

## REIMBURSEMENT OF REMOVAL OR ROTATIONAL TRAVEL EXPENSES

### REQUEST TO CHANGE THE BASE PLACE OF WORK

- The base place of work will be defined as the first place of work on the rotational training programme following entry into the programme (Foundation/Core/Specialty). Should a trainee wish to change their base place of work from the first place of work on the training programme, this document must be submitted and approved prior to the submission of an application for the reimbursement of removal or rotational travel expenses when claiming for excess travel.
- Once a trainee is appointed to a new training programme the base place of work will be reset to the first place of work. From this point a new application will be required should the trainee wish to change their base on the new training programme.
- Once complete this form should be submitted to Health Education England, East of England by email to the following address [relocation.eoe@hee.nhs.uk](mailto:relocation.eoe@hee.nhs.uk)

#### Terms

Should the trainee have a home that is more convenient to the place of work in which the second or subsequent post in the rotational appointment is to be held, the trainee may request to travel the extra distance to the place of work in which the previous post or posts are held, and agree the subsequent place of work as their base place of work. A trainee may only apply to change their base place of work once during the entirety of their training programme. The policy reimburses removals or excess mileage for travel to your next rotation, a trainee may not apply for both. If reimbursed for a move, it is expected that your new property is conveniently located for your new rotation/placement in order to not require assistance for excess travel.

Requests will not be considered without evidence to confirm the second or subsequent rotation.

<b>Surname:</b>		<b>First Name:</b>	
<b>National Training Number (NTN):</b>		<b>GMC Number:</b>	
<b>Training Programme/Specialty:</b>		<b>Grade:</b>	

#### Declaration

I would like to change my base place of work to my next or subsequent rotational appointment and my signature below confirms I have provided evidence with this application that I will definitely be rotating to this hospital (as opposed to it being a possible or potential post on the rotation). I understand that if this evidence has not been provided my request will be declined.

<b>I would like to change my base place of work to:</b> <i>Full Trust/Hospital name including address and postcode is required</i>	
<b>Trainee Signature:</b>	

## Health Education England, East of England Decision

<b>Application Approved:</b>	
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<b>Application Declined:</b>	
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If your request is approved by Health Education England, East of England this document must be kept and submitted with every application for reimbursement of removal or rotational travel expenses for the duration of your training programme. If this document is not provided the change of base place of work with any application then expenses may be declined.