

Study Leave Expense Claim Form (FS2) Process Flow Chart

It is essential that this process is followed.

The Study Leave Expense Claim (FS2) form, cannot be processed until the course start date as indicated on the Study Leave application (FS1) form.

Expense claim form must be with HEE NW Study Leave administrators within 90 days of the course start date otherwise financial claims will be rejected and Study Leave 'time only' will be processed.

Key to show which steps are to be done by which person

- HEE NW Study leave Administrator 1
- Trainee - steps 2, 3, 4 & 6
- Payroll – step 5

1. On approval of the FS1 application form, the HHE NW Study Leave administrator will email details of the approval along with Study Leave Expense Claim (FS2) form to the trainee.

2. The Study Leave Expense Claim form (FS2) can only be processed after the course start date as indicated on the Study Leave application form (FS1) and should then be returned to the HEE NW Study Leave Administrator.

3. **Please note**, if there are no receipts, expenses will not be refunded (with the exception of travel where the cost of a standard 2nd class fare will be refunded.) Additionally all Study Leave expense form claims (FS2), must include trainee signatures. Typed signatures **WILL NOT** be accepted. Either physically sign the form or insert an electronic signature.

4. **Please note**, expense forms need to be with the HEE NW Study Leave administrators within 90 days of the course start date as indicated on the Study Leave Application (FS1) form, or before the last day in February whichever comes first, otherwise the financial claim will be rejected and Study Leave 'time only' will be processed.

5. Any expenses will be refunded on the trainees next possible pay date (this may be a month after the claim due to payroll office processes.)

6. Any Appeals again this process should be addressed to the Deputy Dean for Hospital and Community Care and sent via studyleave.nw@hee.nhs.uk.