

Study Leave Expenses Reimbursement Process (Lead Employer model)

Trainees:

1. Apply for leave in the usual way – 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 Expenses Reimbursement Form electronically
4. Collate receipts, scan them and save to your computer
5. Email the completed form (one per activity) and attach the receipts to your Study Leave coordinator at the Host Trust who approved the request
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

Study Leave Coordinator (Host Trust):

1. Consider trainee applications in the usual way – 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 Leave Manager (follow HEE guidance)
7. Process all claims by 1st 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 Lead Employer by 7th of the month to ensure payment to trainees in that month