

# E-Expenses

## Walkthrough



**Epsom and St Helier  
University Hospitals**

**NHS Trust**

# Study Leave

## Claiming Expenses

### Update Claim Amount

1. Update the estimated amount with the claim amount
2. Upload receipts and proof of course attendance to intrepid
3. Place your claim on Employee Online

### PGMC

The PGMC will check claims and receipts

### Medical Education Manager

MEM will check and approve claims

### Payroll

On the 7<sup>th</sup> of each month, a claims report will be sent out.

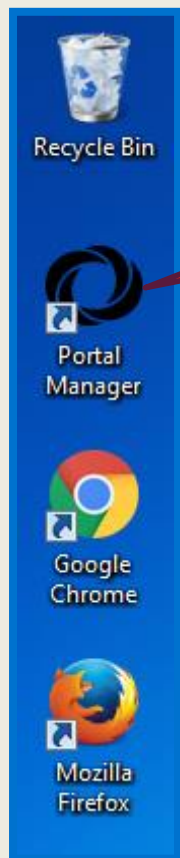
# Logging in

## Walkthrough

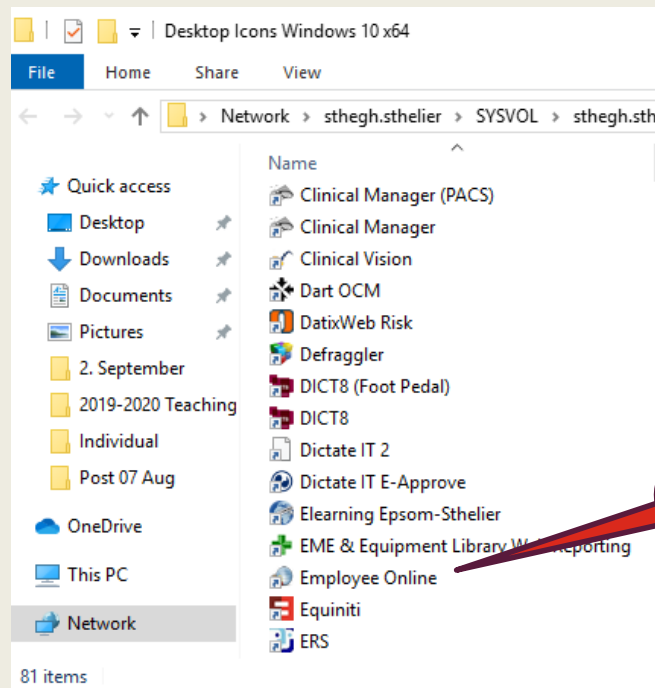


**Epsom and St Helier  
University Hospitals**  
NHS Trust

# 1. If you are on an NHS Computer...

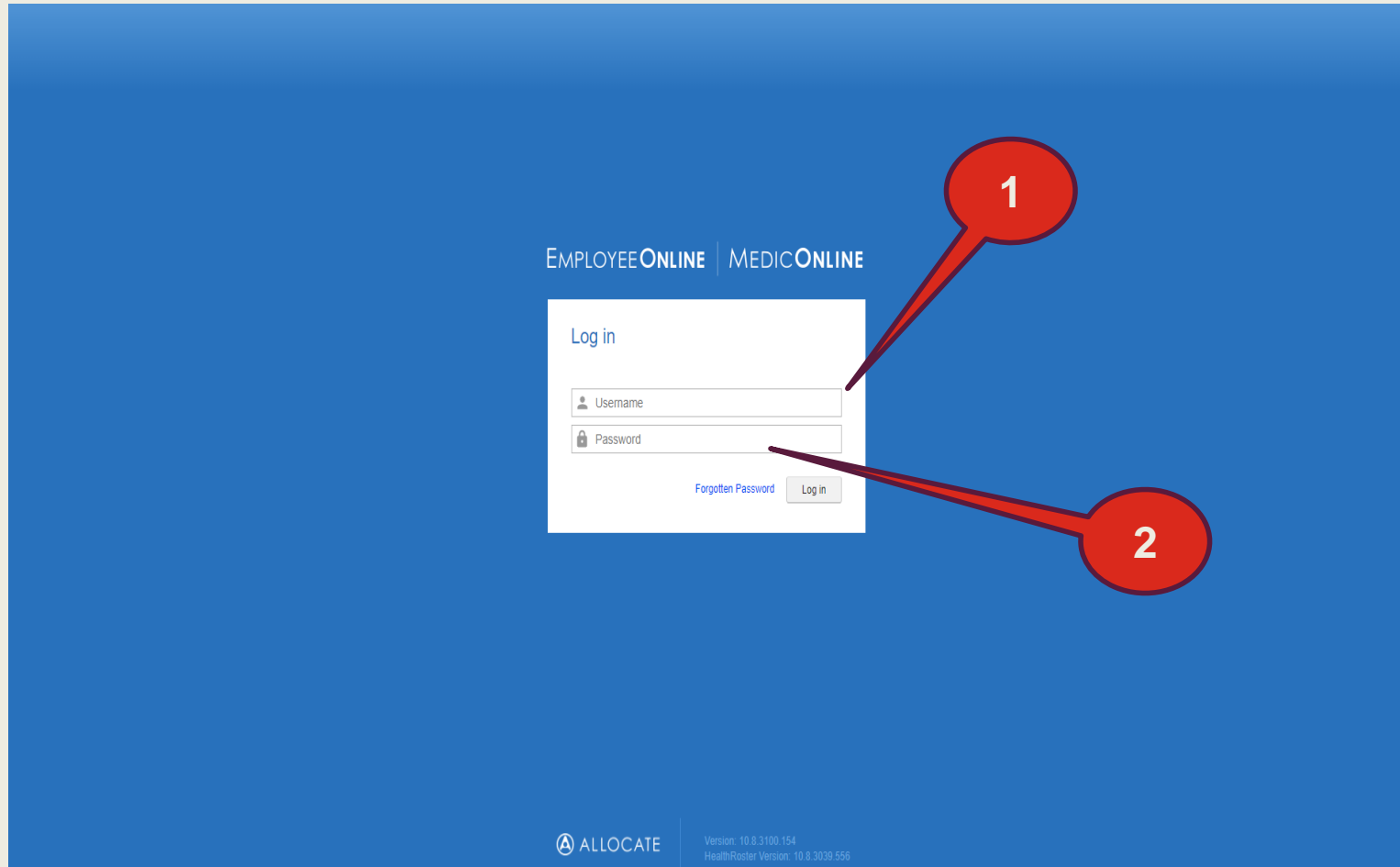


1



2

## 2. Enter your credentials into the home page



The screenshot shows a login interface on a blue background. At the top, the text "EMPLOYEEONLINE | MEDICONLINE" is displayed. Below this is a white "Log in" form. The form contains two input fields: "Username" (with a user icon) and "Password" (with a lock icon). Below the password field are links for "Forgot Password" and a "Log in" button. Two red callout circles with numbers are present: circle "1" points to the Username field, and circle "2" points to the Password field.

