

## **Study Leave Expenses Reimbursement Process (GP Trainees)**

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### **Trainees:**

1. Apply for leave in the usual way – Accent Leave Manager ensuring you apply for costs with your application
2. When your leave request is approved, attend event
3. After the event, complete the Study Leave Expenses Reimbursement Form electronically
4. Collate receipts, scan them, and save to your computer
5. Email the completed form (one form per activity) and attach the receipts and certificate (if applicable) to your Programme Office. Please note that incomplete claims will be returned.
6. Include the words '**Study Leave Claim**' in the subject line of your email
7. Note that forms will be processed as quickly as possible and wherever possible, in time for the next payroll cut-off date

### **GP Programme Office:**

1. Consider trainee applications in the usual way – Accent Leave Manager
2. Upon receipt of electronic Reimbursement Form via email from trainee, check original application on Leave Manager
3. Is the application approved?
4. Check that the total claimed is within the total amount approved on Leave Manager and the entitlement
5. Check attached receipts and follow up with trainee as necessary
6. If reimbursement request is authorised, record it on Leave Manager (follow HEE guidance)
7. Process all claims by **third working day** of the month for that month's payroll
8. Check report generated by HEE (see below); update Leave Manager as necessary and return to HEE by close of business **the following day**

### **HEE Local Office:**

1. On **fourth working day** of the month run monthly payroll report
2. Check report for accuracy (send copy to Programme Managers)
3. Collate responses and manage queries, then re-run the report if necessary
4. On the **eighth calendar day** of each month, email report to St Helens and Knowsley Teaching Hospitals NHS Trust to ensure payment to trainees in that month