

## HEE 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)