EMPLOYEEONLINE | MEDICONLINE

Log in

Username

Password

[Forgot Password](#) [Log in](#)

ALLOCATE

Version: 10.8.3100.154  
HealthRoster Version: 10.8.3039.556

# Making a Claim

## Walkthrough



**Epsom and St Helier  
University Hospitals**

**NHS Trust**

# 1. Click 'Expenses'

The screenshot shows the EMPLOYEEONLINE web application interface. The top navigation bar is blue and contains the following links: Rostering, My Profile, Timesheets, and Expenses. The 'Expenses' link is highlighted with a red circle containing the number '1'. Below the navigation bar, there are two tabs: 'Personal Roster' and 'Team Roster'. The 'Personal Roster' tab is selected, showing a calendar view for 'TBD PGMC (STH)'. The calendar displays dates from Monday 14 to Sunday 20. A red circle with the number '1' is also placed over the 'Expenses' link in the navigation bar. The left sidebar contains links for 'View Rosters', 'Leave', and 'Request Duty'. The bottom of the page has a small text link: 'View and share your roster calendar on other devices'.

EMPLOYEEONLINE

Change Password Logout Rebecca Pellatt

Rostering My Profile Timesheets Expenses

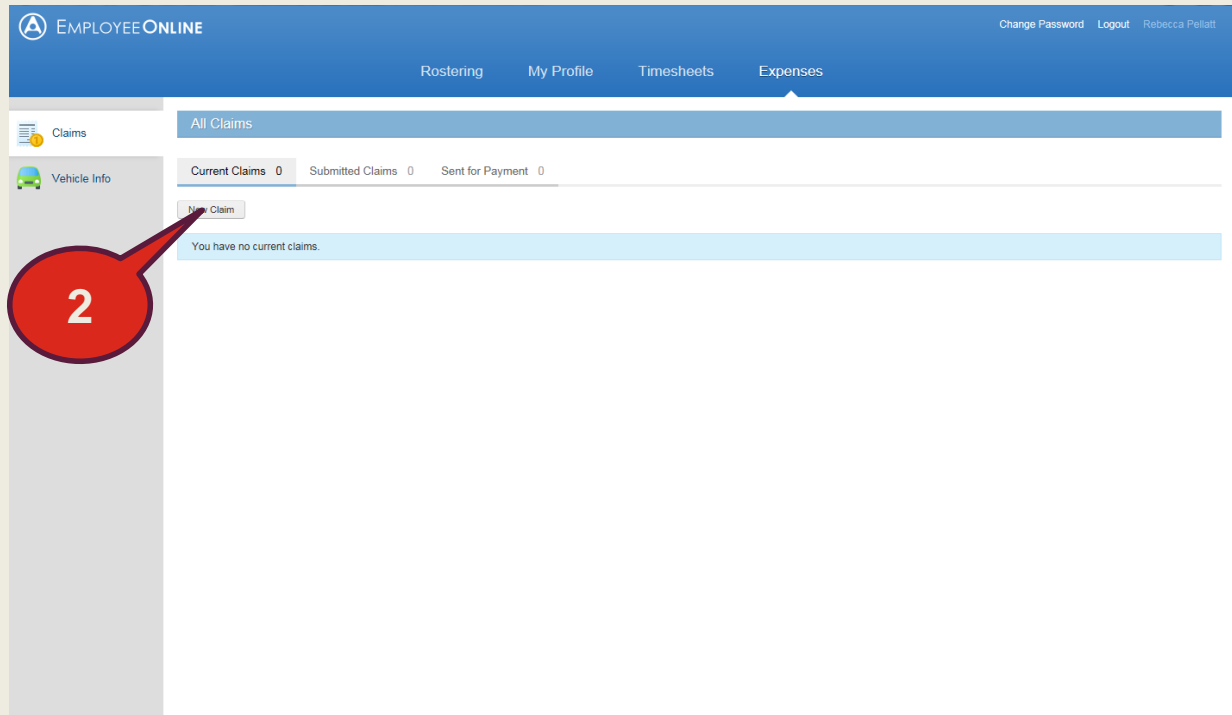
Personal Roster Team Roster

TBD PGMC (STH) 16 Oct 2019

WK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10

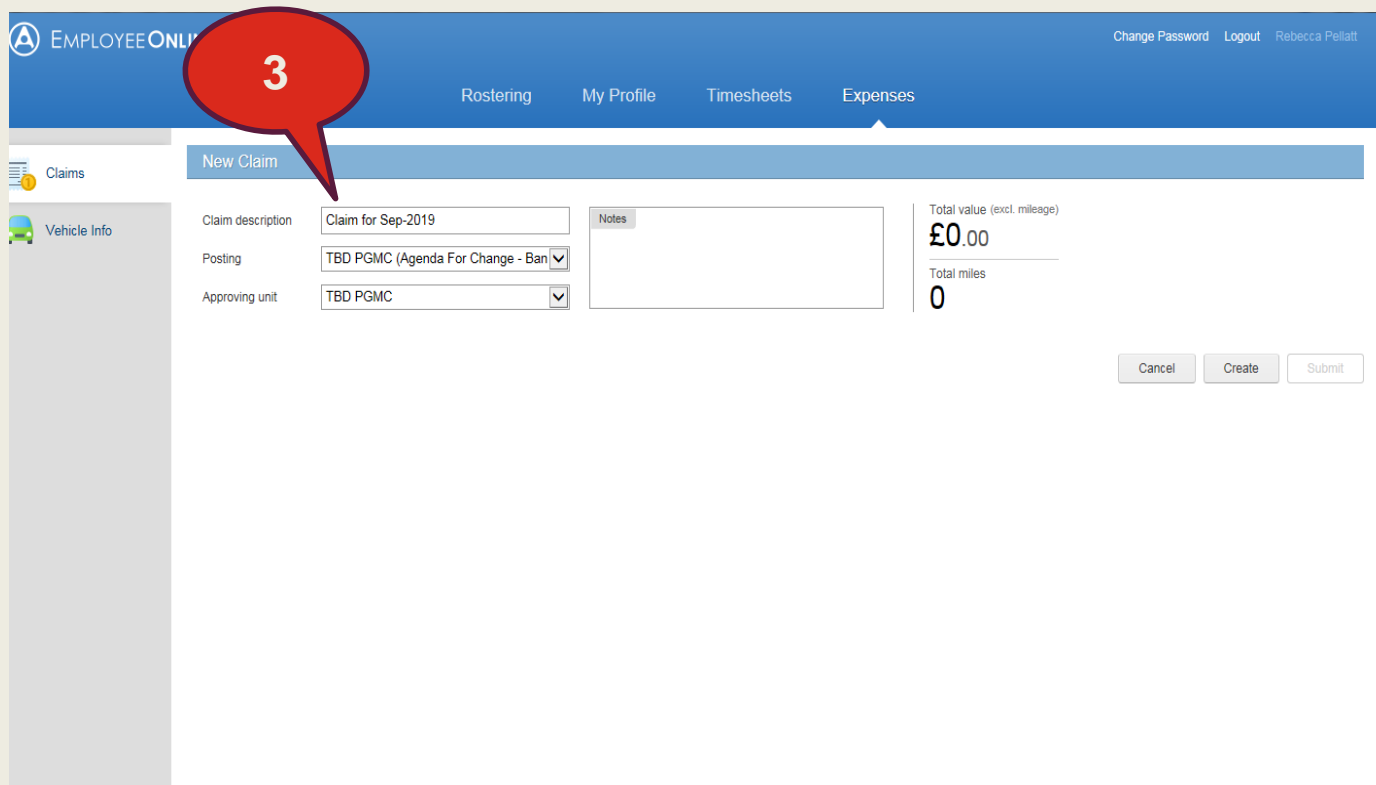
View and share your roster calendar on other devices

