

Request Educational Supervisor Support	Request Rota Coordinator Approval	Submit Application on Accent Leave Manager	Submit Expense Claim via Medical Education	Expenses Paid via Monthly Salary
<p>The applicant requests Educational Supervisor (or equivalent) support for the educational appropriateness, normally during their routine educational meetings.</p> <p>Educational Supervisor support should be documented in the applicant's e-portfolio, normally in their Personal Development Plan.</p>	<p>The applicant requests Rota Coordinator approval for the time away from the service using the local trust e-roster or process.</p> <p>Rota Coordinator approval must be requested <b>at least 8 weeks before the event start date</b> and must be confirmed before submitting an application on Accent Leave Manager.</p>	<p>The applicant submits a study leave application on Accent Leave Manager for Training Programme Director approval.</p> <p>Applications for Regional Teaching and pre-approved events are approved by Medical Education.</p> <p>Study leave applications <b>must be submitted and approved in advance of the event.</b></p> <p>If funding is requested, estimated expenses must be included on the application at the time of submission.</p>	<p>(If applicable) the applicant submits their expense claim <b>after the event</b> using their employing trust's e-expenses or process.</p> <p>Expense claims must be submitted <b>within 6 weeks of the event.</b></p> <p>Claims must be accompanied by original itemised receipts and evidence of attendance.</p> <p>Claims will only be authorised up to the rates set out in the NHSE YH operational guidance.</p>	<p>Any study leave expense claims are authorised by Medical Education.</p> <p>Once authorised, expenses are paid via the applicant's monthly salary.</p>