

**Process for Submitting Study leave claims via EASY expenses system**  
**All GP trainees must follow the separate flowchart detailed in the guidance for the postgraduate school of primary care**

Trainee completes Study leave request form and takes to the education centre for authorisation.  
GP trainees must take their study leave request form to their GP trainer for authorisation whilst in a GP practice

Education centre/ GP trainer approves study leave request form and hands back to trainee

Trainee then uploads the application form onto the expenses system using Course Approved study leave request form item in the 'other claims' section with a 1.00 entered in the claim amount field (this will not be paid as it is not transferred to the payroll system) and saves for later submission

Trainee attends the approved study leave

Trainee claims money back selecting the applicable claim type for each item to be reimbursed. The categories include the following and all receipts must be uploaded

- Course Fees
- Accommodation for a Course
- Travelling to a Course
- Meals whilst attending the Course – **all meals must be itemised in order to receive reimbursement**
- Accommodation for attending the Exam
- Travelling to the Exam
- Meals whilst attending the Exam
- Poster/Printer fees
- Mileage to attend course/exam
- Car parking without receipts will be subject to tax and NI contributions
- Train fare without receipts will be subject to tax and NI contributions

**Please Note reimbursement will not be made for alcoholic beverages, confectionary or newspapers**

All Course Fees will appear on the payslip as Course Fees NP

All other expenses relating to both course and exam attendance will appear on the payslip as Course expenses NP

Trainee submits claim on the EASY expenses system



Email sent to authorisation block for approval



Authorised signatory checks that the study leave request form submitted relates to claim, the study leave request form has been approved, and no inappropriate items are being claimed



**If approved**  
The authorised signatory approves claim and is change in the system as authorised

**If rejected**  
The authorised signatory rejects claim and states, the reason why – trainee will then need to amend what is required and resubmit for approval by the authorised signatory



Once approved – claim status changed to approve and the LET payroll department will check all receipts to ensure they tally with the claimed items and are within the limits to be paid



**If accepted**  
Status of claim will be changed to accepted and will be paid in the next available monthly pay run



**If rejected**  
The trainee will receive a rejection email stating the reason why



Trainee will then need to correct what is needed and resubmit for payment – it will then be checked again and if appropriately completed will be accepted for payment in the next available pay run

If you have any queries regarding your study leave payment please contact the Lead Employer Trust Expenses clerk on 0191 2754741

