

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.