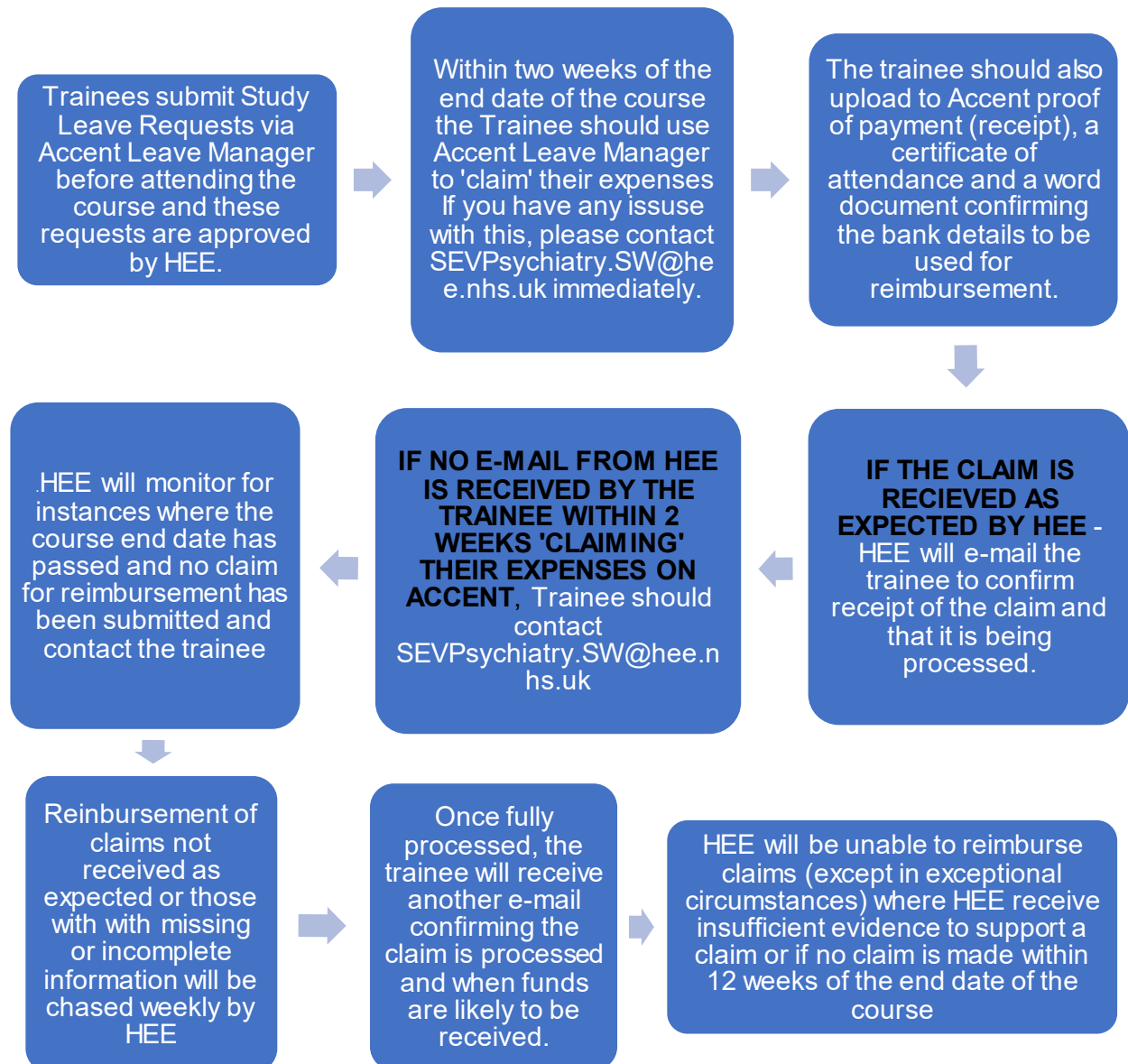


Severn Psychiatry Trainee Study Leave Expenses Reimbursement Guidance.

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



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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 no claim received	HEE	Every 2 weeks (following initial 4 weeks) until week 12
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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.