

CLAIMING STUDY LEAVE EXPENSES

We use the **Easy Expense System** for claiming study leave expenses.

<https://ekhufteasy.giltbyte.com/user/login/>

- All Study Leave expense claims must be submitted within **1 month** of the date of attending the event, or immediately after if leaving the Trust.
- Once you have left the Trust you will not be able to access your expense account to submit / amend claims and will not be reimbursed.

HOW TO CLAIM

- First register with the **Easy Expense System** using the link above. You will need your NHS email address and your payroll number to do this.
- If you will need to claim for mileage costs please register your vehicle details once you have registered.
- When choosing categories from the type of expense drop down list, please select the ones pre-fixed with **Study**. Any other selection will prevent the claim from being forwarded to the correct authoriser. Your payment may be delayed or rejected.
- Receipts should be uploaded to your claim for all expenses (except for mileage, which is calculated by the system). Please ensure that the correct receipt is uploaded to the correct category.
- All expenses relating to one Study Leave event should be claimed at the same time. HEE will not accept claims at different times for the same study leave event.
- The monthly cut-off date for claims is the last day of each month, claims processed before that date will be reimbursed in the following months pay run. Anything after that date will not be paid until the subsequent month.