## 2. Click “New Claim”





### 3. Enter claim details in “Claim Description” (e.g. Study Leave claim for 25<sup>th</sup> September 2019)



The screenshot shows the 'EMPLOYEE ONLINE' interface. The top navigation bar includes links for 'Change Password', 'Logout', and the user name 'Rebecca Pellatt'. Below this, a secondary navigation bar contains 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' section is active, showing a 'New Claim' form. A red speech bubble with the number '3' highlights the 'Claim description' field, which contains the text 'Claim for Sep-2019'. Other fields include 'Posting' (set to 'TBD PGMC (Agenda For Change - Ban)'), 'Approving unit' (set to 'TBD PGMC'), and a 'Notes' text area. On the right, summary fields show 'Total value (excl. mileage)' as '£0.00' and 'Total miles' as '0'. At the bottom right are 'Cancel', 'Create', and 'Submit' buttons. A left sidebar contains 'Claims' and 'Vehicle Info' links.

Claim description	Claim for Sep-2019	Notes	Total value (excl. mileage)	£0.00
Posting	TBD PGMC (Agenda For Change - Ban)		Total miles	0
Approving unit	TBD PGMC			

Buttons: Cancel, Create, Submit

## 4. Select Approving Unit, please select either TBD PGMC or TBD PGMC (EPS)

EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

file Timesheets Expenses

Claims

Vehicle Info

New Claim

Claim description

Posting

Approving unit

TBD ERS Staff  
TBD Finance Director  
TBD Finance Management  
TBD Finance Systems  
TBD IDEEA - Kingston  
TBD Income and Financial Accounts  
TBD Medical Photo STH  
TBD Mgmt DOCO (STH)  
TBD MRI (STH)  
TBD On Call Surrey Downs [EXT]  
TBD Orthopaedic Technicians  
TBD Overseas Visitors  
TBD PACS  
TBD Pathology Management (STH)  
TBD Patient transport  
**TBD PGMC**  
TBD PGMC (EPS)  
TBD PMO Team  
TBD PR & Communications  
TBD Procurement  
TBD Radiology (EPS)  
TBD Radiology (STH)  
TBD RICOH Duplicator Service  
TBD SDH&C Estates  
TBD SDH&C Management  
TBD SDH&C Neuro Rehab Service  
TBD SDH&C Neurology  
TBD SDH&C Quality & Governance (payment only)  
TBD SDH&C Quality Care Home (payment only)  
TBD SDH&C Respiratory Team

Total value (excl. mileage)  
£0.00

Total miles  
0

Cancel Create Submit

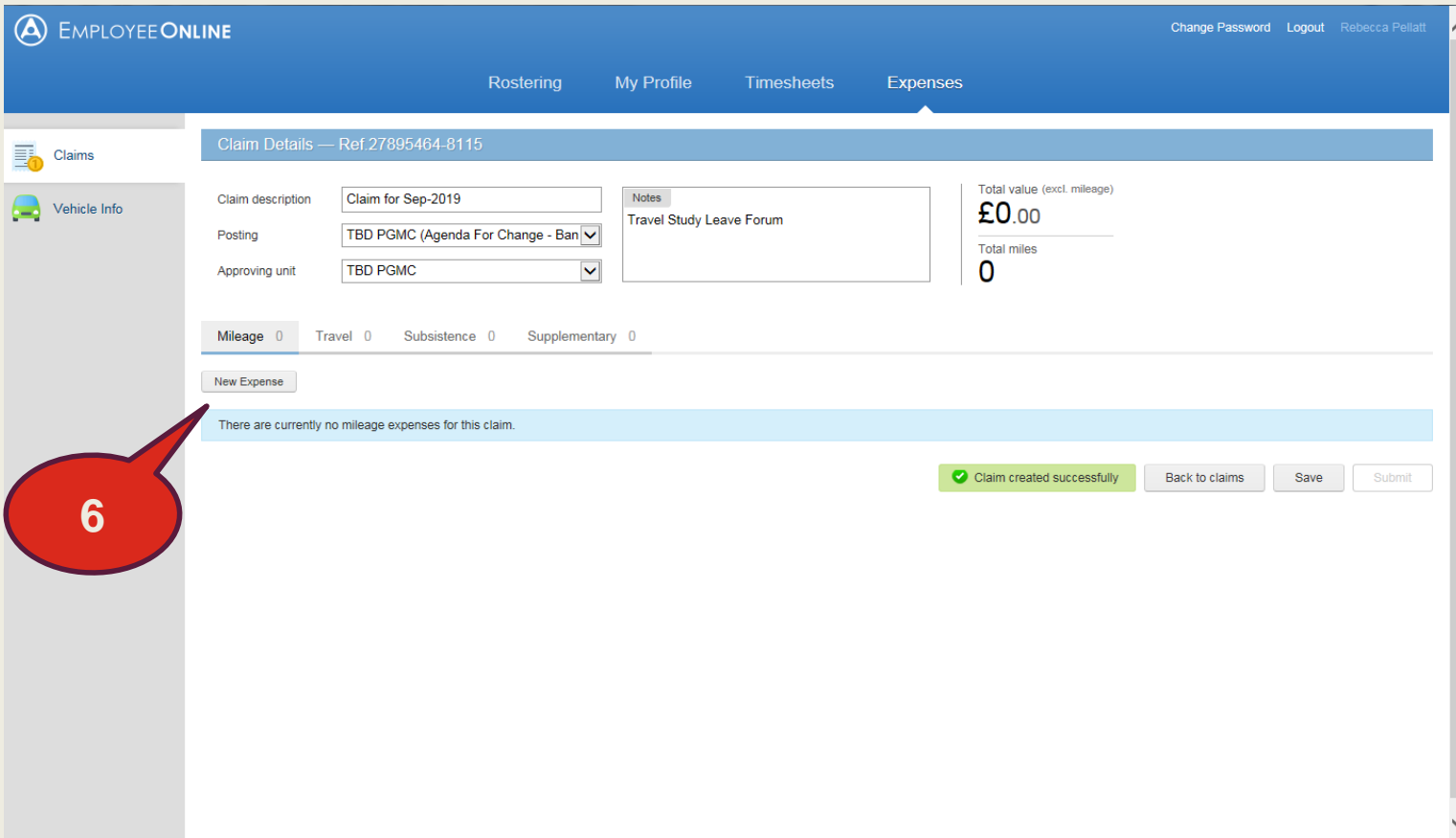
5. Enter any additional notes for the claim
6. Click “Create”

