## Severn Psychiatry Trainee Study Leave Expenses Reimbursement Guidance.

This document confirms the steps and expectation of both HEE and the trainee in relation to Severn Psychiatry Trainee Study Leave Expense Reimbursement Claims.

Trainees submit Study Leave Requests via Accent Leave Manager before attending the course and these requests are approved by HEE. Within two weeks of the end date of the course the Trainee should use Accent Leave Manager to 'claim' their expenses If you have any issuse with this, please contact SEVPsychiatry.SW@he e.nhs.uk immediately.

The trainee should also upload to Accent proof of payment (receipt), a certificate of attendance and a word document confirming the bank details to be used for reimbursement.

HEE will monitor for instances where the course end date has passed and no claim for reimbursement has been submitted and contact the trainee

IF NO E-MAIL FROM HEE
IS RECEIVED BY THE
TRAINEE WITHIN 2
WEEKS 'CLAIMING'
THEIR EXPENSES ON
ACCENT, Trainee should
contact
SEVPsychiatry.SW@hee.n
hs.uk

IF THE CLAIM IS
RECIEVED AS
EXPECTED BY HEE

HEE will e-mail the trainee to confirm receipt of the claim and that it is being processed.

Reinbursement of claims not received as expected or those with with missing or incomplete information will be chased weekly by HEE

Once fully processed, the trainee will receive another e-mail confirming the claim is processed and when funds are likely to be received.

HEE will be unable to reimburse claims (except in exceptional circumstances) where HEE receive insufficient evidence to support a claim or if no claim is made within 12 weeks of the end date of the course

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Task	Responsibility	When
Submit a leave request on Accent Leave Manager	Trainee	Before the course start date.
Attach proof of payment (receipt), bank details (in word document) and certificate of attendance on Accent	Trainee	Within 2 weeks of the end date of your course
Submit expenses, by pressing the 'Claim' button on Accent	Trainee	Within 2 weeks of the end date of your course
If you have any issues 'claiming' the expenses, contact HEE	Trainee	Immediately if no option is shown.
Acknowledge submitted claim by e-mail	HEE	Within 5 days of receipt of claim.
Contact HEE if expenses have been submitted on Accent Leave Manager but no e-mail acknowledging receipt has been received from HEE.	Trainee	Two weeks after Accent Leave Manager updated.
Contact trainee if an expected reimbursement submission is not received within 4 weeks of the end date of the course	HEE	4 weeks after course end date

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Follow up with trainee if	HEE	Every 2 weeks
no claim received		(following initial 4
		weeks) until week 12

## PLEASE NOTE -

We are unable to retain your bank details from previous claims. A word document containing your bank details should be supplied and uploaded to Accent Leave Manager for **every claim**.

Missing or insufficient documents and/or evidence to support your claim will delay payment. We will only request/accept evidence to support your claim by e-mail if the Accent Leave Manager user process is unsuccessful.

All contact from HEE regarding your claim will be made by e-mail with the title "IMPORTANT – STUDY LEAVE CLAIM". Please ensure you monitor for e-mails with this title if you have a claim in progress.