

Claiming expenses (FP84 Forms)

Guidelines for Foundation Dentists Claiming Travel and Subsistence for attending Dental Foundation Training Courses in HEE working across NW

WHO can claim?

Claims are only payable to dentists who are on the NHS National Performer List and are either current Health Education England North West approved Educational Supervisors or Foundation Dentists.

WHAT can be claimed?

Expenses can be claimed for attending courses approved for Dental Foundation Training and travel costs within the UK only:

- **Second class travel and exact standard mileage.**
- **Train Travel – Standard Class only – tickets must be purchased in advance of the date to secure the best rate.**
N.B. If FDs travel by rail, they should use second class and attach tickets or receipts to claim forms. If you have any queries, please do not hesitate to contact Karen Stowell-Smith (0151 479 2606) or Karen.stowell-smith@hee.nhs.uk
- **Mileage allowance:** Dentists using their own vehicle should note that the mileage calculated from the home address to venue will be adjusted by NHS England once your form is submitted to them. Your usual mileage from your home to the dental practice will be deducted from the amount (you do not need to enter this separately on the form, NHS England will calculate this). Mileage = £0.25 per mile; dentists carrying one or more named eligible dentists to the same course = an additional £0.05 per mile.
- Where passengers are being claimed for, their full names and performer number is required.
- **Air fares within the UK** where these are no more than the equivalent land travel. (For journeys claimed in excess of 300 miles return, prior approval must be sought in writing from the Associate Dean for Dental Foundation Training and must accompany the claim).

- **Car parking (airport parking is for two days maximum)**
- **Meal allowance: Per 24-hour period = £20.00.**

Daily allowance:

- **Lunch:** (applicable when more than five hours away from practice, including the times between 12:00 - 2:00pm) = up to a maximum of £5.00, **itemised receipts must be provided when making a claim.**
- **Evening meal:** (applicable when away from the practice for more than 10 hours after 7:00pm) = up to a maximum of £15.00. The evening allowance can only be claimed if it involves an overnight stay. **Itemised receipts must be provided when making a claim** *If submitting a copy of receipt in which one itemised bill was received for a group of diners, please ensure you mark clearly on the form the items that you purchased when submitting for reimbursement.

- **Accommodation:**

- **Overnight Accommodation allowance:**

Overnight accommodation allowance can only be claimed for a course that is taking place on consecutive days and falls outside the Health Education England working across the North West boundaries. If overnight accommodation is required, then authorisation will need to be explicitly authorised in advance by the Associate Dean for Dental Foundation Training.

- **Actual receipted cost of bed & breakfast up to a maximum of £55.00**

***If an apartment/hotel room is rented, then the names of the guests must be clearly shown on the receipt, and the final amount will then be divided equally for reimbursement.**

All claim forms must be completed accurately and honestly. You may only claim for actual expenses incurred and must not exaggerate claims, provide alternative or fabricated receipts or deliberately incur unnecessary expense. False claims are fraudulent and may be investigated by the NHS England Area Team, with onward referral to NHS Fraud Investigators and/or the GDC.

Payment will be made to the NHS contract provider via monthly schedules from the Dental Service Division of the Business Service Agency. The provider must forward all expenses payments to the Foundation Dentist.

Foundation Dentists (FD's) must keep a copy of each FP84 and your receipts for your records and send the originals to your Area Team address by recorded delivery.