



# Curriculum Study Leave (CSL) HEE East Midlands

## Intrepid Leave Manager – A guide to expenses



<p><b>Intrepid</b></p> <p><b>SIGN IN</b></p> <p>Email address: <input type="text"/></p> <p>PIN: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><a href="#">→ sign-in</a></p> <p><a href="#">→ Forgotten your PIN or password?</a></p> <p><a href="#">→ Why do I need a PIN and password?</a></p> <p>Unauthorised access to this system is strictly forbidden.</p> <p>Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.</p> <p><b>Hicom</b></p>	<p><b>WELCOME TO INTREPID</b></p> <p>Intrepid is an online suite of integrated software products designed to manage training, education and career progression in the healthcare sector.</p> <p>You are connecting to the Health Education England system for Leave Management, Case Management and Placement Management.</p> <p>Latest TIS Update: 01/04/2020 05:31:48</p>  <p><b>SYSTEM REQUIREMENTS</b></p> <p>This system is supported in: Internet Explorer 7.0 and 8.0, Firefox 3.5, Chrome and Safari.</p> <p>It is strongly recommended that you do not have multiple instances of this system open at the same time (i.e. multi-tabbed browsing or multiple sessions).</p>	<p><b>NHS</b></p> <p><b>SYSTEM ACCESS</b></p> <p>Account credentials to access Intrepid will be issued via email by Health Education England.</p> <p>You are unable to register on this system directly.</p> <p>By accessing this system you are agreeing to the Terms &amp; Conditions of Use.</p> 
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# Study Leave, HEE East Midlands – Leave Manager Expenses

## Introduction

HEE-EM uses an online system called **Intrepid Leave Manager** ([www.intrepidv10.co.uk/HEE](http://www.intrepidv10.co.uk/HEE)) for junior doctors, junior dentists and public health trainees (hereafter all referred to collectively as ‘trainees’) to request approval for study leave for events (including courses, conferences and exams) and private study required to meet their curricular requirements, and to support claiming appropriate expenses for study leave.

In line with IR35 regulations, HEE is unable to pay trainee claims directly; this must be done by the trainee’s employer. This document is designed to support all those involved in the process regarding their responsibilities, to ensure that expenses can be processed smoothly.

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## We are here to help!

We hope that you find this document clear and informative. It is designed to help all those involved in Curriculum Study Leave – trainees, trainers, Trusts and GP Practices. We understand that trainees are busy and have many conflicting demands, so we try to make CSL as straightforward as possible. We don't get it right all the time, but we really do try to!

We welcome feedback so if you'd like to provide some, please email us. Please don't hesitate to contact us in the event of a query – we like to answer your questions! You can email us at [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).

Thank you.

## 1) Roles and responsibilities in study leave

HEE is committed to providing all required information and resources to ensure that Trusts can carry out their daily duties in enabling and providing study leave support. We want to ensure that this support is provided by an appropriate member of staff involved in the study leave process and where this is not possible, trainees are pointed into the right direction for support and guidance.

### HEE Faculty Support Team

Responsibilities include, but are not limited to:

- Policy updates – regular communication with CSL Coordinators and Medical Education Managers.
- Provision of study leave funding.
- Provision and maintenance of a study leave recording system.
- Provide information and guidance at School/Programme inductions/for new starters regarding the overall study leave process.
- Support complex/technical queries and provide support/authorisation/ratification for CSL Coordinators as appropriate.
- Encourage trainees to proactively utilise study leave entitlements throughout the academic year.

HEE also includes other teams responsible for other aspects of junior doctor training, such as placement details (Programmes Team). These are covered in Appendix A of the HEE-EM CSL Policy, available on our [website](#).

### CSL Coordinator

Responsibilities include, but are not limited to:

- Providing information and guidance at Trust inductions/for new starters regarding local study leave process.
- Providing information and guidance on HEE-EM policies and systems as well as local processes.
- Processing of expenses (using local Trust processes).
- Providing information/updates where required to HEE-EM on rota coordinator changes.
- Act as the first point of contact for trainees locally.
- Encourage trainees to proactively utilise study leave entitlements throughout the academic year.
- For Primary Care, CSL Coordinators (Programme Managers) will also act as approvers at Sequence 5.

