## **Excess Travel Claims Decision Process** Has trainee's base hospital previously been established, via a removal or excess travel claim? NB: This process assumes that the trainee is in a recognised training post and that they have not exhausted their £8000 allowance. Yes Is their new post the first one on their Is the new post further away from their home current training than their base hospital? programme? Is their next post Do they have a suitable as a base previous post on and do they have their current Are they claiming for the purchase of a season ticket? Not eligible as new confirmation they training programme post is further than will definitely go that is closer than their base. their new post? there? Was their home to base travel by car or public transport? **Public Transport** Is their base hospital s their base hospital Not eligible as their within zones 1-3? within zones 1-3? new post is their base. Was their home to base travel by car or public transport? **Trainee can** Do calculation claim for the **Trainee can** Do of home to claim for the calculation of cost of season **Public Transport** base mileage Car home to base ticket less cost of season costs (yearly mileage home to base ticket less zone 1-3 cost home to base costs. Trainee costs (fare as minimum). can claim for amount if costs (fare Trainee can Is their base hospital Is their base hospital amount if their season known, claim for their within zones 1-3? within zones 1-3? otherwise known, ticket less season ticket otherwise home to base mileage costs, less home to mileage costs). yearly zone 1-3 costs. base costs. cost minimum). Are they travelling to their new post by Are they travelling to their new post Are they travelling to their new post Are they travelling to their new post by car or public transport? by car or public transport? car or public transport? by car or public transport? **Public Transport Public Transport Public Transport Public Transport** Send eligibility letter Do calculation of Do calculation of Do calculation Do calculation of informing them they can Do calculation mileage to new Trainee can mileage to new of mileage to Do calculation mileage to new post claim for the cost of of mileage from post less home to claim for the new post less of mileage post less mileage less home to base fares to their new post home to base base costs (fare cost of fares to mileage from costs (fare amount if from home to from home to less their home to base (minimum amount if known, their new post base (minimum home to base. base. Trainee known, otherwise costs (fare amount if otherwise mileage deduction less their home deduction £6.60). **Trainee can** can claim for mileage costs, known, otherwise costs). Trainee £6.60). Trainee to base costs minimum deduction Trainee can claim claim for the cost of mileage costs, minimum (fare amount if can claim for can claim for for mileage to mileage to fares less their £6.60). Trainee can deduction £6.60). the cost of fares mileage to new known, claim for mileage to new post less new post less home to base **Trainee can claim for** less their home post less their otherwise their home to new post less their mileage to the cost of fares less costs. home to base to base costs. mileage costs). base costs. base. home to base costs. their home to base costs. costs.