

To claim study leave expenses on Accent

Once your Study leave has been approved and you have attended the course, you can claim relevant expenses as per the approval notification email you will have received.

- 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 upload the following documents onto the claim so it can be processed for payment:
 - Receipt of payment for the course
 - Certificate of attendance
 - If applicable, any travel receipts
- Please also add any mileage to be claimed (@30p per mile) and provide your ESR/payroll number in the comments box.
- Click on the Claim button
- An email will be generated to the admin team advising of expenses to process and authorise. If authorised you will receive an email advising of the timeline for payment with your salary.

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