

Study leave reimbursement process – GP



Notes

Please note that all applications need to be submitted **prospectively** on Accent Leave Manager, in line with the [Study Leave policy](#). Please use **one claim form per activity**.

Applicant

1. Apply for study leave on Accent Leave Manager, as per the usual process. Ensure you have added estimated expenses to the initial application on Accent Leave Manager.
2. Ensure to liaise with approvers, if required, to obtain approval prior study leave start date
3. After the event, complete the study leave reimbursement claim form electronically
4. Collate receipts and proof of attendance (certificate or confirmation from organiser)
5. Email the completed claim form, receipts and proof of attendance to the [local GP Programme Office](#) where you were based at the time of the activity
6. All claim forms need to be submitted to the GP Programme Office **within 8 weeks** of finishing study leave or receiving approval on Accent Leave Manager

GP Programme Office

1. Once the claim along with the evidence is received, review the application on Leave Manager
2. Is the application approved? Has the date of the event passed? Has the claim form and evidence been received **within 8 weeks** of finishing study leave or receiving approval on Accent Leave Manager?
3. Check the claimed amounts are within the estimated amounts and within the entitlements
4. Check evidence submitted and liaise with applicant if necessary
5. Record authorised amounts on Accent Leave Manager (follow [guidance](#))
6. Process all claims by the last working day of the month for that months' payroll
7. Check report generated by NHSE for accuracy, update Accent Leave Manager as necessary before the last working day of the month

NHSE Local Office

1. Run monthly report a **week prior** the 1st working day of the month and send to GP Programme Managers
2. Manage any queries arising from review of report

3. Re-run the report on 1st of the month to ensure payment to applicants in that months' payroll and send to Lead Employer