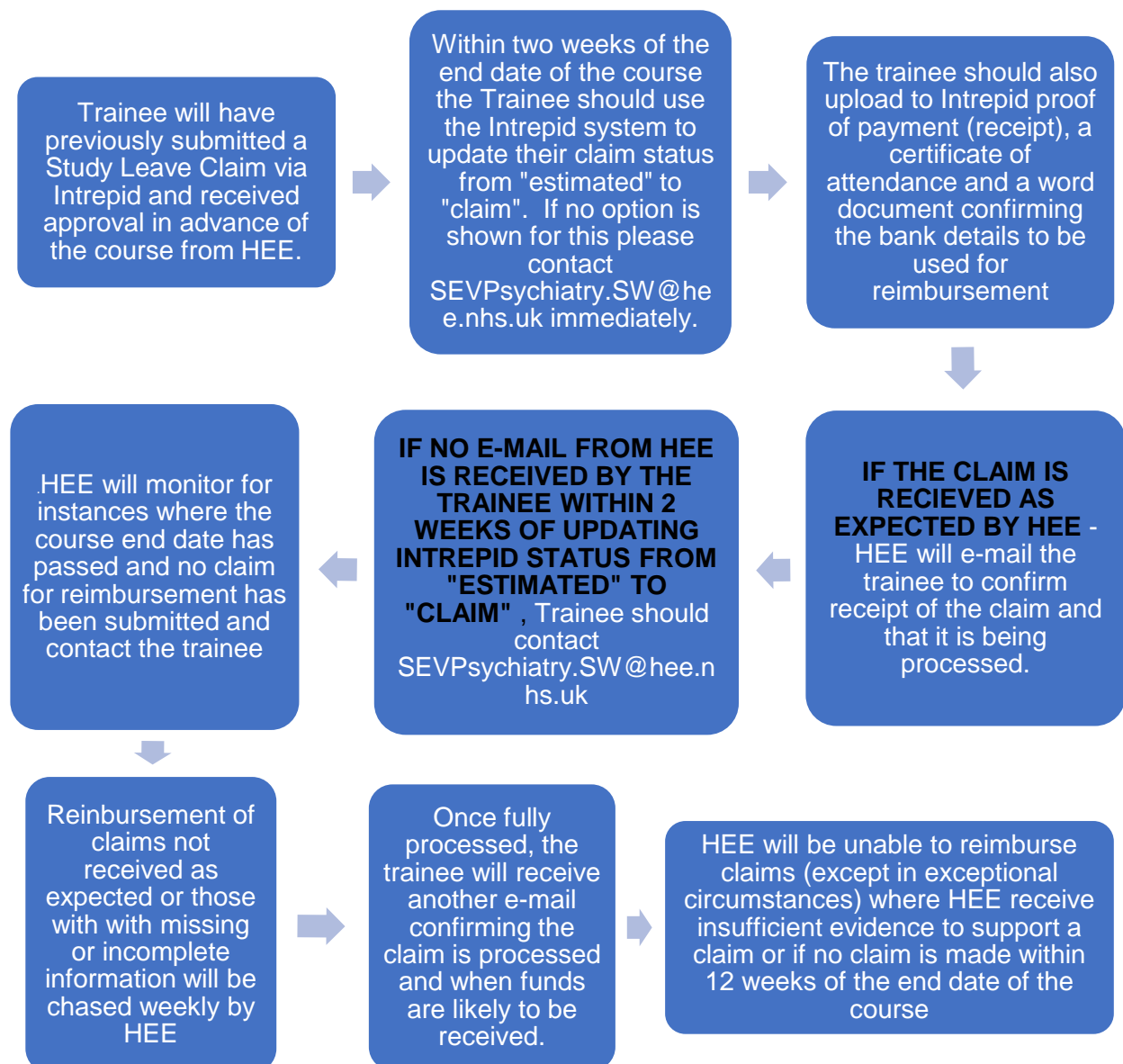


## Severn Psychiatry Trainee Study Leave Expenses Reimbursement Guidance.

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
Update of expense claim from “estimated” to “Claim” on Intrepid attaching proof of payment (receipt), bank details (in word document) and certificate of attendance	Trainee	Within 2 weeks of the end date of your course
If no Option on Intrepid to update claim status from “estimated” to “claim” contact HEE	Trainee	Immediately if no option is shown.
Acknowledge Claim by e-mail	HEE	Within 5 days of receipt of claim.
Contact HEE if a claim status has been updated from “estimate” to “claim” on Intrepid but no e-mail acknowledging receipt has been received from HEE.	Trainee	Two weeks after Intrepid updated.
Contact trainee if an expected reimbursement claim is not received within 4 weeks of the end date of the course	HEE	4 weeks after course end date
Follow up with trainee if no claim received	HEE	Weekly (following initial 4 weeks) until week 12

## **Severn Psychiatry Trainee Study Leave Expenses Reimbursement Guidance.**

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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 Intrepid 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 Intrepid 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.