# Study Leave, HEE East Midlands – Leave Manager Expenses

## Trainees (Leave Applicants)

Responsible for:

- Familiarising themselves with the HEE EM CSL policy and any relevant Trust/Practice policies.
- Submitting leave requests within an appropriate timeframe (generally at least 6 weeks ahead of the leave).
  - Contacting local CSL Coordinator/HEE proactively and prospectively if they have any issues doing so or need anything amending.
- Including estimated expenses that will cover their needs
  - Contacting local CSL Coordinator/HEE proactively and prospectively if they have any issues doing so or need anything amending.
- Managing their study leave days & budget appropriately and requesting changes proactively through the appropriate route (as per policy) as necessary.
- Submitting expenses claims with the required evidence and information in line with their employer's process, and in an appropriate timeframe (within 8 weeks of completing the activity or, exceptionally, within 8 weeks of the leave request being fully approved; whichever is later).

## Practice Managers/Rota Coordinators (Sequence 30)

Responsible for:

- Confirming that a trainee can be released from/is not scheduled for the rota on their requested study leave day/s.
- Confirming any cancelled leave requests.
  - Doing both within an appropriate timeframe (we would suggest within 7 days of receipt).

## Exception Approvers (Sequence 35)

Responsible for:

- Assessing the educational and financial suitability of the request for the individual trainee, considering the availability of alternative comparable activities, equity of access for other trainees, individual progression, stage of training and career aspirations.
- Confirming any cancelled leave requests.
  - Doing both within an appropriate timeframe (we would suggest within 7 days of receipt).

**NOTE:** Exception Approvers do not receive requests for Standard (Curriculum Required) activities; these have been preapproved as part of the required training programme. Leave requests will only progress to the Exception approver once the Exception request has been approved by the Sequence 30 approver.

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## 2) Current policies and process

Current policies and guidelines will be published on the HEE-EM website ([www.eastmidlandsdeanery.nhs.uk/policies/study\\_leave](http://www.eastmidlandsdeanery.nhs.uk/policies/study_leave)) with additional communications via email updates and newsletters.

The main policy updates are made at the start of the academic year, where appropriate. If necessary, further appendices are added throughout the year but no changes are usually made to the main CSL policy. Changes are applied to the policy to keep in line with the national study leave guidance, as well as to include any amendments made, based on the feedback from local Trusts or trainee committees.

## 3) Applying for expenses (Trainees)

### General guidance

- Claims for reimbursement of expenses must be made to the junior doctor's Employing Trust/GP Programme Office as soon as possible after the leave has taken place, and within eight weeks of the leave being completed.
- Claims can only be made against leave that was prospectively submitted using Leave Manager, where the estimated expenses were included on the application, and the leave application has been approved; this applies even when the activity takes place on a non-working day. Trainees are therefore reminded to include costs on their application.
  - If you have difficulty submitting a leave request or forget to include costs on your application, contact the CSL Team as soon as possible to resolve this. Retrospective requests for leave requests/expenses to be added will not be accepted unless the Study Leave team has been contacted ahead of the activity.
  - Expenses on leave applications that have not been approved will not be funded by HEE, even if the expenses are marked as approved.
- Evidence of attendance, such as a certificate of attendance and evidence of approved expenses, such as receipts, are mandatory for making a claim.
- International Leave – for any expenses paid in a foreign currency, evidence must be provided of the exchange rate applied at the time of payment. See the International Leave policy on our [website](#).
- Where the required receipts cannot be provided, generally bank statements with a clear indication of the relevant expense can be accepted – for payments made using means other than a debit/credit card.
- Claims must be made using the appropriate Trust/GP Programme Office process. Late claims will not be reimbursed unless accompanied by a letter setting out the exceptional circumstance that led to the delay.
- Unless special considerations exist, Trusts should pay all reasonable expenses approved on Leave Manager, in line with applicable rates, without exceeding the amount approved.
- Where possible, trainees must take advantage of concessionary fares. 'First class' and other premium class travel will not be reimbursed.