The screenshot shows the 'EMPLOYEE ONLINE' interface. The top navigation bar includes 'Rostering', 'My Profile', and 'Timesheets'. The main content area is titled 'New Claim'. On the left, there is a sidebar with 'Claims' and 'Vehicle Info'. The form fields are as follows:

Field	Value
Claim description	Claim for Sep-2019
Posting	TBD PGMC (Agenda For Change - Ban)
Approving unit	TBD PGMC
Notes	Travel Study Leave Forum
Total value (excl. mileage)	£0.00
Total miles	0

At the bottom right, there are three buttons: 'Cancel', 'Create', and 'Submit'. A red callout bubble with the number '5' points to the 'Notes' text area, and another red callout bubble with the number '6' points to the 'Create' button.

## 7. Click “New Expense”



**EMPLOYEEONLINE** Change Password Logout Rebecca Pellatt

[Rostering](#) [My Profile](#) [Timesheets](#) [Expenses](#)

**Claims** **Vehicle Info**

Claim Details — Ref: 27895464-8115

Claim description: Claim for Sep-2019

Posting: TBD PGMC (Agenda For Change - Ban)

Approving unit: TBD PGMC

Notes: Travel Study Leave Forum

Total value (excl. mileage): £0.00

Total miles: 0

Mileage 0 Travel 0 Subsistence 0 Supplementary 0

New Expense

There are currently no mileage expenses for this claim.

Claim created successfully Back to claims Save Submit

# Course Fees

8. Select “Supplementary” Tab

9. Click “New Expense”

The screenshot shows the 'EmployeeOnline' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The left sidebar has 'Claims' and 'Vehicle Info' sections. The main content area is titled 'Claim Details — Ref: 27895464-8115'. It contains a form with the following fields:

- Claim description:
- Posting:
- Approving unit:
- Notes:
- Total value (excl. mileage):
- Total miles:

Below the form, there are tabs for 'Mileage', 'Travel', 'Subsistence', and 'Supplementary'. The 'Supplementary' tab is selected and highlighted. A red callout with the number '8' points to this tab. Below the tabs, there is a 'New Expense' button. A red callout with the number '9' points to this button. At the bottom of the form, there is a light blue bar with the text 'There are currently no expenses for this claim.' and three buttons: 'Back to claims', 'Save', and 'Submit'.

# 10. Enter a Description (Name if Course)

The screenshot shows the 'EMPLOYEEONLINE' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The main content area is titled 'Claim Details — Ref: 27895464-8806'. It contains fields for 'Claim description' (Claim for Oct-2019), 'Posting' (TBD PGMC (Agenda For Change - Ban)), and 'Approving unit' (TBD PGMC). A 'Notes' field is also present. To the right, 'Total value (incl. mileage)' is £0.00 and 'Total miles' is 0. A modal window titled 'Claim Details — Ref: 27895464-8806' is open, showing 'Supplementary Expense — Enter description / notes'. The modal has a 'Expense Type' dropdown (set to 'Select one...'), a 'Claim Amount (£)' input field, and a 'Receipt Available' checkbox. A red circle with the number '10' points to the 'Enter description / notes' text in the modal. The modal also includes an 'Add Images' button, an 'Upload images to support your claim' section, and 'Cancel', 'Save', and 'Save and New' buttons at the bottom.

# 11. Select “Expense Type” from drop down list.

The screenshot displays the 'EmployeeOnline' interface, specifically the 'Expenses' section. A modal window titled 'Supplementary Expense — Enter description / notes' is open. Within this modal, the 'Expense Type' dropdown menu is highlighted with a red callout bubble containing the number '11'. The dropdown list shows the following options: 'Please select one...', 'Course Expenses', 'Course Fees', 'Miscellaneous Expenses', and 'Parking'. Other fields in the modal include 'Claim Amount (£)' with an input box, a 'Receipt Available' checkbox, and an 'Add Images' button. The background shows the 'Claim Details' for 'Ref: 27895464-8115' with a 'Total value (excl. mileage)' of '£0.00'.

12. Select the Date you incurred the expense
13. Enter the amount of this specific expense.
14. Upload the receipt (Receipts can only be uploaded in one of the following formats: .PNG, .GIF, .TIF, .JPEG)
15. When you have all the information needed click "Save"

The screenshot shows the 'EmployeeOnline' interface with a 'Claim Details' form for reference number 27895464-8806. The form includes fields for 'Claim description', 'Posting', and 'Approving unit'. A 'Supplementary Expense' modal is open, showing a calendar for October 2019 with the 15th selected (callout 12). The 'Claim Amount (£)' field is empty (callout 13). The 'Receipt Available' checkbox is unchecked (callout 14). The 'Save' button is visible at the bottom of the modal (callout 15).

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# Travel Expenses – excluding Mileage

Please note you have to enter the details for each one way journey, not the entire return journey.

15. Select “Travel” Tab

16. Click “New Expense”

EMPLOYEEONLINE

Change Password Logout Rebecca Pallatt

Rostering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim Details — Ref

Claim description

Posting

Approving unit

Mileage 0 Travel 0 Subsistence 0 Supplementary 0

Notes

Travel Study Leave Forum

Total value (excl. mileage)

£0.00

Total miles

0

New Expense

There are currently no supplementary expenses for this claim.

