**Summary for Removal & Associate Expenses Guidance:**

* Full details can be found on the following link: <https://www.westmidlandsdeanery.nhs.uk/Support/Removal-and-Expenses-Guidance>.  This guidance was developed some years ago by the Health Authority at the time in consultation with the BMA and employers
* If a trainee believes they are eligible they submit a claim to their employer.  HEE do not provide these forms as they differ from one organisation to another
* Trainees may submit up to £8000 during the course of their training period of which £2000 can be claimed in Foundation
* All employees are required by HMRC to have a base place of work for tax purposes
* Expenses are paid through payroll and the employer records the information on Intrepid
* HEE runs a quarterly report showing the total owing per organisation for that quarter and this amount is reimbursed through the Learning Development Agreement
* The contact at HEE for West Midlands trainees/employers is [Sandra.johnson-hall@hee.nhs.uk](mailto:Sandra.johnson-hall@hee.nhs.uk)