Claiming Study Leave Expenses

Please ensure that you have read and understood the study leave national and local guidelines document that is available on the North West study leave website - https://www.nwpgmd.nhs.uk/study-leave. This gives details regarding which expenses will and will not be reimbursed.

If you need to contact the Study Leave team, please provide your GMC number. The Study Leave team email address is england.studyleave.nw@nhs.net.

Please do not use Safari as your web browser for using Accent.

There are two stages to the study leave process. The first is to submit an application (including expense requests) **before** the date of the event, and the second stage is to claim the approved expenses.

By submitting an application, you will not automatically get paid after the course date, even if you have included receipts when submitting your initial application. You must complete the claim process within 3 months of the course start date

Expenses not funded

- Examination fees – including START assessment in line with national policy.
- Membership fees.
- Credit card charges, visas or application fees.
- Conventions/Ceremonies.
- Early check in and late check out for accommodation.
- Equipment, including books.
- Publication, abstract submission, or printing costs (such as poster printing).
- Car insurance and Travel Insurance.
- Childcare costs (for parental leave guidance contact england.supportt.nw@nhs.net).
- Low emission zone charges/congestion charges.
- Any costs where evidence of payment cannot be provided.
- Costs that do not relate to the period of study.
- Costs for anyone other than the RD e.g. Friends and Family.
- Postgraduate courses e.g. Masters.
- Course materials and books.
- Flights to Eire or Northern Ireland - Additional/larger cabin/hold baggage.
- Travel arrangements whilst overseas and subsistence are not reimbursed.
- Car parking fees when the cost with mileage exceeds the second-class rail fare.
- Taxis/Ubers will only be considered with additional supported information, as to why public transport was not used.
- Transport costs for meals out.
- Alcohol.

- Food purchased after the course/event has finished.
- Restaurant services charge and tips.
- Conference/gala/network event dinners.
- Expenses for courses/resources whilst Out of Programme (Except OOPT).

Documentation and Information Requirements

When claiming expenses, you will need to provide specific documentation or information.

Documents we will accept:

Course Fee:
Invoice with amount showing as paid.
Bank statement showing amount and the provider's name.

Accommodation:
Booking confirmation showing location and dates, plus receipt.
Booking confirmation showing location and dates, plus bank statement.

Subsistence (food):
Highlighted itemised receipts showing the amounts claimed and clearly showing the date of purchase.

Travel:
Rail fare receipt showing locations and dates of travel, and the type of ticket purchased, as well as the cost.
Parking: Receipt showing location, dates and cost.
Mileage: Postcodes from your place of work to the venue.

Documents we will NOT accept:

Course Fee:
Certificate of Completion/Attendance on its own
Invoice/payment demand without proof of payment
Course programme information

Accommodation:
Booking form without proof of payment.
App payments that don't show dates, location and cost.

Subsistence (food):
App payments without itemised receipts.
Bank statements without itemised receipts.

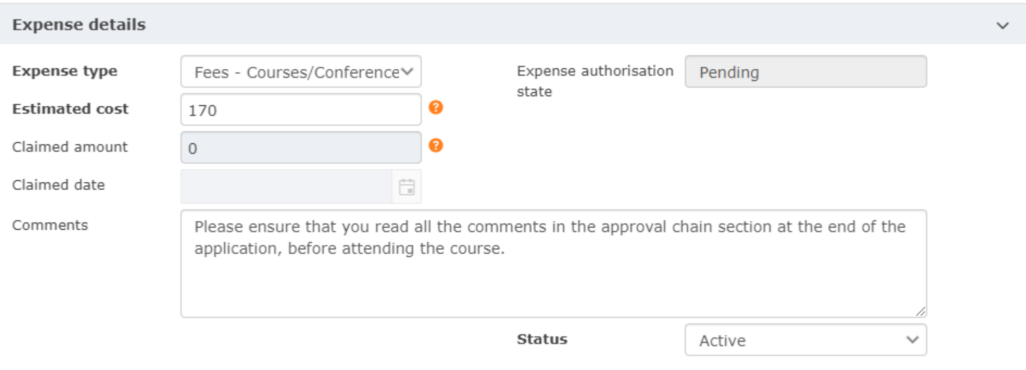
Travel:
Rail Fare receipts without proof of dates or locations of travel.
App payment showing travel.
App payments for parking.

