

Accent Expenses Flow Chart

The expenses cannot be claimed until the course has ended. Once the course has finished (the end date of your application), you can then complete the expense claim process.

Please be aware that you have 3 months from the course end date to complete the expenses reimbursement process. If received after this time, expenses will not be reimbursed.

1. You will need to log into Accent and open the application with the expenses that can now be reimbursed. Scroll to the expenses at the bottom and click on each individual expense. Enter the claimed amount and upload the relevant receipt. Please ensure receipts are uploaded and that they confirm payment and do not show the amount due. Ensure that the subsistence receipt is itemised for this to be reimbursed.



2. 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 HEE admin team will receive a notification.



3. Once we have received the notification, we will look at the expense amount that your TPD approved and your receipts, and we will then enter the amount in the authorised section with a date next to payment. If any information is missing, we will need to contact you.



4. Once the HEE admin has entered the payment you will receive a notification confirming approval and the expense 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.



5. Any Appeals against rejected expenses should be addressed to the Deputy Dean for Hospital and Community Care and sent via studyleave.nw@hee.nhs.uk