**To claim expenses on Accent**

Once your Study leave has been approved and you have attended the course, you can then claim your expenses.

* Log into accent and go to the course you have just attended.
* Double click on the expense line for course fees
* This will bring up the expense claim box.
* You need to put the following documents onto the claim so it can be processed for payment:
	+ Study leave expense claim form
	+ Receipt
	+ Certificate of attendance
* Check the amount you are claiming is the same on the receipt, invoice and on Accent.
* Click on the Claim button
* This will trigger an email to me to say there are expenses to claim.