

# E-Expenses Claimant Guidance Booklet

<b><u>Contents</u></b>	<b><u>Page</u></b>
<b>Access and System Navigation</b>	<b>3-5</b>
<b>Entering a Mileage Claim</b>	<b>6 – 13</b>
Home to Duty Deductions	7
Expense Types	8
Excess Travel	8
Entering Home to Duty Travel (GP Trainees)	9-11
<b>Entering a Travel Claim</b>	<b>15</b>
<b>Entering a Subsistence Claim</b>	<b>16</b>
<b>Submitting a Completed Claim</b>	<b>17</b>
<b>Deadlines for e-Expenses</b>	<b>18</b>
<b>Useful Quick Tips and Contacts</b>	<b>19</b>

# e-Expenses

Expense claims are submitted using Employee On Line (EOL). The ESR interface is then used to pay the employee their expense claims with their salary.

This User Guide has been created to help staff create and submit claims when using the Allocate e-Expenses system.

NOTE:

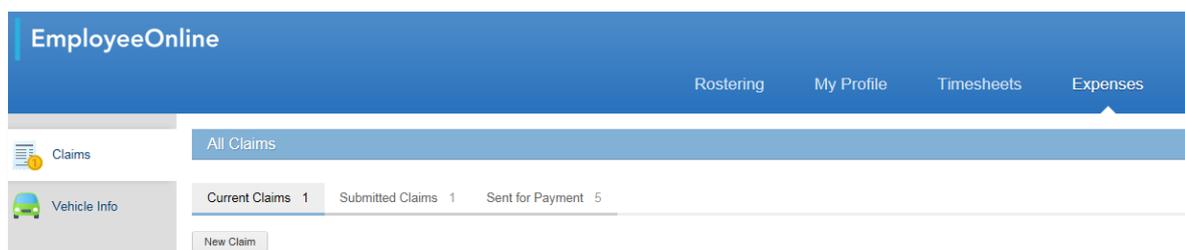
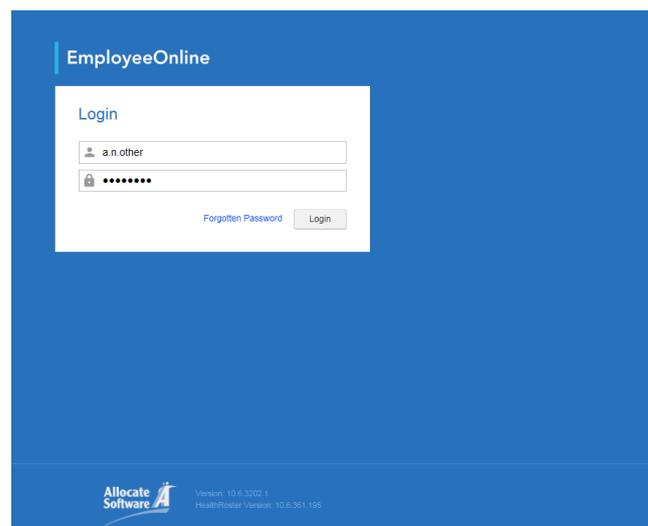
- You only have 1 claim per calendar month.
- Avoid entering multiple claims. It is possible to combine 2 months' worth of claims into a single claim on E-expenses.
- Managers are required to approve claims on a monthly basis. The deadline for approving expenses is the same deadline as finalising the roster.

## LOAD INTERNET EXPLORER

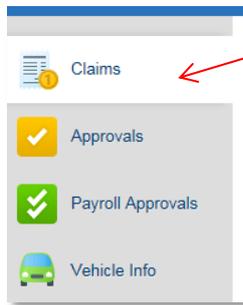
EOL can be accessed internally or externally:

<https://employeeonline.shk.nhs.uk/EmployeeOnlineHealth/LIVE/Login>

Log in with your username and password and you can navigate to E-expenses tab. Should you require login credentials to create and submit a claim please contact [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk).



The expenses tab contains the following shortcut to the left of the screen. Upon selecting the Expenses tab within Employee Online, the Current Claims screen will automatically be displayed

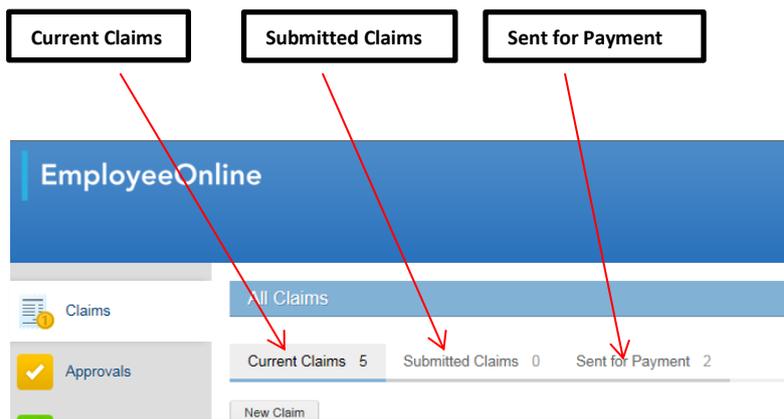


This shows all current, submitted and claims sent for payment.

