

**Excess Travel  
Flowchart –  
London training  
programmes**

What region is the trainee’s training programme?  
*(If unsure, check the programme name on TIS)*

London

Does the trainee live within the M25?

Yes

No

Does the trainee live within TFL Zones?

Does the trainee live within 20 miles of the majority of placements on their training programme?  
*(This includes past, current, and any future placements if known)*

Yes

No

Yes

No

Is the trainee travelling using public transport?

Is the journey from home to place of work more than 17 miles?

**Not eligible as out of region.**  
*If there are exceptional circumstances as to why a trainee is unable to relocate to the region of their training programme, they should write to the Postgraduate Dean to request exceptional approval for their claim. Appeals can be submitted on the PGMDE Support Portal [here](#).*

**Not eligible.**

Yes

No

Yes

No

Does the journey go beyond Zones 1-3?

Is their home to work travel by car, public transport, or bicycle?

Yes

No

Car

Public Transport

Bicycle

Deduct zone 1-3 travel from the total fare. Send eligibility letter informing them they can claim for the cost of public transport less the cost of zones 1-3 travel.

**Not eligible.**

Make calculation of home to work mileage costs. Deduct 17 miles each way. Send eligibility letter informing them they can claim for the mileage costs (currently 30p per mile), less 17 miles each way.

Make calculation of home to work mileage costs. Deduct 17 miles each way. Send eligibility letter informing them they can claim for the mileage costs (currently 30p per mile), less 17 miles each way.

Make calculation of home to work mileage costs. Deduct 17 miles each way. Send eligibility letter informing them they can claim for their mileage costs (20p per mile for bicycle), less 17 miles each way.