28 November 2020 NHSE will only reimburse cost of mileage and associated expenses for an average of **three days a week** during the reference period/rotation.
- A Practice may reimburse trainees if they wish them to undertake more than the three-day home visit average, but this will not be reimbursed by NHSE.

**GP Trainees (employed by Lead Employer)**

All claims (current or retrospective) should be made through your respective GP Programme Lead Employer

<b>GP Programme</b>	<b>Lead Employing Trust</b>
Basingstoke	Hampshire Hospitals NHS Foundation Trust
Winchester	Hampshire Hospitals NHS Foundation Trust
Isle of Wight	Isle of Wight NHS Trust
Southampton	University Hospital Southampton NHS Foundation Trust
Jersey	Jersey General Hospital
Portsmouth	Portsmouth Hospitals University NHS Trust
Bournemouth	University Hospitals Dorset NHS Foundation Trust
Poole	University Hospitals Dorset NHS Foundation Trust
Dorchester	Dorset County Hospital NHS Foundation Trust
Salisbury	Salisbury NHS Foundation Trust