

Study Leave Grants – Guidance and Frequently Asked Questions



How much can I apply for?

You can apply for a maximum of £1,250 in any financial year (April 1st – March 31st of the following year). Applicants cannot apply for study leave grants from both Directorate's own funds and the General Study Leave Fund within the same financial year. If you are unsure what your options are, please contact us at finance@shct.nhs.uk

What can the grant cover?

A study leave grant can cover any of the following: course or conference attendance fees, presenting costs such as poster printing, travel, stay, meals and drinks.

How much can I spend for travel?

We reimburse train journeys at Standard class rates. Only in exceptional circumstances we would be reimbursing First or Business class fares, for instance when these are cheaper than Standard fares.

If you need to travel on First or Business class for a specific reason, please raise this with the Charity before making a booking.

Where a train journey exceeds an hour in each direction, First class travel may be used at off-peak times, provided the applicant takes advantage of any discounts and the cost is less than a Standard Return fare.

How much can I spend for accommodation, meals and drinks?

Hotel stay (or other form of stay, such as B&B) is capped at a maximum of £120 per night outside of Greater London and £150 per night within Greater London.

Meals and drinks are capped at £30 per day. We recommend a reasonable expenditure of around £10/12 per meal. Alcoholic drinks cannot be reimbursed.

How can I make a claim after I have attended my course/conference?

When we award a Study Leave grant, we send applicants a 'Reimbursement Form' to complete in due course and in any case no later than three months from the end of the course/conference.

Please keep any receipts and attach this to your claim, alongside evidence of the course/conference attendance (i.e. email or other type of record).

What if I have paid in a foreign currency?

All claims should be made in pounds sterling (£). If you have paid in a foreign currency, we recommend converting at the prevailing rate on the day of expenditure wherever possible.