Royal Free London NHS

NHS Foundation Trust

Using E-Expenses via a desktop

Please note you will not be able to submit mileage claims if you have not completed the car user registration form and returned it to the email address provided on the form. Please note you are not able to claim for parking or any congestion charge.

Please submit your claim before the 5th of the month for your previous month's expenses to be processed. If it is received after the 5th it will not be processed until the following month. You may only submit one claim per month.

If you have a question regarding the expense system please email our dedicated helpdesk: rf-tr.expenseclaims@nhs.net

1. Enter www.sel-expenses.com the below will appear, if logging in for the first time click on forgotten details and follow the instructions you will be sent two emails with your username and password. If you have an account already enter your details the company is RFL.

2. Click on add new expenses as shown below.

3. Fill out the form as shown below, select "business mileage AFC (private car) or lease car AFC (leased car)" on the left hand side as shown below. Ensure to place the reason as "community care".

4. After clicking save you will prompted to fill out a further form stating the journeys you have made, enter the details form and to and the system will calculate the mileage for you, after you entered all the details click save. ***Please note for mileage ignore the question of whether you have a receipt.***

Submit your claim

5. **After submitting your expenses claim – instead of your practice manager needing to sign a physical paper form, you will liaise with your practice manager and send them an email informing them of what expenses you have submitted, the practice manager should approve this and email back to you with confirmation, then you will need to upload this confirmation email to e-expenses.**

Without this approval confirmation email and your completed car registration form (you only need to submit this form once) you will not receive your payment for any expenses submitted on the e-expenses system.

From the 5th December we will no longer accept any paper forms therefore your travel expenses will only be processed via this new e-expense system.
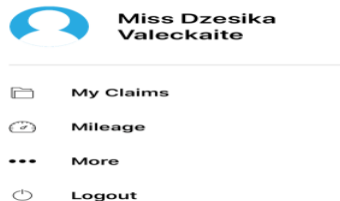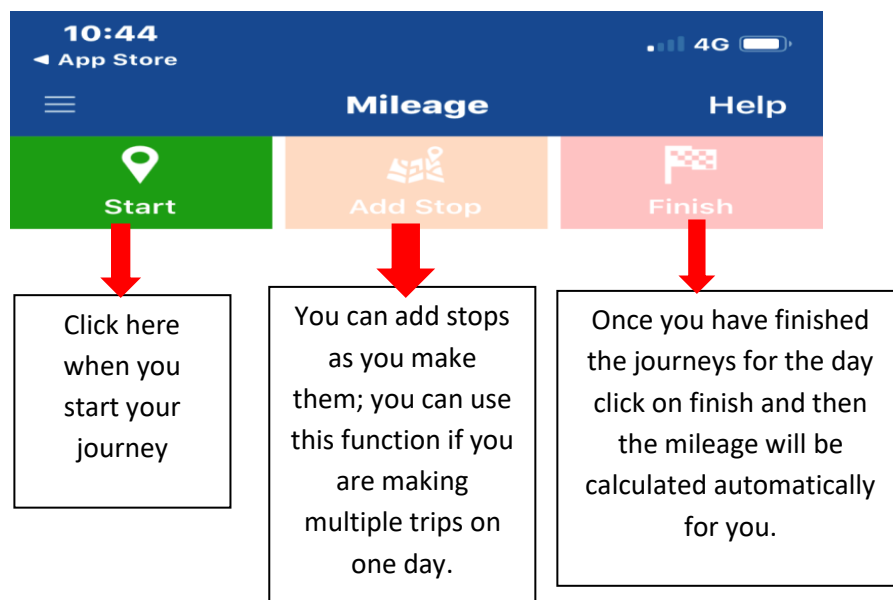
Using E-Expenses via a mobile app

1. Download the selenity app from the app store or pay store, the logo is once you open up the app you will need to log in using your username, password and company is rfl. *If logging in for the first time click on forgotten details. You will be sent two emails one with a user name and one for password.*

2. Terms and conditions will appear on your screen **every** time you log in accept them to move on.
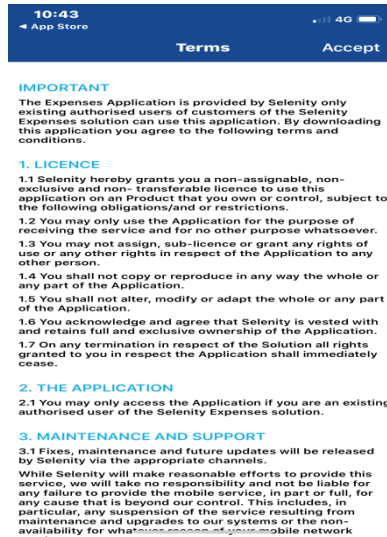
3. You can then track your mileage directly through the app when making the journeys by clicking on your name and then mileage. This is to be used if you are making a new claim and starting your journey then, for historic journeys refer to point 5.

4. The below screen will appear

| Click here when you start your journey | You can add stops as you make them; you can use this function if you are making multiple trips on one day. | Once you have finished the journeys for the day click on finish and then the mileage will be calculated automatically for you. |

5. On the app, go to current claims > click on the + > add the claim name and description > save, then you will see the following screen you will need to go into the claim and then click +

6. You will then need to fill in the form placing the reason as "community care" under expenses item select travel > business mileage AFC (private car) or lease car AFC (leased car)"

7. After clicking save then enter the details of the journeys which were made and submit your claim.

Help and Support

The site has been designed to be user friendly, with help text on each page and a help and support icon on the home page. The icon provides various demonstrations, including how to add your expenses onto the system, how to add mileage and how to approve claims.

You can also access 'my details' and check the details held within the system for the purpose of claiming your expenses. If any of these details appear to be incorrect, click on the option to advise your system administrator.

If you have a question please email our dedicated helpdesk: rf-tr.expenseclaims@nhs.net