

# HEE claims process for Public Health TNCs

Please ensure that you are using the most recent version of this guidance, available on our website ([www.eastmidlandsdeanery.nhs.uk/public\\_health/policies\\_standards](http://www.eastmidlandsdeanery.nhs.uk/public_health/policies_standards)) to avoid any delays with your claim.

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## Claims process

1. TNC produces an invoice (ideally on headed paper, showing which TNC the claim relates to) detailing the items being claimed for, with the below invoicing address.  
  
FAO XXAPETHERBRIDGE  
Health Education England – T73  
T73 Payables F485  
Phoenix House  
Topcliffe Lane  
Tingley  
Wakefield  
WF3 1WE
2. TNC sends invoice to the above address, or to [Andrew.Petherbridge@hee.nhs.uk](mailto:Andrew.Petherbridge@hee.nhs.uk) for checking first if desired.
3. The claim will be processed by HEE’s Finance Team and Andrew (as the School’s Account Manager) will authorise the claim for payment.

An electronic claims system is being rolled out across HEE; this guidance will be updated once this option is available.

## Suggestions for spend

This list is not exhaustive – please contact HEE/the School if unsure

- Mobile phones for trainees
- Encrypted USB (if approved under organisation policy)
- Books & similar resources

## Costs excluded from this process

This list is not exhaustive – please contact HEE/the School if unsure

- Equipment for use by all staff at the organisation (e.g. printers)
- Specialist workstation equipment/other reasonable adjustments (managed through a separate process)