Back to claims Save Submit

## 17. Select “Expense Type” from drop down list.

EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

Rostrering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim Details — Ref: 27895464-8115

Claim description: Claim for Sep-2019

Notes: Travel Study Leave Forum

Total value (excl. mileage): £0.00

Claim Details — Ref: 27895464-8115

Travel Expense — Enter description / notes

Expense Type: Please select one...

- Tolls / Ferry
- Misc Travel
- Emergency Callout Travel
- Business Travel
- Meeting / Conference / Course Travel

From:

To:

☐ Receipt Available

Upload images to support your claim

Cancel Save Save and New

17

18. Select the Date you incurred the expense
19. Enter the amount of this specific expense.
20. Upload the receipt (Receipts can only be uploaded in one of the following formats: .PNG, .GIF, .TIF, .JPEG)
21. When you have all the information needed click "Save"

The screenshot displays the 'EMPLOYEEONLINE' interface. A 'Claim Details' window is open, showing a 'Travel Expense' form. The form includes fields for 'Expense Type' (a dropdown menu), 'Incurred On' (a date picker), 'Amount (£)' (a text input), 'From' (a text input), and 'To' (a text input). There is also a checkbox for 'Receipt Available' and an 'Add Images' button. The form is titled 'Travel Expense — Enter description / notes'. The background shows a sidebar with 'Claims' and 'Vehicle Info' sections, and a main area with 'Claim Details' and 'Travel' tabs. The top navigation bar includes 'Timesheets' and 'Expenses' links. The bottom of the form has 'Cancel', 'Save', and 'Save and New' buttons. Red callout bubbles with numbers 18 through 21 point to specific fields: 18 points to the 'Expense Type' dropdown, 19 points to the 'Amount (£)' input, 20 points to the 'Add Images' button, and 21 points to the 'Save' button.

# Subsistence Expenses – Including Hotels

22. Select “Subsistence” Tab

23. Click “New Expense”

EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

Rostering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim Details — Ref: 27895464

Claim description: Claim for Sep-20...

Posting: TBD PGMC (Agenda F...)

Approving unit: TBD PGMC

Total value (excl. mileage): £0.00

Total miles: 0

Mileage: 0 Travel: 0 Subsistence: 0 Supplementary: 0

New Expense

There are currently no supplementary expenses for this claim.

Back to claims Save Submit

## 24. Select “Expense Type” from drop down list.

The screenshot displays the 'EMPLOYEEONLINE' web application. The main navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' section is active, showing 'Claim Details' for reference number 27895464-8848. The form includes fields for 'Claim description' (Claim for Oct-2019), 'Posting' (TBD PGMC (Agenda For Change - Ban)), and 'Approving unit' (TBD PGMC). A modal window titled 'Claim Details — Ref.: 27895464-8848' is open, showing the 'Subsistence Expense' form. The 'Expense Type' dropdown menu is open, displaying a list of options: 'Please select one...', 'Lunch Allowance', 'Evening Meal Allowance', 'Overnight Allowance', 'Meal Allowance', 'Incidental Allowance', and 'Late Night Duties Allowance'. A red callout bubble with the number '24' points to this dropdown menu. Other fields in the modal include 'Incurred On', 'Claim Amount (£)', 'Daily Rate (£)', 'Receipt Available', and 'Upload images to support your claim'.

25. Select the Date you incurred the expense

26. Enter the amount of this specific expense (either total claim amount or Daily Rate).

27. Upload the receipt (Receipts can only be uploaded in one of the following formats: .PNG, .GIF, .TIF, .JPEG)

28. When you have all the information needed click "Save"

The screenshot shows the 'EMPLOYEEONLINE' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' section is active, showing 'Claim Details' for reference 27895464-8848. A modal window titled 'Claim Details — Ref: 27895464-8848' is open for a 'Subsistence Expense'. The modal contains the following fields and controls:

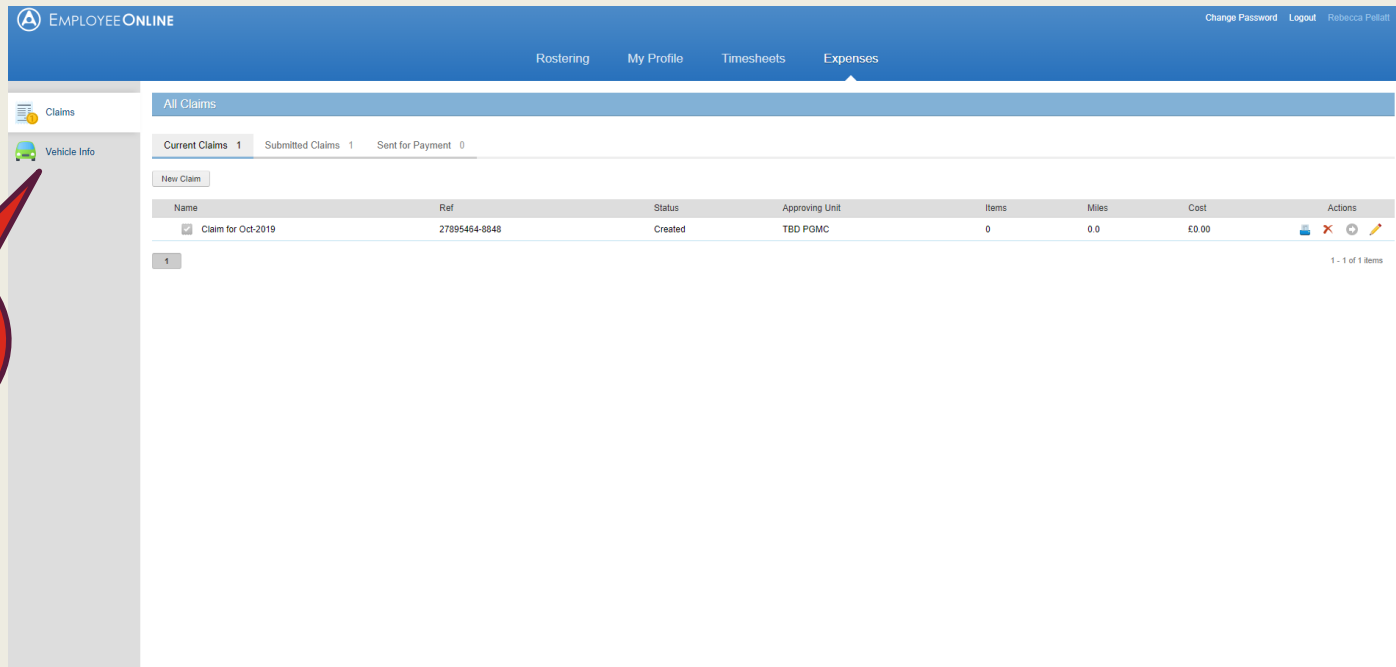
- Expense Type:** A dropdown menu with 'Please select one...'.
- Incurred On:** A date input field with a calendar icon.
- Claim Amount (£):** A text input field.
- Daily Rate (£):** A text input field.
- For:** A text input field.
- Not Available:** A checkbox.
- Add Images:** A button with a plus icon and a file upload label.
- Buttons:** 'Cancel', 'Save', and 'Save and New' at the bottom.

