

## Claiming Study Leave Expenses

Please ensure that you have read and understood the study leave 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](mailto: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 pre-approved expenses after you have attended the event.

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. After attending the course, you need to complete the expense claims process and this must be done within 3 months of the course end date.

Examples of expenses that are NOT covered by the study leave budget are:

- exam fees
- poster printing
- membership fees (even if this means the cost of attending an event would work out cheaper)
- Event dinners and other related social events
- Early check in and late check out for accommodation
- Train ticket travel insurance
- Alcohol
- Restaurant services charge and tips
- Any expense costs for family, friends or colleagues. Do not claim expenses for anyone other than yourself.

### 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.

Please provide certificate of attendance also if one is provided.

**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.  
Taxi/Uber: Receipt showing the journey locations and dates of travel, as well as the cost.  
Parking: Receipt showing location, dates and cost.  
Mileage: Postcodes to and from 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 Uber/Taxi payments.  
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). 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](mailto:england.studyleave.nw@nhs.net)