

## CSL Expenses Reimbursement Process (Radiology Trainees)

### **Trainees:**

1. Apply for leave in the usual way – Intrepid 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 CSL Expenses Reimbursement Form electronically
4. Collate receipts, scan them and save to your computer
5. Email the completed form and attach the receipts to your CSL coordinator at the Host Trust who approved the request
6. Note that forms will be processed as quickly as possible and wherever possible, in time for the next payroll cut-off date

### **Study Leave Coordinator (Host Trust):**

1. Consider trainee applications in the usual way – Intrepid Leave Manager
2. Upon receipt of electronic Reimbursement Form via email from trainee, check original application
3. Is the application approved?
4. Check that the total claimed is within the total amount approved on Intrepid and the entitlement
5. Check attached receipts and follow up with trainee as necessary
6. If reimbursement request is authorised record on Intrepid (follow HEE guidance)
7. Process all claims by 1<sup>st</sup> of the month for that month's payroll

### **HEE Local Office:**

1. Run monthly payroll report (to include one full month)
2. Check report for accuracy
3. Email report to UHDB by 7<sup>th</sup> of the month to ensure payment to trainees in that month