Red callout bubbles with numbers 25, 26, 27, and 28 point to the 'Incurred On' date field, the 'Claim Amount (£)' input, the 'Add Images' button, and the 'Save' button respectively.

# Mileage Expenses

You will need to add details of your Vehicle before you do your mileage claim, you only need to do this part ONCE, If you use a different car you will need to add that.

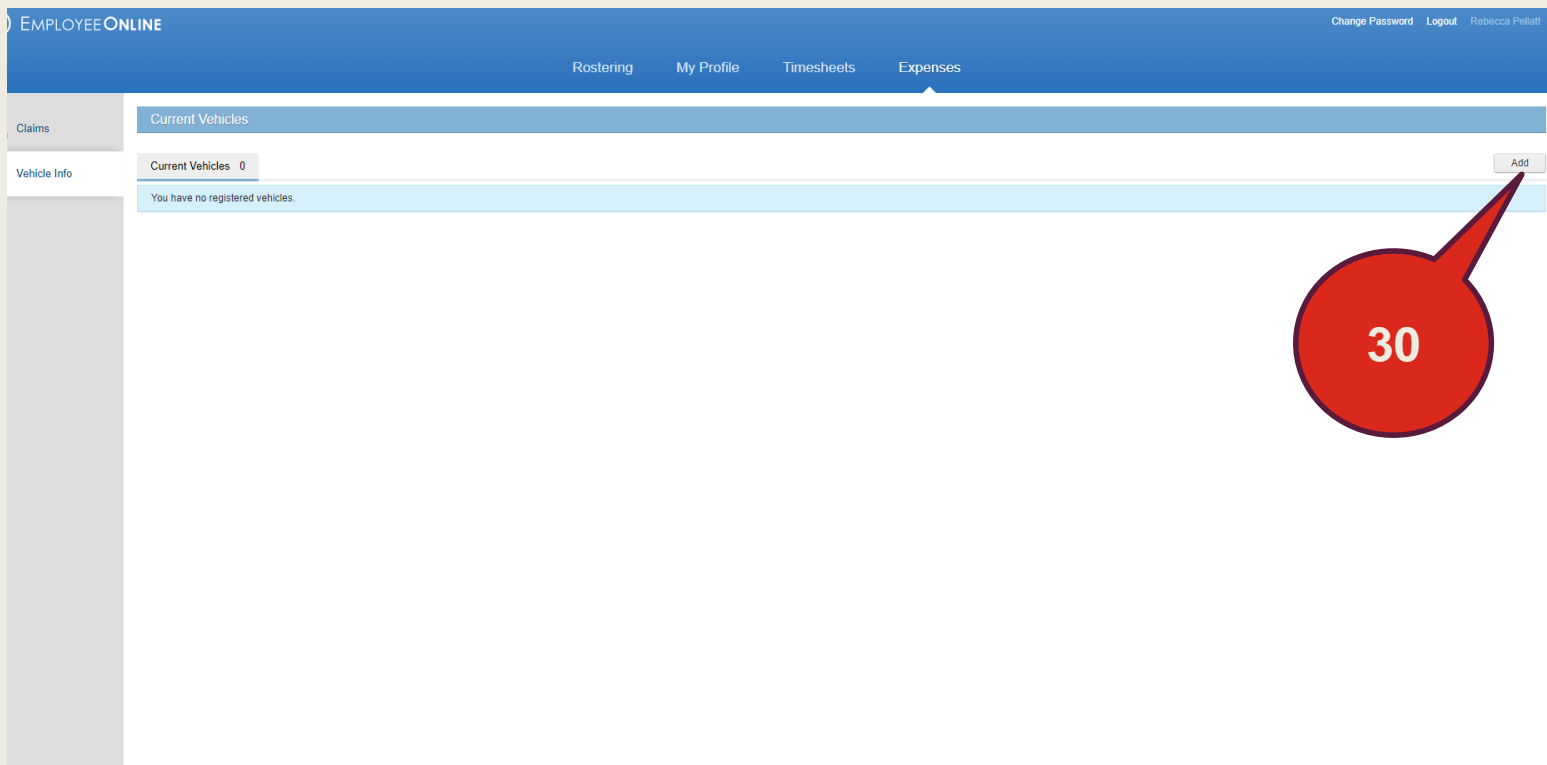
## 29. Click Vehicle Info



The screenshot shows the EMPLOYEE ONLINE interface. The top navigation bar includes links for Rostering, My Profile, Timesheets, and Expenses. The left sidebar has a 'Claims' section with a 'Vehicle Info' link highlighted by a red callout bubble containing the number 29. The main content area displays 'All Claims' with a table of current claims. The table has columns for Name, Ref, Status, Approving Unit, Items, Miles, Cost, and Actions. A single claim is listed: 'Claim for Oct-2019' with Ref '27895464-8848', Status 'Created', and Approving Unit 'TBD PGMC'.

Name	Ref	Status	Approving Unit	Items	Miles	Cost	Actions
<input checked="" type="checkbox"/> Claim for Oct-2019	27895464-8848	Created	TBD PGMC	0	0.0	£0.00	

## 30. Click “Add”





31. Enter Details of your Vehicle and your Assignment

32. Tick the declaration Box

33. Click Submit

The screenshot shows the 'EMPLOYEE ONLINE' interface. The top navigation bar includes 'Change Password', 'Logout', and the user name 'Rebecca Pallatt'. The main menu on the left has 'Claims' and 'Vehicle Info'. The 'Current Vehicles' section shows 'Current Vehicles: 0' and a message 'You have no registered vehicles.' with an 'Add' button. The 'Add Vehicle' modal form is open, divided into 'Vehicle Details' and 'Assignment' sections.