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- In addition to course fees, the following expenses can be applied for: Overnight accommodation, staying with friends or relatives, mileage or travel costs and meal allowances (please see **Error! Reference source not found.** of the CSL Policy).
- In the event where a course/activity has been cancelled by the provider, HEE cannot refund any fees or expenses paid. **NOTE:** Exceptions may apply for activities cancelled due to COVID-19; please see our [dedicated webpage](#).
- Unauthorised Costs include:
  - Retrospective applications
  - Examination fees
  - Membership/subscription fees
  - Credit card charges
  - Conventions
  - Ceremonies
  - Equipment, including books
  - Publication, abstract submission or printing costs
  - Visas or application fees
  - Any costs where evidence of payment cannot be provided (i.e. receipts) except for mileage and friends/family rate accommodation.
  - Costs that do not relate to the period of study leave
  - Interview expenses (interviews are not covered by CSL)
  - Excess mileage/relocation expenses will not be refunded as they are not part of CSL

### Checking Leave Entitlements

LEAVE MANAGER

Leave Application

Leave Manager

Leave Entitlement

- Log in at [www.intrepidv10.co.uk/HEE](http://www.intrepidv10.co.uk/HEE)
- Under **LEAVE MANAGER** on the left-hand side, click on Leave Entitlement

- This shows whether you have entitlements recorded for you. It should look something like this, although the amounts vary for trainees in different programmes/grades.

LEAVE MANAGER - ENTITLEMENT									
ANNUAL LEAVE ENTITLEMENT									BACK 
STUDY LEAVE ENTITLEMENT									
Start Date	End Date	Entitled (I/E)	B/F	Lieu	CR	Total (I/E)	Taken (I/E)	Remaining (I/E)	
06/08/2014	04/08/2015	30 (20/10)	0.00	0.00	0.00	30 (20/10)	4 (3/1)	26 (17/9)	
STUDY LEAVE BUDGET									
Leave Year	Start Date	End Date	B/F	Budget	Total	Committed	Actual	Remaining	
2014/2015	06/08/2014	04/08/2015	0.00	500.00	500.00	67.25	0.00	432.75	



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## How to add expenses to a leave request

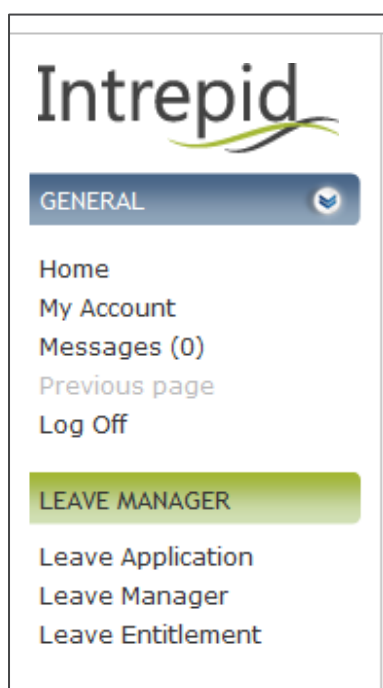
The screenshot shows a form titled "LEAVE EXPENSES" with a status message: "No leave expense claims have been made for this application". The form contains the following fields and buttons:

- Cost type:** A dropdown menu currently set to "Fees - Courses/Conferences only".
- Estimated cost (£):** A text input field containing the number "20".
- Reference:** An empty text input field.
- Comments:** An empty text input field.
- Buttons:** "Add" (with a gear icon), "Submit Application" (with a gear icon), and "Cancel" (with a blue arrow icon).

- Once you've filled in the rest of your leave request, scroll down to the **Leave Expenses** section to add expenses.
- Choose the applicable **Cost Type** from the dropdown. Note that any expenses not covered by an applicable Cost Type are unlikely to be paid (see "Unauthorised Costs" earlier in this document for some examples).
  - Add a new line for each applicable expense type. Adding all of your expenses under one expense type may delay or prevent your claim.
- Type in the **Estimated Cost**. We suggest overestimating if you're unsure, to help avoid any issues with your claim later.
  - If you need to increase this later, email [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk) with the relevant details as soon as possible prior to the activity.

- Enter any **Reference** or **Comments** you would like to include (these fields are not required).
- Click **Add**.
- You will see the expense appear as a new line under the **Leave Expenses** heading (instead of "No leave expenses have been made for this application").
- Add a new line for any additional expenses you think you may need to claim. Remember to click **Add** for every line, including the last one, and make sure that they appear under the **Leave Expenses** heading before clicking **Submit Application**.
  - If you find that you have missed adding any expenses to your leave request, email [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk) with the relevant details as soon as possible prior to the activity.

## How to claim reimbursement of expenses



Once your leave request has been approved, you have attended the activity, and received your proof of attendance, you can claim your expenses.