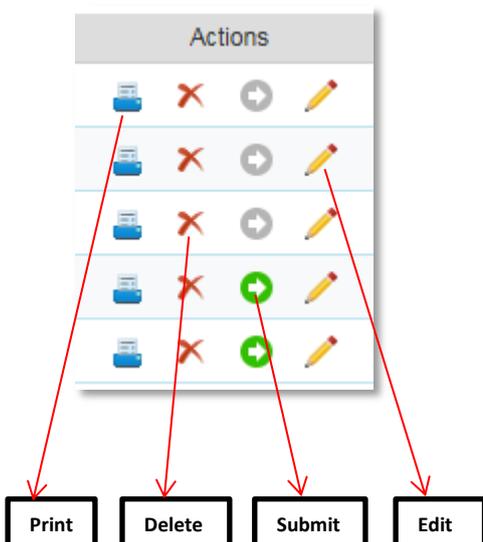
**Current Claims** - Claims currently being worked on

**Submitted Claims** - Claims that have been submitted and are awaiting approval

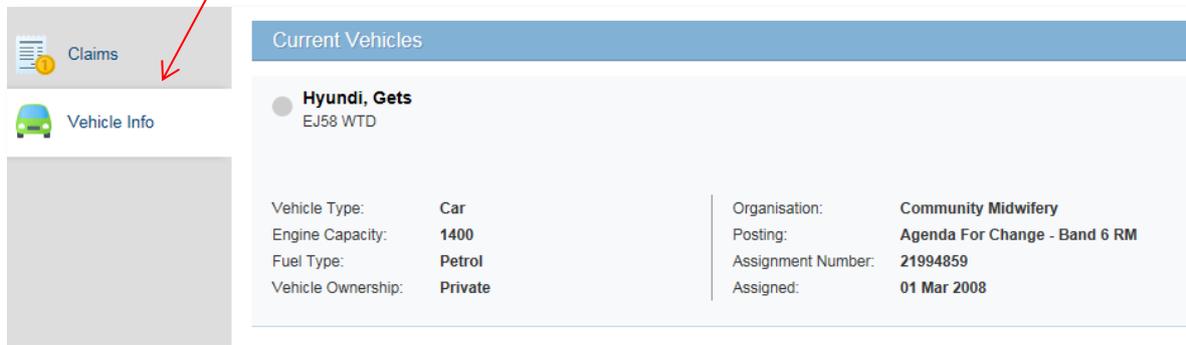
**Sent for Payment** - Claims that have been approved and been sent to payroll



Items can be edited, submitted, deleted or printed from here. Each claim 'resides' here until it is submitted, so additional items can be added to a claim. Rejected claims are returned to this area with a visible rejection comment.



This shows your current car details. If this is incorrect then please contact [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk) as you will need to be sent and complete and return a Change to Vehicle details form.



The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains two buttons: 'Claims' (with a document icon and a yellow circle containing the number 1) and 'Vehicle Info' (with a car icon). A red arrow points from the text above to the 'Claims' button. The main content area has a blue header 'Current Vehicles' and displays details for a vehicle: 'Hyundi, Gets' with registration 'EJ58 WTD'. Below this, there are two columns of key-value pairs.

Vehicle Type:	Car	Organisation:	Community Midwifery
Engine Capacity:	1400	Posting:	Agenda For Change - Band 6 RM
Fuel Type:	Petrol	Assignment Number:	21994859
Vehicle Ownership:	Private	Assigned:	01 Mar 2008

**ENTERING A MILEAGE CLAIM**

To create a new claim click on New Claim

The screenshot shows a dashboard with three tabs: 'Current Claims 5', 'Submitted Claims 0', and 'Sent for Payment 2'. Below the tabs is a 'New Claim' button, which is pointed to by a red arrow. Below the button is a table header with columns 'Name' and 'Ref'.

To create the claim the employee must confirm which post the claim applies to (if they have more than one post) by selecting from the drop down list and then click Create.

The 'New Claim' form has the following fields: 'Claim description' (text input: 'Claim for Jun-2017'), 'Posting' (dropdown: 'Workforce Planning (Agenda For Change)'), and 'Approving unit' (dropdown: 'Workforce Planning'). There is a 'Notes' text area. On the right, 'Total value (excl. mileage)' is £0.00 and 'Total miles' is 0. At the bottom right are 'Cancel', 'Create', and 'Submit' buttons. A red arrow points to the 'Create' button.

***NB. Please note that the Approving Unit determines who can approve your claim. Selecting an incorrect Approving Unit will result in the incorrect approver receiving notification of your submitted claim. This is especially important for Lead Employer Medical Trainees. Should a claim have been submitted with the incorrect Approving Unit claimants must unsubmit their claim, amend the Approving Unit and resubmit.***

This will bring up the claim categories to select from:

- Mileage *to be used for any mileage claims*
- Travel *to be used for any expenses, i.e. parking, tolls etc.*
- Subsistence *to be used for any accommodation, meals if applicable.*
- Supplementary

The 'Claim Details' page shows 'Claim for Nov-2016' with 'Posting' set to 'Payroll Services (Agenda For Change)' and 'Approving unit' set to 'Payroll Services'. The 'Total value (excl. mileage)' is £0.00 and 'Total miles' is 0. Below these are tabs for 'Mileage (0)', 'Travel (0)', 'Subsistence (0)', and 'Supplementary (0)'. The 'Mileage (0)' tab is active. A 'New Expense' button is highlighted with a red arrow. Below it is a message: 'There are currently no mileage expenses for this claim.' At the bottom right are 'Claim created successfully', 'Back to claims', 'Save', and 'Submit' buttons.

Once a Claim Category has been selected, click on New Expense.

A new window is displayed where the claim details are to be entered. **All fields that are outlined in orange are mandatory fields, including the Claim Description field.**

The screenshot shows a 'Claim Details' form for reference number 26056602-686. The form is titled 'Mileage Expense' and includes a text input field for 'Enter description/notes'. Below this are three dropdown menus: 'Expense Type' (with 'Please choose...' selected), 'Incurred On' (with a calendar icon), and 'Using' (with 'Please select one...' selected). A section titled 'Itinerary' contains a 'New Journey' form with 'Journey Information' (including checkboxes for 'Carried passengers' and 'Carried equipment'), 'From' and 'To' search fields, and 'Claimed travel' (including a 'Using suggested route' dropdown and a '0 Miles' input). At the bottom are 'Add trip', 'Cancel', 'Save', and 'Save and New' buttons. Red callout boxes point to the 'Claim description' field, the 'Expense type' dropdown, the 'Incurred On' date field, the 'Using' dropdown, and the 'Carried passengers/equipment' checkboxes.

Enter description next to mileage expense.

Click on the Expense Type to select Business Mileage or other mileage claim type. **NB - Please ensure you choose 'Lease Car Mileage . . ' if you have a salary sacrifice car.**

Select the date the journey occurred on and the vehicle used for that journey.