**Vehicle Details**  
Enter your vehicle information

Make:   
Model:   
Vehicle Type:   
Fuel Type:   
Engine Capacity:   
Registration:

**Assignment**  
Which postings will the vehicle be used for?  
Assignment Date:   
Postings:

**Terms and conditions**  
I declare that this vehicle information is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.  
☐ I confirm that I have read and abided by the terms and conditions.

Buttons: Cancel, Submit

Callout 31 points to the 'Add Vehicle' modal title bar.  
Callout 32 points to the 'I confirm that I have read and abided by the terms and conditions.' checkbox.  
Callout 33 points to the 'Submit' button.

# Mileage Expenses

34. Select “Mileage” Tab

35. Click “New Expense”

The screenshot shows the EMPLOYEE ONLINE interface. The top navigation bar includes links for Rostering, My Profile, Timesheets, and Expenses. The left sidebar has a 'Claims' section with a 'Vehicle Info' link. The main content area displays a claim form for claim number 84-8115. The form includes fields for 'Claim' (84-8115), 'Posting' (PGMC (Agenda For Change - Ban)), and 'Approving' (TBD PGMC). A 'Notes' section contains the text 'Travel Study Leave Forum'. The 'Total value (excl. mileage)' is £0.00 and 'Total miles' is 0. Below the form, there are tabs for 'Mileage', 'Travel', 'Subsistence', and 'Supplementary'. The 'Mileage' tab is selected. A 'New Expense' button is located below the tabs. A light blue message box states 'There are currently no supplementary expenses for this claim.' At the bottom right, there are buttons for 'Back to claims', 'Save', and 'Submit'.

EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

Rostering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim 84-8115

Claim 84-8115

Posting PGMC (Agenda For Change - Ban)

Approving TBD PGMC

Notes

Travel Study Leave Forum

Total value (excl. mileage) £0.00

Total miles 0

Mileage 0 Travel 0 Subsistence 0 Supplementary 0

New Expense

There are currently no supplementary expenses for this claim.

Back to claims Save Submit

36. Select “Expense Type” from drop down list.
37. Select Date you travelled
38. Select your car under the Using drop down list

The screenshot displays the 'Employee ONLINE' interface. A modal window titled 'Claim Details — Ref. : 27895464-8848' is open, showing the 'Mileage Expense' form. The form includes fields for 'Expense Type', 'Incurred On', and 'Using'. Three red callout bubbles with numbers 36, 37, and 38 point to these fields respectively. The 'Expense Type' dropdown is open, showing options like 'Business Mileage', 'Meeting / Conference Mileage', 'Cycle Miles', 'Motorcycle Mileage', 'Misc Mileage', 'Lease Car', and 'On Call'. The 'Incurred On' field is a date picker. The 'Using' dropdown is set to 'Public Transport'. The form also includes a 'Mileage' field with a value of 0, a 'Travel' button, and a 'New Expense' button. At the bottom, there are 'Add trip', 'Cancel', 'Save', and 'Save and New' buttons. The background shows the 'Claims' and 'Vehicle Info' sections of the system.

# 39. Fill in the details of your journey

## 40. Save

The screenshot shows the 'EmployeeOnline' interface. A modal window titled 'Claim Details — Ref : 27895464-8848' is open. The modal has a sub-header 'Mileage Expense — Enter description / notes'. Below this, there are fields for 'Expense Type' (a dropdown menu), 'Incurred On' (a date field), and 'Using' (a dropdown menu set to 'Public Transport'). A section titled 'Itinerary' contains a list with one item: '1 New Journey'. This item is expanded to show 'Journey Information' and 'Claimed travel' details. 'Journey Information' includes 'From' and 'To' fields (both with magnifying glass icons), checkboxes for 'Carried passengers', 'Carried equipment', and 'Includes return trip', and a 'Show map' link. 'Claimed travel' includes a dropdown for 'Using suggested route' and a '0' value next to 'Miles'. At the bottom of the modal are 'Add trip', 'Cancel', 'Save', and 'Save and New' buttons. A red callout bubble with the number '39' points to the 'Add trip' button. Another red callout bubble with the number '40' points to the 'Save' button. In the background, the main form shows 'Claim description' as 'Claim for Oct-2019', 'Posting' as 'TBD PGMC (Agenda For Ch...', and 'Approving unit' as 'TBD PGMC'. There are also tabs for 'Mileage', 'Travel', and 'Subsistence', all showing '0'. A 'New Expense' button is visible. At the bottom right of the main form are 'Back to claims', 'Save', and 'Submit' buttons.