As HEE does not employ trainees directly, unfortunately expenses cannot currently be processed automatically through Leave Manager. You will need to follow the claims process for your current employer. If you're unsure, please contact your local CSL Coordinator; details are available on our [website](#).

Your expenses will only be processed in line with what has been included in your leave request on Leave Manager, which must have been authorised by your approvers.

You can check the progress of your leave request, including any outstanding approvers, by logging into your Leave Manager account, and under **LEAVE MANAGER** on the left-hand side, click on Leave Manager.

## Study Leave, HEE East Midlands – Leave Manager Expenses

Open the relevant leave request, and scroll down to the **Online Leave Approval** section to see any outstanding approver/s. Note that leave requests usually only require one person to approve a leave request at each stage in the Sequence, i.e. if there are multiple rota coordinators for your department listed at Sequence 30, it will generally only require one of them to approve the request in order for it to progress. Your leave application will only progress to your TPD/HoS (if applicable) at Sequence 35 once it has been approved at Sequence 30.

### FAQs

#### Why is there no Expenses section when I'm applying for leave?

- Please check your Leave Type; remember that Private Leave can only be used for private exam revision (e.g. at home) as per the policy, and should not incur any expenses, so you cannot apply for expenses on Private Leave requests. Please change the Leave Type to Study or Exam as appropriate.
- If you have selected either Study or Exam leave and no Expenses section appears, please send a screenshot of the application screen to [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).

#### I missed adding expenses/there's an error on my leave request; what should I do?

##### Should I cancel the leave?

- Cancelling leave requests should only be done when you are no longer planning to attend the activity you applied for.
- Leave requests can no longer be edited once they have been submitted on Intrepid as they are under review/have been approved by your approvers on the basis of the information you have provided.
- If there is something wrong with/missing from your leave request, please contact HEE ([CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk)) with the details you need changing (including the breakdown of expenses, e.g. course fees, public transport, accommodation, mileage), and we can amend/add to your leave request as appropriate.

#### I've cancelled a leave request, but the days/money is still coming out of my entitlements!

- Cancellations must be acknowledged by your leave approvers before they are released back to you. If you need the time/budget back urgently and your leave approvers are not responding, please contact HEE ([CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk)).
- Cancelling leave requests should only be done when you are no longer planning to attend the activity you applied for. If there is something wrong with/missing from your leave request, please contact us, and we can amend/add to your leave request as appropriate.

#### Why haven't my expenses been authorised?

- Expenses are marked as authorised when they are approved for payment by your Trust/Programme Office (see "How to claim expenses post-event" above). In order to claim expenses, only your leave request (with estimated expenses) needs to be approved



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## 4) Processing expenses (CSL Coordinators)

### How to process expenses

1. Log into Intrepid v10 and locate the trainee record. Go to the Education/Leave tab and find the study leave record that matches the claim form being processed.
2. Check that the leave request is authorised (**Authorised:** Yes). This can be done from the Leave History page (a), or once you have opened the leave request (b).

LEAVE HISTORY						
	<u>Start date</u>	<u>End date</u>	<u>Leave type</u>	<u>Internal/External</u>	<u>Days</u>	<u>Authorised</u>
➔	05/02/2020	06/02/2020	Study	Internal	2.	Yes
➔	22/01/2020	22/01/2020	Study	External	1.	Yes
➔	06/12/2019	07/12/2019	Exam	External	1.	Yes

a)

Exp. claim rcvd:

**Authorised:**

Auth. type:

Course topic:

b)

If the request has not been authorised, please follow the guidance [below](#) (“What if the leave request has not been approved but the trainee submits a claim?”)





**NOTE:** Any expenses processed without the leave being approved will not be funded by HEE.

3. Scroll to the **Leave Expenses** section. There will be a separate entry for each expense type.

**NOTE:** Different expenses types (e.g. Fees, Subsistence – Accommodation, Travel – Mileage) should be recorded as distinct rows. If all expenses appear to be grouped under a single expense record, please contact HEE with details of the claim for advice.