Type "Home" and this will display your home address for selection.

Type "Base" and this will display your work address for selection.

**NB - Users should not select the tick box for 'Includes return trip', but should always 'Add trip'.**

Once one leg of a journey has been added, the next leg will automatically start with the end point of the previous leg.

Please use postcodes when filling out the "To" fields, alternatively type in the house number, postcode or full address until options appear for you to select.

The e-Expenses system will reduce mileage for home to base distances when certain Expense Types are selected as this element of travel is not reimbursable. Care should be taken to ensure you structure your claim appropriately to ensure that home to base mileage is accurately accounted for. See the below table for examples of when home to base reductions are applied, and the table on the following page for applicable Expense Types.

Examples of when Home to Base deductions will be applied.

First Claim Journey Starts at	Last Claim Journey Ends at	Mileage that is deducted from Day's Total
Home	Home	Home to Base * 2
Base	Base	No deduction (full mileage paid)
Home	Base	Home to Base
Base	Home	Home to Base
Location other than Home or Base	Location other than Home or Base	Home to Base * 2
Location other than Home or Base	Base	Home to Base
Base	Location other than Home or Base	Home to Base
Location other than Home or Base	Home	Home to Base * 2
Home	Location other than Home or Base	Home to Base * 2

The system determines how to process expenses based on user specified 'Expense Types'. These can range from reimbursal rates whether a private or lease car, to system calculated deductions for home to base travel, or on call emergency call out mileage. It is vital that the correct 'Expense Type' is selected by the claimant to ensure that their claim is processed accurately.

The table below shows each current 'Expense Type' listing for mileage claims, together with 'Summary' and 'When to Use' sections.

<b>Expense Type</b>	<b>Summary</b>	<b>When to Use</b>
Car Business Mileage	Used for private vehicles. Factors in deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken for official business using a private car. <b>Home to Base deductions will be made in line with the previous table.</b>
Car Business Mileage - Medical Trainees only	Used by Medical Trainees for private vehicles. Calculates point to point distances, and does not factor deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken by a Medical Trainee for official business using a private car. <b>Claims MUST start at base.</b>
Lease Car Miles (Salary Sacrifice)	Used for Lease vehicles. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a lease car. <b>Home to Base deductions will be made in line with the previous table.</b>
Lease Car Mileage (Salary Sacrifice) - Medical Trainees only	Used by Medical Trainees for lease vehicles. Calculates point to point distances, and does not factor deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken by a Medical Trainee for official business using a private car. <b>Claims MUST start at base.</b>
Bicycle Business Mileage	Used for pedal bicycle mileage. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a bicycle. <b>Home to Base deductions will be made in line with the previous table.</b>
Motorcycle Business Mileage	Used for motorcycle mileage. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a motorcycle. <b>Home to Base deductions will be made in line with the previous table.</b>
Emergency Call Out - Medics and Medical Trainees only	Used for call out mileage for Medical staff and Medical Trainees.	Whenever a Medic or Medical Trainee is on call and called out to work travelling by car.
Car Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using private car.	Whenever a claimant is on call and is called out to work travelling by private car.
Lease Car Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using lease car.	Whenever a claimant is on call and is called out to work travelling by lease car.
Motorcycle Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using motorcycle.	Whenever a claimant is on call and is called out to work travelling by motorcycle.
Home to HQ Mileage (Medics)	Used by Medics to claim home to base mileage, when applicable.	Used to record the first leg of a journey from home to base for medics only.
Overtime Mileage	Used for claiming mileage when working overtime, in agreement with Manager. Also used by Medical Trainees when providing Out of Hours Cover.	Whenever overtime is being worked and travel costs have been agreed with Line Manager/approver, and whenever Medical Trainees are providing Out of hours Cover.
NED Mileage	Used for Non Executive Director Mileage Claims.	To be used for all Non Exec Director mileage claims.
GP Trainee Home to Duty	Used for LE Trainees based at a Surgery ONLY, if travelling from home directly to a home visit. Maximum of 10 miles each way (see page 9 & 10 for further details).	Should a GP Trainee be Practice based and require the use of their car to make home visits on any given day, they are entitled to claim up to 10 miles one way, up to a maximum of 20 miles per day. In some cases this will need to be entered as an override (see page 9 & 10 for further details).
Excess Travel (STHK Staff only)	Used for St Helens and Knowsley staff ONLY (not currently for Lead Employer Medical Trainees) who have applied for and been granted Excess Travel mileage.	Whenever an employees' base location is moves as part of organisational change, and Excess Travel has been applied for and agreed to, in order to record home to base and return mileage.
Public Transport Rate	Used for St Helens and Knowsley staff who have applied for and been agreed any Course/Study Leave mileage, and for Medical Trainees should they have any training/teaching days.	Used to record any mileage which relates to Course/Study Leave following application and agreement of reimbursable expenses, and also to be used by Medical Trainees should they attend a training/teaching days. <b>Home to Base deductions will be made in line with the previous table.</b>

Mileage is calculated using Google Maps shortest route in accordance with policy. Details of the plotted route can be viewed by clicking 'Show Map'.

#### EXCESS TRAVEL

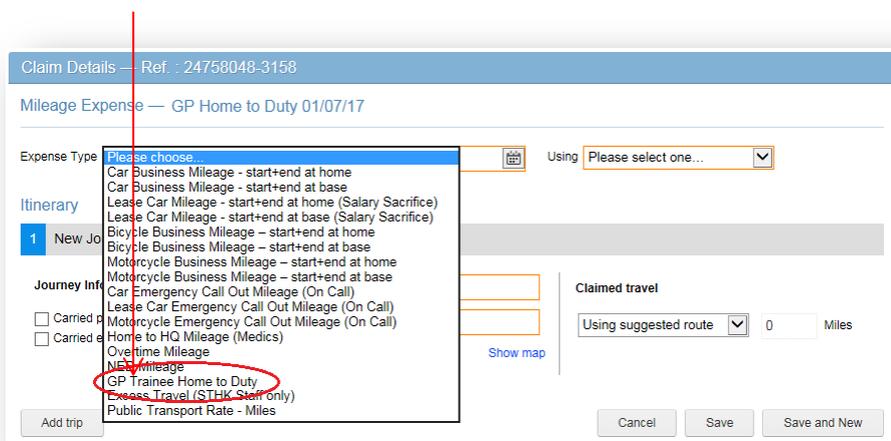
Excess Travel via e-Expenses should **not** currently be used by Medical Trainees.