How to Claim the Expenses

You will need to log onto Accent and open the application with the expenses that can now be reimbursed.

The comments under the approval chain section will detail the expenses that were approved by your TPD.

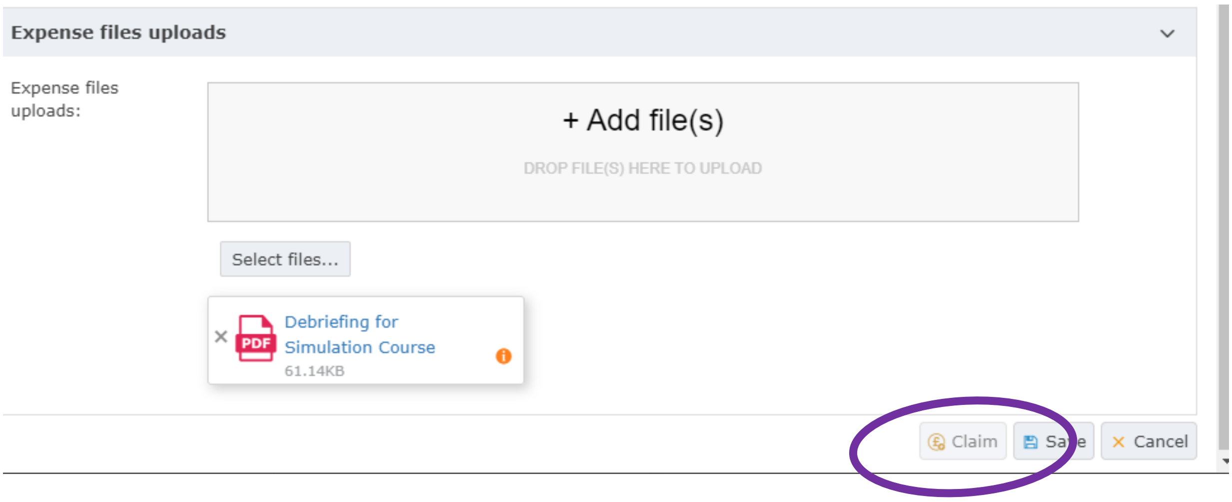
Scroll to the expenses section and click on each individual expense. Enter the claim amount and upload the relevant receipt/documentation (or for mileage, type in the details of the journeys and postcodes in the comments box).


Expense details

Expense type	Fees - Courses/Conference	Expense authorisation state	Pending
Estimated cost	170		
Claimed amount	0		
Claimed date			
Comments	Please ensure that you read all the comments in the approval chain section at the end of the application, before attending the course.		
		Status	Active

Please ensure receipts are uploaded and that they confirm payment and do not show the amount due. Ensure that the subsistence (food) receipt is itemised for this to be reimbursed.

Once you have entered the claim amount and uploaded the receipts, click on ‘Claim’. (If you click on save, it will not submit the claim. You must click on ‘Claim’). The NHSE admin team will receive a notification.



Once we have received the notification, we will look at the expense amount that your TPD approved and your receipts, and we will enter the amount in the authorised section with a date. If any information is missing, your expense claim will be rejected. If an expense is rejected, you need to log on to your account and view the comments on the rejected expense, and email the Study Leave team with the relevant information/ documentation. Do NOT upload the required documentation/information to the rejected expense as we will not receive a notification to say that you have done this. You must email the Study Leave team.

Once the NHSE admin has entered the payment this will then be reimbursed in the next available pay (this may be a month after the claim due to payroll office processes). Please note ACL trainees will be reimbursed directly into their banks after an additional form is completed.

To submit an appeal for a rejected expense. please contact the Study Leave team - england.studyleave.nw@nhs.net