**Expense system – Giltbyte (EASY system)**

Surrey & Sussex Healthcare NHS trust use ‘EASY System’, provided by Giltbyte to enable employees to submit expenses incurred whilst in employment with the trust. Introduced in August 2022 at SASH, the system offers our employees several advantages:

* A dedicated mobile phone app enables you to enter claim details and take photos of receipts to upload directly to your claim.
* The system can link directly to the DLVA for tax and MOT information.
* You can have automated notifications to remind you when your insurance; MOT and road tax are due.
* It’s easy to see which payslip your claim has been paid on.
* It’s easy to set up favourite claims/routes if you need to submit the same information more than once.

**What do I need to do to access the system?**

* To use the system, you must register yourself an account. Please find a step-by-step guide to registering [here](https://sashnet.sash.nhs.uk/download_file/view/15638/795). The link you need to register is: <https://sash.easy.giltbyte.com/user/register/>
* All users will need to set up a security code that is easy for you to remember – the video guides explain this in more detail for you. Authorisers of expense claims will need the details of the security code each time you authorise an expense claim.
* You can access EASY Expenses by clicking [EASY | Login](https://sash.easy.giltbyte.com/user/login/) .
* As part of your registration you will be asked to upload your vehicle and insurance information – **this is required for all mileage claims only**
* Please ensure you select the correct element according to your claim to ensure your expenses are directed to the respective budget holder:

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| **Expense Type :** | **Description, please upload receipts.** |
| Course/study: Fees | for course fees  |
| Course/study: Travel | train, bus, parking etc.  |
| Course/study: Accommodation | overnight stays |
| Course/study: Refreshments/Subsistence | used for meals.  |
| Relocation: Supplementary Expenses | removal costs, rent, van hire etc. |

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| **Expense Type:** | **Description - mileage claims.** | **Vehicle / Insurance Policy requirements** |
| Business Mileage | Trust related work, i.e. clinics, meetings etc. | Upload Vehicle and insurance details. Business use needs to be on insurance |
| Course/Study Mileage | mileage associated with course/ study leave. | No vehicle or documents needed |
| Doctor Relocation Excess Mileage | Doctors in training excess mileage only | No vehicle or documents needed |
| GP Home to HQ Mileage | GP Trainee only – To be used as likelihood of making a patient visit. | Upload Vehicle and insurance details. Business use needs to be on insurance |

**How do I set up on my mobile to submit my expenses?**

Before you can use the Mobile App version of EASY Expenses, you will need to ensure that you have registered and created an account on a PC first. Once this is done. Log on and follow the easy to set up guide [Click Here for APP Guide](https://helpdesk.giltbyte.com/support/solutions/articles/11000047064-registering-the-mobile-app)

For all user-friendly guides and videos on how to use the system, please click on the [user guide link](https://helpdesk.giltbyte.com/support/solutions).

If you have any queries on the new system, please contact: sash.workforce.information@nhs.net or ring extension number 2128.

When you are in the trust you can also visit our [Web Spaces](https://sashnet.sash.nhs.uk/workspaces/workforce-payroll/expenses)