**ENTERING HOME TO DUTY TRAVEL – Medical GP Trainees Only**

Home to Duty mileage claims can be submitted by GP Trainees who are based at a Practice should they require the use of their car during their work day, up to a maximum of 10 miles each way. These types of claim can be processed via the e-Expenses system, and should be claimed for journeys from home to practice, or practice to home. The remaining portion of the journey (practice to home visit, and home visit to practice) should be entered on a new claim line using the ‘Car Business Mileage – Medical Trainees Only’ Expense Type.

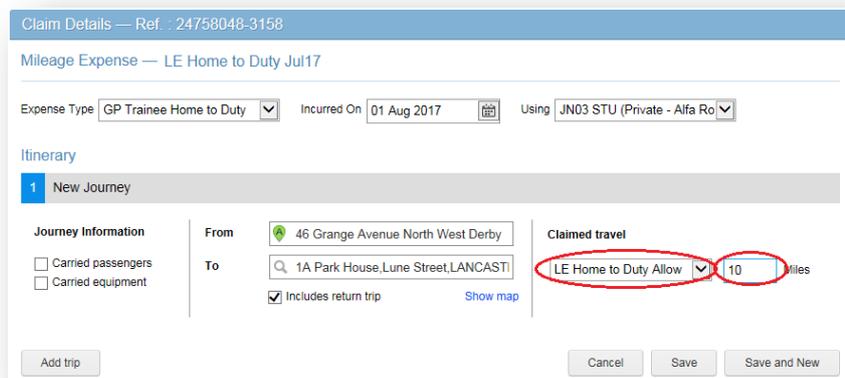
***NB - Please note that entering Home to Duty travel miles requires a slightly different approach, as mileage amounts may need to be manually adjusted if actual distances are greater than 10 miles one way.***

Create a claim as you would normally, as per pages 5&6 of this guide. In the ‘Expense Type’ field select the option for ‘GP Trainee Home to Duty’.



Continue with claim input, selecting the incurred date and vehicle used. Journeys must start at home and go to base (enter ‘Home’ in the From field and ‘Base’ in the To field). Any subsequent journeys on the same day should be created under a new claim line using the ‘Car Business Mileage – Medical Trainees Only’ Expense Type.

Should the calculated mileage be in excess of 10 miles you will need to enter a manual override. To do this select the ‘LE Home to Duty Allow’ option as highlighted below, and enter a maximum of 10miles, as per the below example screenshot.



Please see below examples of a claim which has been incorrectly and correctly structured when a 'GP Trainee Home to Duty' claim is being created.

**Incorrect Example using only 'GP Trainee Home to Duty'**

The screenshot shows a claim form for 'GP Trainee Home to Duty' with four journey legs. The 'Expense Type' is set to 'GP Trainee Home to Duty'. The total mileage claimed is 12.4 miles (7.5 + 2.9 + 2.9 + 1.1). A large red 'X' is placed below the screenshot to indicate this is an incorrect structure.

**Correct Example using 'GP Trainee Home to Duty' & 'Car Business Mileage'**

The top screenshot shows a claim form with two 'GP Trainee Home to Duty' legs (7.5 + 2.9 = 10.4 miles) and two 'Car Business Mileage - Med' legs (2.9 + 1.1 = 4.0 miles). A green checkmark is placed below it to indicate this is the correct structure. The bottom screenshot shows a warning message on the claim line for the 'GP Trainee Home to Duty' leg, indicating that the total daily mileage exceeds 20 miles.

Please note that warnings will appear when a GP Trainee Home to Duty Claim is entered, and this will appear whenever the total daily miles recorded against all Expense Types exceeds 20 miles. These warnings will present similar to the below screenshots.

Warning message on the claim details screen.

