

Resident Doctor Study Leave Early Reimbursement Guidance



Following publication of the [10 Point Plan to improve resident doctors' working lives](#), this document outlines the operational guidance for early reimbursement of study leave expenses.

All expenses will continue to be processed in line with the standard rates as per the NHS Terms and Conditions of Service and NHS England accommodation rates.

From **1st October 2025** you can apply for early reimbursement of; course fees, accommodation, train and flight expenses (subject to providing proof of payment as outlined below, mileage and subsistence (food), can only be claimed for after the event.

The process for applying for study leave and claiming expenses remains the same. **You are only eligible for reimbursement up to the funds that have been approved on your application by your TPD.**

You only need to apply once using the actual course dates. You can still claim up until 3 months after the course. Early reimbursement is not mandatory, but you have the option to apply for it.

If applying for a future course, please check your placement is showing on TIS. If your placement is not showing, please contact your speciality school to update your record on TIS and not the study leave team.

Claiming Expenses Early

Course Fee, Accommodation, Train and Flight expenses are eligible for early reimbursement as soon as the application has been fully approved, where you have paid the expense and have a receipt. Mileage and Subsistence Food will remain greyed out until after the course has finished.

Invoices requesting payment or booking confirmations advising payment on arrival are not eligible for early reimbursement. If you do not have a receipt you will need to wait to claim.

If you wish to apply for early reimbursement you need to read and follow the guidance below.

Claiming the expenses is a separate process to submitting your application and needs to be completed, even if the receipts were uploaded at the time of submitting the application. This applies for all applications (courses, conferences, exam expenses (not exam fees), subscriptions, resource packages etc).

Expenses claimed after 3 months from the start date of the course will be rejected and cannot be reimbursed.

Required Documentation for Reimbursement

- **Course Fee:** The receipt needs to show the amount paid and should be on official headed paper. If you have paid in a different currency, please provide the amount paid in GBP (a bank statement will suffice). Exam Fees are not eligible for reimbursement.
- **Travel:** Ensure the receipt/documentation shows the type of ticket purchased, journey details, dates and times, along with the amounts paid. Mileage cannot be submitted for early reimbursement.
- **Accommodation:** Provide proof of both the payment for accommodation and dates of the hotel stay. Booking confirmations are not accepted unless they clearly state paid. We will not fund accommodation for the night after a course/event/exam has finished, as it is expected that you will travel home that day. When accommodation is shared you can only claim for your portion of the expense. Please refer to the national guidelines with regards to the accommodation expense allowance.

Payroll Deadline

The cut-off date for claiming expenses is 30th of the month to be paid in the following month's salary (e.g. the cut off is 30th March to be reimbursed in April's pay). **Although we will try to process all eligible expenses for the following month, we cannot guarantee that all will be reimbursed.**

Please ensure the correct receipts and information are provided when claiming. If documents are missing or not accepted, we will decline the claim, and it may delay your expenses being reimbursed until the following month.

Cancelled Courses or Did not attend

If your course is cancelled or you could not attend, your application will need to be cancelled and a new application submitted for the rescheduled dates.

If any expenses need to be refunded due to either a cancellation or non-attendance, you must contact the Study Leave Department so that the expenses can be recouped.