



**LONDON DEANERY  
DEPARTMENT OF POSTGRADUATE GENERAL PRACTICE EDUCATION  
GPSTR EDUCATIONAL ALLOWANCE CLAIM FORM**

**PART A - CLAIMANT'S DETAILS**

Please complete clearly in BLOCK CAPITALS.

Title	First name	Surname
<b>Home Address</b> <i>Where payment will be sent.</i>		
Number and Street _____		
Town/County _____		
Post code _____ Tel _____		

<b>Bank Account Details</b>
<i>Please complete in all cases. If details are not given, this will cause a delay in payment.</i>
Bank Sort Code ____ - ____ - ____ Account number _____
Account name _____
Name of bank _____
Address of branch _____

<b>Practice Address and Telephone Number</b>
Practice name _____
Number and street _____
Town/County _____
Postcode _____
Name of trainer _____
Dates of Training Period _____

<b>Claimant Status</b> Tick one box only as applicable.			
GP StR [ ]	GP ITP [ ]	Senior GP StR [ ]	GP Returner [ ]
Specialty training scheme locality _____			

**PART B - TO BE USED IF CERTIFICATE OF ATTENDANCE IS NOT ISSUED**

<p>I certify the claimant attended the course described on this form.</p> <p>Name _____</p> <p>Signature _____</p> <p>Programme Director/Trainer</p> <p>Official Stamp</p>
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**PART C - DETAILS OF COURSE AND EXPENSES**

Course title	Amount	Location	Start date	Finish date
	£			
	£			
	£			
	£			
<b>Total</b>	£			

**PART D - TRAVEL AND SUBSISTENCE EXPENSES**

Date				
<b>Public transport</b> (Fares Paid)	£	£	£	£
<b>Private transport</b> (@ 23p per mile)	£	£	£	£
<b>Subsistence</b> (Number of nights)	£	£	£	£
<b>Miscellaneous</b>	£	£	£	£
<b>Total</b>	£	£	£	£

**Original receipts must be enclosed.  
Copied, faxed and emailed receipts and invoices will not be accepted.  
Copies of your certificate of attendance will be accepted.**

**PART E - DECLARATION BY CLAIMANT**

I declare that the expenses claimed were properly incurred when I attended the course indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST**

- Completed claim form parts A, B, C, D and E enclosed
- Original receipts enclosed
- Copies of certificates of attendance enclosed
- Copies of claim form and receipts for your records

**PLEASE NOTE**

**Incomplete claims will delay payment.  
Copied, faxed and emailed receipts and invoices will not be accepted by our finance department and will delay payment.**

**Please return your claim form and all supporting documents to:**

Educational Allowance Administrator  
London Deanery  
GP Department  
2<sup>nd</sup> floor Stewart House  
32 Russell Square  
London WC1B 5DN

If you have any queries regarding the GPStR Educational Allowance please contact:  
[gpredallowance@londondeanery.ac.uk](mailto:gpredallowance@londondeanery.ac.uk).