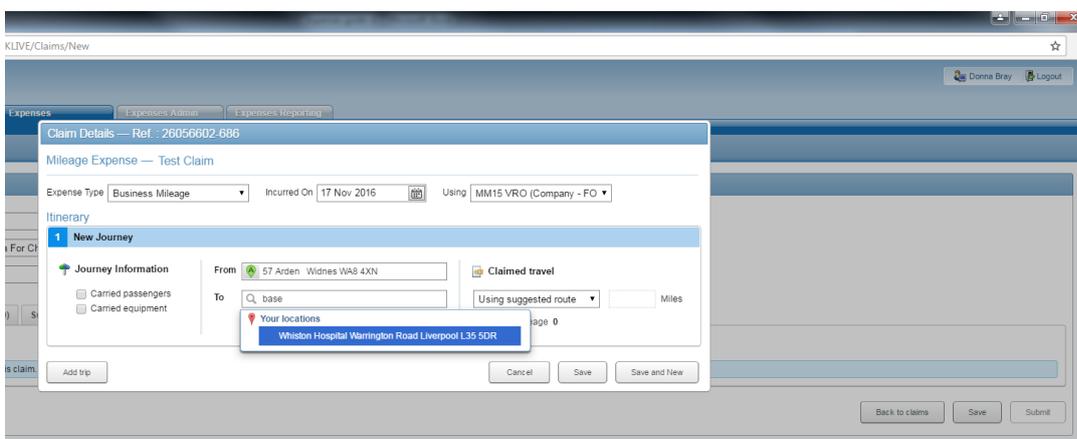
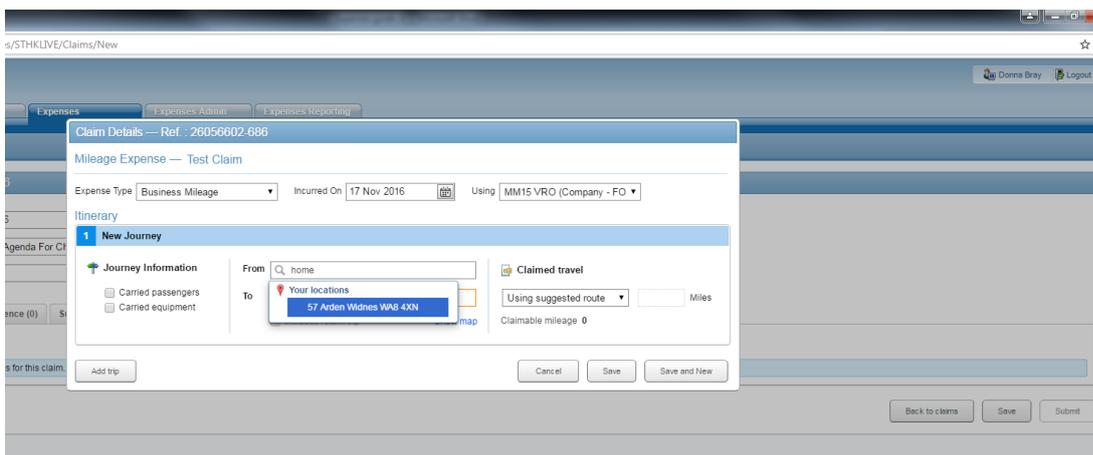
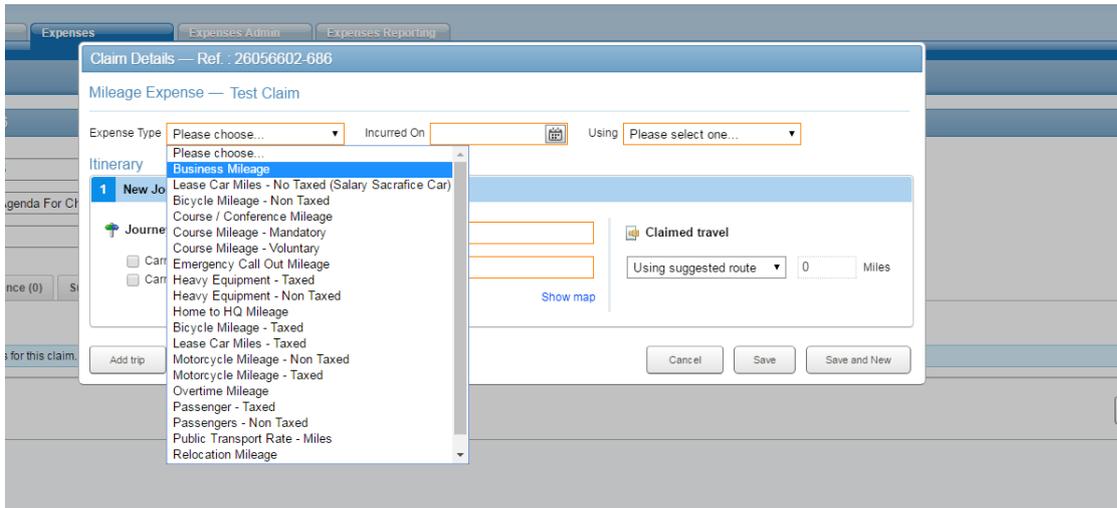
Mileage 2		Travel 0	Subsistence 0	Supplementary 0
New Expense				
Expense Type	Incurred On			
✓ Car Business Mileage - Medical Trainees only	05 Sep 2017			
⚠ GP Trainee Home to Duty	05 Sep 2017			

Warning message on the claim line.

