**Important Please read:**

**instructions FOR completing the STUDY LEAVE expense claim form**

1. Please download the form and complete electronically save and send by e-mail to [StudyLeave@wm.hee.nhs.uk](mailto:StudyLeave@wm.hee.nhs.uk) Please note there is no facility to save this form on the website.
2. Please complete all mandatory fields (boxes with a red border as applicable) as we will be unable to process the form if any are left blank and the form will be returned to you.
3. Expense claim forms should be **e-mailed** to [StudyLeave@wm.hee.nhs.uk](mailto:StudyLeave@wm.hee.nhs.uk). You must send a copy of any travel tickets or taxi receipts and attached to the e-mail. Petrol receipts are not required, as this is worked out via mileage of 28p per mile as per employer guidelines.
4. Please ensure that all costs are entered on the form.
5. Your form must be approved and signed off by your clinical or educational supervisor or training programme director before submission.
6. Applicants who are travelling from outside the UK will be paid expenses only from their port of entry.
7. You must attach a copy of your receipts and proof of attendance.
8. Please keep a copy of your claim form and receipts.
9. Claim forms submitted more than 3 months after the event has taken place will be rejected.
10. Academic trainees should apply directly to their University for academic related study leave. This form should be used only for clinical study leave requests.

**failure to follow these INSTRUCTIONS will result in your claim being rejected.**

June 2018