EmployeeOnline

Change Password Logout Rebecca Pellatt

Claim Details — Ref : 27895464-8848

Mileage Expense — Enter description / notes

Expense Type Please choose... Incurred On Using Public Transport

Itinerary

1 New Journey

Journey Information

From

To

Carried passengers

Carried equipment

Includes return trip Show map

Claimed travel

Using suggested route 0 Miles

Add trip Cancel Save Save and New

39

40

Claim description Claim for Oct-2019

Posting TBD PGMC (Agenda For Ch

Approving unit TBD PGMC

Mileage 0 Travel 0 Subsistence 0

New Expense

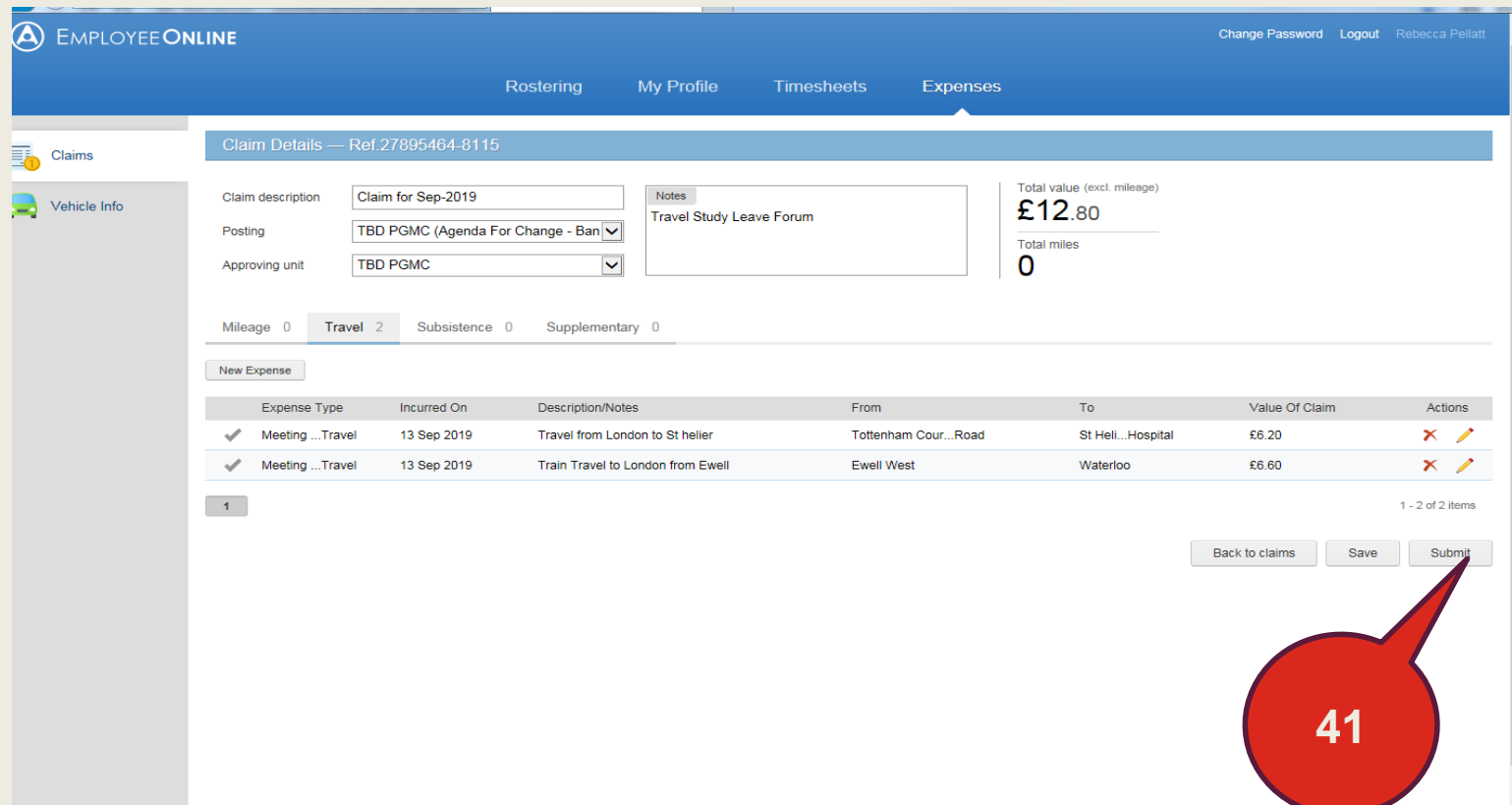
There are currently no claims.

Back to claims Save Submit

# Submitting the Claim

Once all details of your claim have been entered

## 41. Click Submit



EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

Rostering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim Details — Ref.27895464-8115

Claim description: Claim for Sep-2019

Posting: TBD PGMC (Agenda For Change - Ban)

Approving unit: TBD PGMC

Notes: Travel Study Leave Forum

Total value (excl. mileage): £12.80

Total miles: 0

Mileage 0 Travel 2 Subsistence 0 Supplementary 0

New Expense

Expense Type	Incurred On	Description/Notes	From	To	Value Of Claim	Actions
✓ Meeting ...Travel	13 Sep 2019	Travel from London to St helier	Tottenham Cour...Road	St Heli...Hospital	£6.20	✕ ✎
✓ Meeting ...Travel	13 Sep 2019	Train Travel to London from Ewell	Ewell West	Waterloo	£6.60	✕ ✎

1

1 - 2 of 2 items

Back to claims Save Submit

41

## 42. Click Accept

The screenshot shows the 'Employee Online' interface. The top navigation bar includes 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' section is active, displaying 'Claim Details' for reference number 'Ref.27895464-8115'. The claim description is 'Claim for Sep-2019', the posting is 'TBD PGMC (Agenda For Change - Ban)', and the approving unit is 'TBD PGMC'. The notes section contains 'Travel Study Leave Forum'. The total value (excluding mileage) is £12.80, and the total miles are 0. The 'Mileage' tab is selected, showing a table with two entries: 'Meeting ...Travel' on '13 Sep 2019'. A 'New Expense' button is visible. A modal dialog titled 'Submit Claim?' is open, containing three paragraphs of text and an 'I have read and understood the above.' statement. At the bottom of the modal are 'Accept' and 'Decline' buttons. A red callout bubble with the number '42' points to the 'Accept' button. The background shows a table of claim items with columns 'To', 'Value Of Claim', and 'Actions'. The table lists 'St Hel...Hospital' with a value of £6.20 and 'Waterloo' with a value of £6.60. The bottom of the modal has 'Back to claims', 'Save', and 'Submit' buttons.

EMPLOYEE ONLINE

Change Password Logout Rebecca Pellatt

Rostering My Profile Timesheets Expenses

Claims

Vehicle Info

Claim Details — Ref.27895464-8115

Claim description: Claim for Sep-2019

Posting: TBD PGMC (Agenda For Change - Ban)

Approving unit: TBD PGMC

Notes: Travel Study Leave Forum

Total value (excl. mileage): £12.80

Total miles: 0

Mileage: 0 Travel: 2 Subsistence: 0

New Expense

Expense Type	Incurred On
✓ Meeting ...Travel	13 Sep 2019
✓ Meeting ...Travel	13 Sep 2019

1

Submit Claim?

The expenses claimed were actually and necessarily incurred whilst engaged on the business stated.

The subsistence allowances claimed are in respect of periods actually and necessarily away from home and headquarters.

The travelling expenses and subsistence allowances claimed are in accordance with the terms and conditions of service determined from time to time and have not been claimed from any other sources.

I have read and understood the above.

Accept Decline

To	Value Of Claim	Actions
St Hel...Hospital	£6.20	✕ ✎
Waterloo	£6.60	✕ ✎

1 - 2 of 2 items

Back to claims Save Submit

**Approved expense claims are authorised through**

**Employee Online on a monthly basis**

**Payments are shown on your payslip**

# FAQ's



Epsom and St Helier  
University Hospitals  
NHS Trust

Q. When will I see the money in my account?

A. Expenses are sent to SBS on the 7<sup>th</sup> of each month – you should see the reimbursement in the following pay cheque

Q. What documentation do I need to add to my application?

A. Receipt for **EACH** expense as well as a certificate of attendance if applicable

Q. I think I have done everything, is there anything else I need to do?

A. Have you added your 'Claim Amount' to existing expenses? If you have trouble with this please email [esth.intrepid@nhs.net](mailto:esth.intrepid@nhs.net) for further assistance.

Q. Can I receive reimbursement for Exam expenses?

A. Unfortunately it's the deanery's policy that we don't pay for exams. We can however pay for any courses leading up to the exam



# Queries

[esth.intrepid@nhs.net](mailto:esth.intrepid@nhs.net)



**Epsom and St Helier  
University Hospitals**

**NHS Trust**