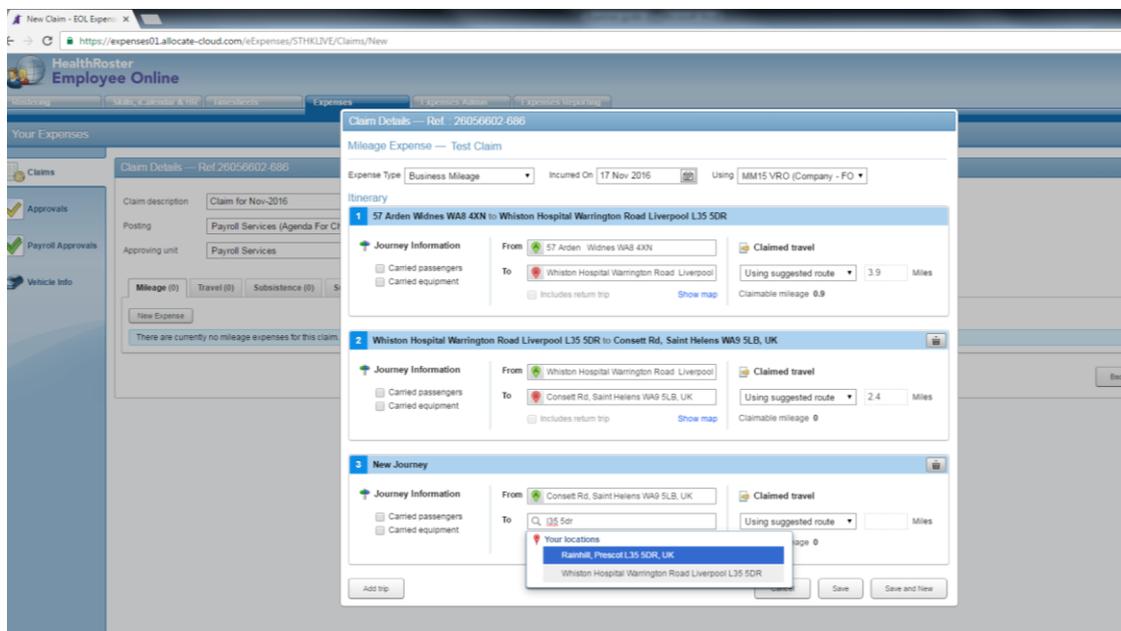
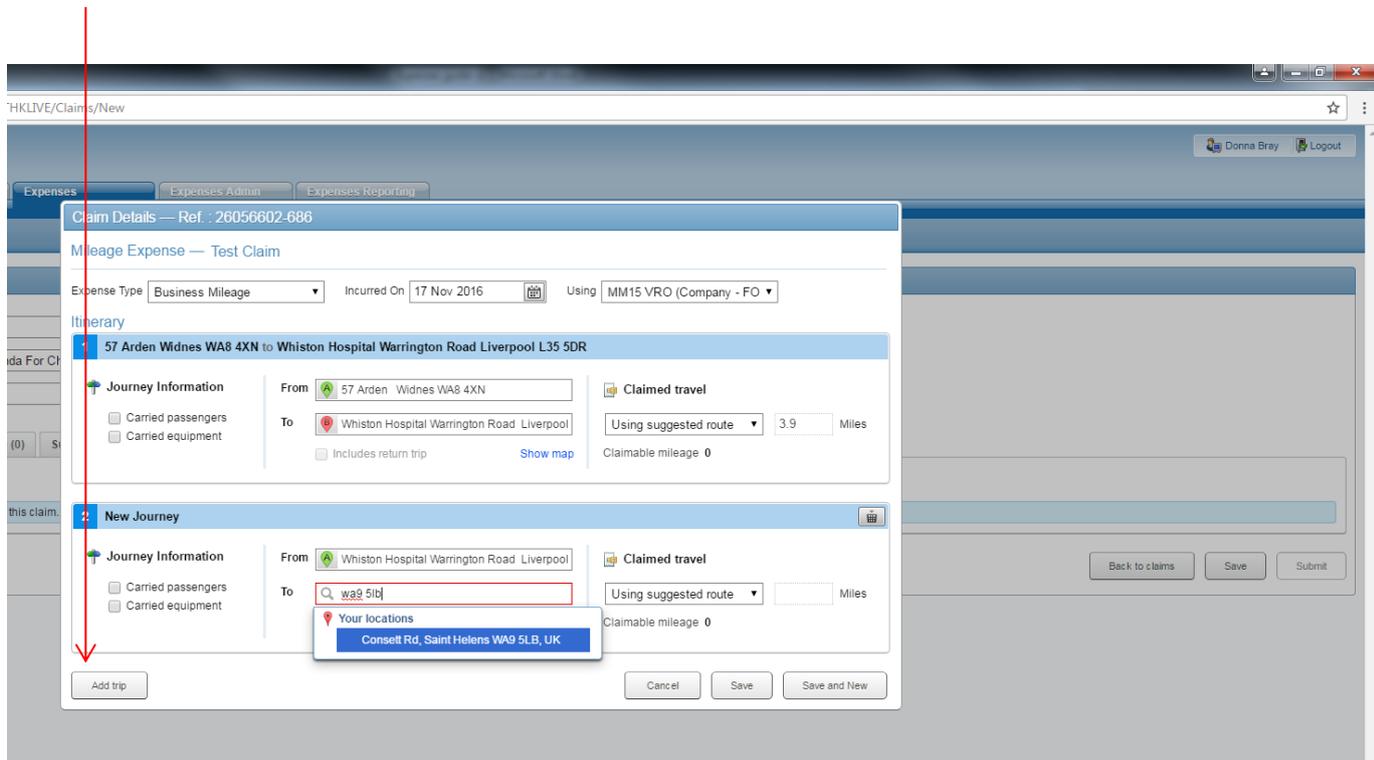
Warnings	
⚠ This entry has caused the maximum daily total mileage allowed to be exceeded (20 miles)	● 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescot Road St Helens WA10 3TP: The claimed mileage for the journey leg exceeds the minimum tolerance level of 1% of the suggested route distance.
● 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescot Road St Helens WA10 3TP: The claimed mileage for the journey leg exceeds the maximum tolerance level of 1% of the suggested route distance.	● Alexandra Park Prescot Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ: The claimed mileage for the journey leg exceeds the minimum tolerance level of 1% of the suggested route distance.
● Alexandra Park Prescot Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ: The claimed mileage for the journey leg exceeds the maximum tolerance level of 1% of the suggested route distance.	

**NB - Warnings will not prevent you from saving, completing and submitting your claim. These warnings should be used as a prompt to check that a maximum of 20 miles per day is being claimed against the 'GP Trainee Home to Duty' Expense Type.**

See below various screenshots of parts of the system which you will see when entering claims.

