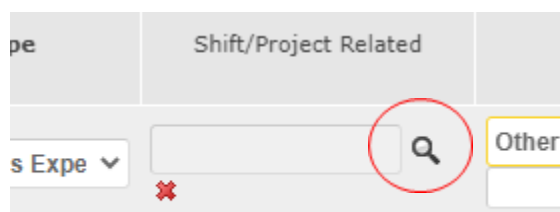
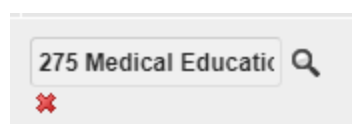


To claim expenses you will need to register for an Easy Expenses account, which can be done on the intranet, then go to internal systems, non clinical systems, and then just under half way down the page you will see Easy Account and then you can register for an account, or you can follow this link - [EASY | Login \(gilbyte.com\)](https://gilbyte.com) if you have any problems with this account you need to contact the eroster team on the support portal which is on the desktop of all computers in the first instance and they should be able to help you.

When submitting the claims on the system, you will need to upload a copy of the receipt and ensure that the Shift/Project related field set to Medical Education. To do this you click on the spy glass:



And choose 275 Medical Education from the pop up box



If you are claiming excess mileage through the relocation scheme, you need to choose Medical Staffing from the pop up box and you will need to upload a copy of the eligibility outcome letter sent to you by Medical Staffing.

In the reason extra detail/additional information please add the Course title



If you are claiming mileage you need to register your vehicle, driving license and insurance documents on the system. Your insurance needs to include commuting to/from a place of work and business miles.

Any overseas conferences/courses and leadership and management courses are classed as **Discretionary Leave**, if you plan on attending one of these courses please contact the study leave email address and we will guide you through it.

All expenses **MUST BE CLAIMED WITHIN 3 MONTHS OF THE DATE OF THE COURSE** if you do not claim them, you will need to seek approval from your Training Programme Director and provide a reason to the deanery for the late submission before they will be approved on the system.