

**Department of Postgraduate Education for General Practice
Wales College of Medicine, Biology and Life & Health Sciences**

**GP REGISTRAR STUDY LEAVE APPLICATION FOR REIMBURSEMENT OF COURSE FEES
AND/OR APPROVAL TO EXCEED £300 HEALTH AUTHORITY T&S LIMIT**

This form should be used by GP Registrars during their general practice attachment. It must be signed by your trainer overleaf. Please read the accompanying notes before completing this form.

I CONFIRM I AM A (please tick as appropriate):

- **GP Registrar**
- **GP Registrar undertaking a Dedicated Skills Training Post**

PURPOSE OF APPLICATION (please tick as appropriate):

- **Approval for reimbursement of fee for course held in Wales**
- **Approval for reimbursement of fee for course held outside Wales**
- **Permission to exceed £300 T&S claim**

NAME:

ADDRESS:

COURSE TITLE

DATE(S):

VENUE:

ORGANISER:

COURSE FEE: £
(please exclude any charge made for accommodation and/or subsistence)

APPLICATION CHECKLIST	
Before returning your application please ensure you have fully completed and signed the form and tick to confirm you have enclosed:	
Study Leave Passport <i>(applicable for GPRs only)</i>	<input type="checkbox"/>
Original Receipt	
• enclosed	<input type="checkbox"/>
• to be submitted after attendance at course	<input type="checkbox"/>

For Finance Office Use only							
Invoice Date	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>						
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Financial Code	Total Amount						
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NAME OF TRAINER:

ADDRESS:
.....

COMMENTS:
.....

TRAINER'S SIGNATURE:.....

**If you are claiming reimbursement of course fees please complete the declaration below
(please delete as appropriate):**

I declare that the claim for course fees does not exceed the actual costs incurred and no other claim has been or will be made from any other agency

OR

I have received or will receive partial reimbursement from another source of £ ; the overall amount claimed does not exceed the actual course fee

SIGNATURE OF GP REGISTRAR:.....

DATE

GP Registrars in their general practice year you are entitled to 30 days study leave per year with additional time allowed to take one postgraduate exam. Study leave may only be taken with prior approval from your trainer/supervisor. The Postgraduate School reimburses course fees from a cash limited budget. We reimburse 100% of course fees up to £400 for a year in general practice or £600 for those in Dedicated Skills posts. **Please note that we must receive your application no more than 8 weeks after the course date and the original receipt needs to be forwarded with this form as proof of payment of the course fee. If the receipt is not available before you attend the course you must submit it to the Department after you have attended the course.** You should allow approximately six weeks to receive payment which will be posted to your address given on the application form.

For further information regarding study leave and reimbursement of travel and subsistence expenses you should read the Study Leave Guidance Note and Welsh Health Circular WHC(FP) (91) 7 in the GP Registrars Handbook.

APPLICATION PROCEDURE:

- **If you are attending a course held in Wales or outside Wales** – you must submit this form (GPRs should also include a Study Leave Passport) and original receipt if available to the Postgraduate School **before** you attend the course for approval by the Sub-Dean. Your trainer or course organiser does not need to sign your study leave passport as it will be signed by the Sub-Dean. The form will be returned to you indicating the amount of reimbursement you will receive. After you have been on the course you should return the application form and **original** receipt if not already submitted for payment to be made.
- **If you wish to claim travel and subsistence (GP Registrars only)** – this is refunded by the Business Service Centre. You may claim up to £300 in one year. For attendance at some courses prior approval is required before you can claim your T&S. If you wish to attend a course that is outside a 50 mile radius of the Surgery but within Wales you must get the prior permission of your Trainer. If you wish to attend a course outside Wales or if you are going to exceed your £300 per year T&S limit you must use this form to get approval from the Sub-Dean **before** you attend the course. The form will be copied to the Health Authority approving your claim for travel and subsistence.

After completing this form please return it to:

**Jeannie Nervais
 Department of Postgraduate Education for General Practice
 Wales College of Medicine
 Cardiff University
 Heath Park
 CARDIFF
 CF14 4XN**

**Tel: 029-2074-3059
 e-mail: kemblej@cardiff.ac.uk**

Signature of Study Leave Administrator:	Date
Course fee reimbursement approved: Y / N	Amount: £
Approval to attend course outside Wales <input type="checkbox"/>	Approval to exceed £300 T&S limit <input type="checkbox"/>
Date copied to Health Authority	
Signature of Sub-Dean/Senior Lecturer:	Date