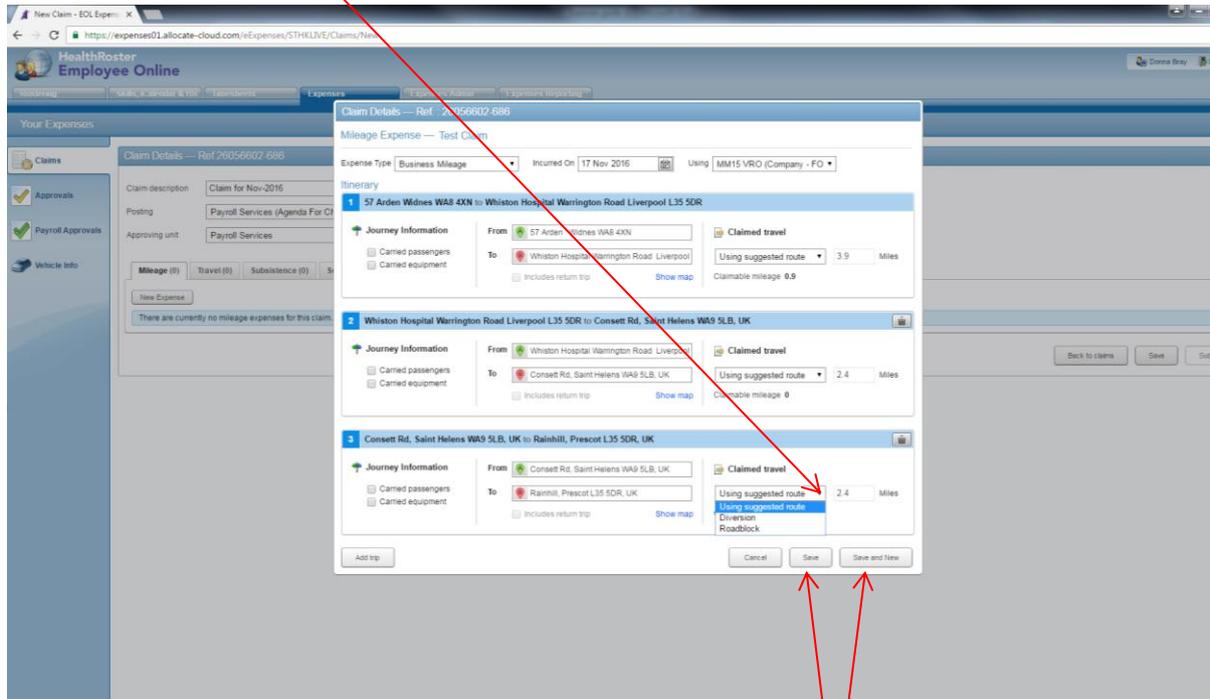


Clicking 'Add Trip' generates a new entry and automatically sets the last "From" destination as the starting "to" destination point from the next leg of the journey.



If you find yourselves in a diversion or road block then you can override the mileage amount manually by selecting from the drop down list and entering the eligible mileage in the 'Claimed Travel' box.

**NB - There is a limit to how much extra you change. Changes over thresholds will need to be verified by your line manager if they are exceeded.**



Multiple entries can be saved within one claim simply by clicking on 'Save' or 'Save & New'.

Save & New will generate a new window. The process can be repeated as many times as necessary.

You may get notifications like the yellow box in the above screenshot. This will be due to information within the system which requires updating.



is a warning and you can continue to submit your claim



is a violation and you will not be able to proceed through to submission of a claim.

**NB - Should any warnings appear for out of date vehicle checks, i.e. insurance or MOT, please send electronic scanned copies of documentation to [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk) for central team update. Your approver may be able to advise you of the reason for the warning/violation, but does not have the facility to update vehicle checks.**

**Should a violation appear (white cross in a red circle) you will be able to create your claim, however you will not be able to submit it for approval. Please review the violation and discuss with your approving manager or the e-Expenses Team to resolve the issue.**

**Should any claims be created when vehicle checks are out of date, following update of insurance, MOT etc. the effected claim line(s) will need to be resaved to revalidate against the vehicle checks against the new expiry dates and remove the warning. Until this is done you will not be able to submit your claim.**

## ENTERING A TRAVEL EXPENSE CLAIM

Travel expense claims are entered via the Travel tab in the main claim form. This is for travel expenses such as car parking, rail fees, bus fees etc.

All fields that are outlined in orange are mandatory fields.

Click on 'New Expense'.

A new window is displayed where the claim details are to be entered. All fields that are outlined in orange are mandatory fields

The fields in a travel claim include:

- Expense type
- Date
- Claim amount
- From *(freetext field)*
- To *(freetext field)*

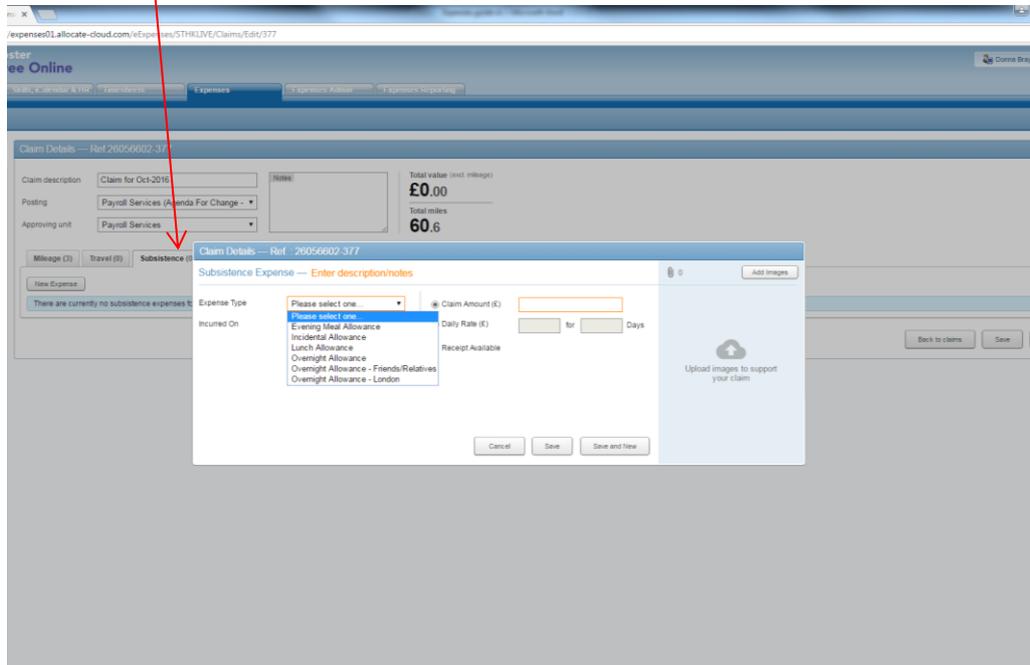
There is also a check box to indicate that a receipt is available. Receipts can be scanned and attached as .jpeg/.jpg file to your claim, or these can be shown to your manager for them to verify as part of the approval process.

**NB - All receipts must be retained by the claimant in line with policy, and these should be made available on request for audit purposes.**

Select 'Save' once all fields have been completed.

## CREATING A SUBSISTENCE EXPENSE CLAIM

The subsistence tab is used to enter claims for living costs incurred when working away from home such as meal allowances, and overnight accommodation etc.



Click on 'New Expense'.

A new window is displayed where the claim details are to be entered. All fields that are outlined in orange are mandatory fields

The fields completed in this category include:

- Expense Type
- Date
- Claim amount, or daily rate & number of days
- Receipt available

Select 'Save' once all fields have been completed.