4. Click on the arrow at the left-hand side of the relevant expense record.
5. Check that the amount of the claim doesn't exceed either the amount approved (Estimated Cost), or the remaining budget (under Entitlements (Leave) on the left-hand side) and is in line with the authorised expenses and rates set out in the CSL policy.
6. Complete the following fields
  - **Claim Amount** (the amount being paid to the trainee. This should not exceed the Estimated Cost originally by the trainee).
  - **Actual Cost** (the actual cost incurred by the trainee from the receipts. HEE will use this for reporting and monitoring purposes)
  - **Financial year** (the current financial year)

## Study Leave, HEE East Midlands – Leave Manager Expenses

LEAVE EXPENSE				
Expense Type:	Subsistence - Accommodation ▼	Authorised:	<input type="checkbox"/>	 Save
Estimated Cost:	120	Passed for Payment:	<input type="text"/> 	 Cancel
Actual Cost:	150	Reference:	<input type="text"/>	 Print
Claim Amount:	120	Payroll Assignment No:	<input type="text"/>	
Financial Year:	2020/21			
Comments:	<input type="text" value="Hotel for one night"/>			

7. Tick the **Authorised** box. This will automatically populate **Passed for Payment** with today's date; please wait for it to do so.
8. Record any notes as appropriate.
9. Click **Save**. Repeat as necessary for any other expense types.
10. For any estimated costs not being claimed by the trainee, click on the arrow at the left-hand side of the relevant expense record, complete both **Actual Cost** and **Claim Amount** with 0, and click Save. This will release the funds back to the trainee's budget entitlement.

### FAQs

#### What if the leave request has not been approved but the trainee submits a claim?

- Inform the trainee that the claim cannot be processed as their leave application has not been approved on Leave Manager.
- The best solution here is that the trainee contacts their leave approvers directly to action the request; leave requests should normally be fully approved prior to the trainee attending the activity.
- Outstanding leave approvers can be checked in the Online Leave Approval section of the leave request.
- If the leave approvers listed on the application are incorrect, please inform [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).
- Any expenses processed on Intrepid where the associated leave request has not been fully approved in line with the CSL policy will not be reimbursed by HEE.

#### What if the leave request has been approved by the rota coordinator but not the TPD/HoS?

- The expenses still cannot be processed until the application is fully approved. Due to the changes in national budgets and how we regionally manage CSL expenses, TPD/HoS approval is key in the application as they review the value for money and educational value of the application.

#### What if the trainee has not estimated expenses on their request?

- The claim cannot be processed and should be rejected. There is an appeals process outlined in the CSL Policy which can be followed by the trainee, should they wish to appeal this decision.

# Study Leave, HEE East Midlands – Leave Manager Expenses

## What if the expenses claimed are higher than the estimated cost?

- Expenses can only be authorised up to the amount estimated by the trainee. The authorised amount **should not exceed** the estimated cost. If you are in any doubt, please contact [CSL.EM@hee.nhs.uk](mailto:CSL.EM@hee.nhs.uk).

## What if the trainee has forgotten to enter some of the expenses?

- Only the expenses prospectively entered onto the application can be processed – if there are any expenses which were not estimated on the application, these should not be processed.

## Can the standard rates outlined in the CSL Policy be exceeded?

- The rates in the CSL Policy are based on the NHS Terms and Conditions of Service and are standardised nationally; they cannot be exceeded.

## What should I do if the expenses on the claim exceed the overall budget for the trainee?

- Trainee budgets can be increased on request (see the policy on our [website](#)) **prior** to the trainee submitting a request on Leave Manager. This is so that all expenses can be estimated on the application by the trainee. You should process the claim, only up to the amounts estimated on Leave Manager – even if they are lower than the claimed expenses.

## The trainee has not applied for study leave or expenses on Leave Manager, can they still apply for expenses?

- If the application has not been submitted prospectively on Leave Manager, expenses cannot be claimed. In line with the CSL Policy, retrospective requests may be considered only in exceptional circumstances, where valid reasons for not applying exist. The claim should be rejected at this point and the trainee can follow the appeals process outlined in the CSL Policy.

## 5) Getting support

- CSL co-ordinators should be the first point of contact for trainees locally for study leave enquires due to local knowledge of both processes and relevant staff, and should aim to resolve any local issues which may arise, utilising any resources and information provided by HEE
- HEE should be contacted if further support is required, as well as for system issues/enquires which cannot be resolved at a local level

HEE also includes other teams responsible for other aspects of junior doctor training, such as placement details (Programmes Team). These are covered in Appendix A of the HEE-EM CSL Policy on our [website](#).