

Temporary Accommodation Flowchart

Is the trainee living within the region of their training programme? (For London, within the M25/ for KSS within Kent, Surrey, or Sussex)

Yes

No

Is the journey from home to place of work more than 17 miles, or more than TFL Zones 1-3?

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 journey too long to be undertaken on a daily basis?

Not eligible.

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](#).

Yes

No

Does the trainee wish to stay in temporary accommodation for the full week or only for a few nights per week?

Full week

Less than the full week

Trainee would be eligible to claim excess travel costs. Make calculation of home to work mileage costs. Deduct 17 miles each way. (Or, if travelling within TFL Zones, deduct costs of Zones 1-3 travel). Send eligibility letter informing them they can claim for the mileage costs(less 17 miles each way), or for their TFL fares (less the costs of Zones 1-3 travel each way).

Trainee would be eligible to claim temporary accommodation expenses, up to the monthly maximum (£890 in London). The monthly maximum is inclusive of one journey to and from home each week.

Where a trainee identifies a day, or a run of days, where they would prefer to stay in temporary accommodation close to their place of work, in anticipation of working the next day, they can claim for the cost of their normal return journey excess mileage and use this to fund the cost of their accommodation for that night(s).