***NB - Claims for subsistence allowances should be in line with Agenda for Change Terms and conditions (Annex N: Subsistence Allowance) as below, and should be agreed with your manager before claiming.***

Night Allowance - first 30 nights	£55.00 per night max
Night Allowance, after first 30 nights	£35.00 max
Meals Allowance – 24hr period	£20.00
Night Allowance in non-commercial accommodation	£25.00 per 24hr period
Day Meals Allowance - Lunch Allowance (more than 5hrs away from base)	£5.00
Day Meals Allowance - Evening Meal Allowance (more than 10hrs. away from base and return after 7pm)	£15.00
Incidental Expenses	£4.20 per 24hr period
Late Night Duties Allowance	£3.25 per 24hr period

## SUBMITTING A COMPLETED CLAIM

A claim can be submitted by clicking on Submit at the bottom of the Claim Details screen.

When the submit link is clicked, a disclaimer stipulated by the Trust is displayed, which the employee must read and accept in order to proceed.

Once a claim has been submitted you can track its progress by navigating to the 'Submitted Claims' and 'Sent for Payment' tabs within the e-Expenses system.

Name	Ref	Status	Approving Unit	Items	Miles	Cost	Actions
Claim for May-2017	24758048-1977	Created	Workforce Planning	0	0.0	£0.00	[Print] [Cancel] [Refresh] [Edit]
Claim for May-2017	24758048-1976	Created	Workforce Planning	1	6.1	£0.00	[Print] [Cancel] [Refresh] [Edit]
Claim for May-2017	24758048-1797	Created	Aintree Hospitals A&E	1	18.3	£0.00	[Print] [Cancel] [Refresh] [Edit]

You will also receive a system generated notification confirming when claims have been approved.

**DEADLINES FOR E-EXPENSES PROCESSING**

In order to maintain the timely reimbursement of any expenses submitted via the e-Expenses system a timetable has been drawn up, as below. All claims which have been submitted and approved by the dates shown are guaranteed to be processed through to payment in the same month.

Any submitted and approved claims which have not been approved by this deadline date cannot be guaranteed for payment that same month, but they will be processed the following month.

Month	Electronic Data Deadline for Payroll (Submitted and Approved)
<b>May 2017</b>	Mon 8 <sup>th</sup> May
<b>June 2017</b>	Thur 8 <sup>th</sup> June
<b>July 2017</b>	Sat 8 <sup>th</sup> July
<b>August 2017</b>	Tues 8 <sup>th</sup> August
<b>September 2017</b>	Fri 8 <sup>th</sup> September
<b>October 2017</b>	Sun 8 <sup>th</sup> October
<b>November 2017</b>	Wed 8 <sup>th</sup> November
<b>December 2017</b>	Sun 3 <sup>rd</sup> December
<b>January 2018</b>	Mon 8 <sup>th</sup> January
<b>February 2018</b>	Thur 8 <sup>th</sup> February
<b>March 2018</b>	Thur 8 <sup>th</sup> March

## USEFUL QUICK TIPS

### Journeys and Expense Types for Medical Trainees

JOURNEY	EXPENSE TYPE	COMMENTS
<b>GP Trainee Home Visits</b>  <i>Applicable only for GP Trainees who require their car during their work day. Only eligible to claim a maximum of 20 miles per day.</i>	'GP Trainee Home to Duty' & 'Car Business Mileage - Medical Trainees only', or 'Lease Car Mileage (Salary Sacrifice) - Medical Trainees only'	GP Trainee Home to Duty should be used for the 'home to base' and 'base to home' portions of the journey. For 'base to home visit' and 'home visit to base' use the appropriate lease or private car Expense Type (see pages 9 & 10 of this guide for further information).
<b>Out of Hours Cover</b>	'Overtime Mileage'	Full mileage is payable at public transport rate, with no reductions for home to base applicable.
<b>Scheduled Teaching and/or Training Day</b>  <i>This should not be used for course or exam expenses.</i>	'Public Transport Rate - Miles'	Only to be used for teaching/training days. Home to base deductions are applicable.  This is <u>not</u> course/study leave. Any existing regional processes should continue to be used to claim and Study/Course expenses.  GP Trainees in the Cheshire and Mersey region should <u>not</u> claim for this expense. These trainees should contact Rebecca Smith ( <a href="mailto:rebecca.smith@nw.hee.nhs.uk">rebecca.smith@nw.hee.nhs.uk</a> ).
<b>Call Out Mileage When On Call</b>	'Emergency Call Out - Medics and Medical Trainees only'	Full mileage is payable, with no reductions for home to base applicable.

### Claim Creation and Approving Unit

The Approving Unit is a required field when Medical Trainees create their claim. Claimants should be advised of this when they are provided with their login details. Choosing the correct Approving Unit is a fundamental requirement as it determines who receives the notification to approve your claim. Should you need advice on the Approving Unit to select please contact [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk).

### Claim Submission following Vehicle Check Update

If you create a claim whilst a vehicle check has expired you will be presented with a violation icon and will not be able to submit your claim. E-Mail [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk) with your updated vehicle documentation for update centrally. Once updates have been made, claimants will need to resave their claim lines in order for the violation to be revalidated and cancelled. Claimants will not be able to submit their claims until this revalidation is complete.

## CONTACTS

For any e-expenses systems queries please contact the Team via email at [e-expenses@sthk.nhs.uk](mailto:e-expenses@sthk.nhs.uk).

For any queries relating to Excess Travel or Course Expenses please contact the appropriate Lead Employer Team.

<a href="mailto:leademployerwestmids@sthk.nhs.uk">leademployerwestmids@sthk.nhs.uk</a>	(West Mids)
<a href="mailto:leademployer.eastmids@sthk.nhs.uk">leademployer.eastmids@sthk.nhs.uk</a>	(East Mids)
<a href="mailto:leademployerEOE@sthk.nhs.uk">leademployerEOE@sthk.nhs.uk</a>	(East of England)
<a href="mailto:Lead.Employer@sthk.nhs.uk">Lead.Employer@sthk.nhs.uk</a>	(Cheshire and Mersey)