**SUBMITTING EXPENSES ON EASY Expenses**

To apply for reimbursement, you need to submit a claim online via EASY Expenses. Please self-register for an EASY expenses account via this link <https://sash.easy.giltbyte.com/user/login/>. Please see guidance on creating an account at <https://sashnet.sash.nhs.uk/workspaces/workforce/allocate/getting-started-e-expenses> If you have any difficulties with this, please do contact the Workforce Department who will be able to help you with setting up this account.

**FOUR STEP GUIDE TO STUDY LEAVE**

1. Discuss your request with your consultant and rota coordinator.
2. Complete the application form and submit to the Postgraduate Education Centre 8 weeks prior to course/meeting ([sash.studyleave@nhs.net](mailto:sash.studyleave@nhs.net)). The form must be signed by you, the rota coordinator and the Consultant Supervisor/Clinical Lead. We will also accept emails attached to the study leave form confirming rota co-ordinator and Consultant Supervisor/Clinical Lead approval.
3. The study leave co-ordinator will check that all the fields are completed and will fill in the bottom section. They will then scan and send the approval form back to you.
4. When you have attended the course/meeting enter your claim on EASY expenses, **ensuring you have used the correct expense element for study leave, i.e., Course/Study, to ensure it comes to the PGME team rather than to your service delivery manager. It is only possible to attach one document so please scan the receipts, certificate of attendance and any other required proof as a single document or add a photograph or zip folder of all the documents with images of receipted pasted into it.**

* The PGME study leave co-ordinator only has responsibility for reviewing your study leave claim and checking that you have enough days left to take the request and to also ensure you have enough funding.
* The PGME study leave co-ordinator does not have responsibility for dealing with any expense queries related to issues with registration or use of the system. All these queries should be sent to sash.workforce.information@nhs.net

The PGME Study leave co-ordinator does not have responsibility or accountability to agree that you can roll over any unused study leave or borrow from the next financial year. Written approval has to be gained from the clinical lead and emailed to sash.studyleave@nh.net

* The PGME Study leave co-ordinator does not have accountability to approve any claim over three months old. Prior agreement to this must be gained in writing by the clinical lead and service division manager and attached to the claim.

**STUDY LEAVE ALLOWANCE/BUDGET**

Non-training grade doctors have an allowance of 10-days and £860 per annum. This is pro-rata’d and runs in line with the financial year.

If your contract spans two financial years (ie Oct–Oct) then your budget will be split into two segments (Oct–Mar and Apr–Oct). In order to combine your segments, authorisation must be given by your Clinical Lead on a case-by-case basis and evidence forwarded to the SASH study leave team

**All general study leave enquiries to be sent to** [**sash.studyleave@nhs.net**](mailto:sash.studyleave@nhs.net)

**STUDY LEAVE GUIDANCE FOR NON-TRAINING GRADES/TRUST DOCTORS**

Created April 2023

**No. of working days taken: No. of non-working days**

Created April 2023

**Signature:**

**Signature:**

**Consultant Supervisor/Clinical Lead Name:**

**Lead Consultant Name:**

**Applicant Signature:**

**Signatures:**

**Email confirmation will be accepted in replacement of signatures**

**Accommodation: £**

**Travel (Mileage/Transport): £**

**Course Fee: £**

**Estimated Expenses:**

**YOU HAVE 90 DAYS FROM THE COURSE DATE TO SUBMIT YOUR CLAIM VIA EASY EXPENSES**

Please complete this form in BLOCK CAPITAL LETTERS. Please submit your form to the PGEC 8 WEEKS before the requested leave is required. A form is required even for non-working days, as adequate cover must be provided whilst on leave.

**Further comments:**

**Number of days outstanding for- 2023/24 2022/23 2021/22**

**Amount of funding remaining for the year 2023/24- £**

**Approval given- Funding: £**

**Date:**

**Entered on spreadsheet by:**

**Completed by the PGME team:**

**TOTAL REQUESTED: £**

**Subsistence/Refreshments: £**

**Leave requested from: To**

**Title of course:**

**Location:**

**NON-TRAINING GRADE/TRUST DOCTORS : STUDY LEAVE APPROVAL FORM**

**THIS IS NOT AN APPLICATION FOR EXPENSES REIMBURSEMENT**

**Course Details:**

**ALL FIELDS ARE MANDATORY**

**SASH Contract Dates: To**

**NHS Email Address:**

**Grade: Specialty: Assignment number:**

**Surname: Forename:**

**Date-**

**Personal Details:**