**NHS Foundation Trust** 

## Using E-Expenses via a desktop

1. Enter <u>www.sel-expenses.com</u> 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.

Company ID Username Password	0	Selenity expenses
Remember Details	0	forgotten details
We advise you not to select remember details if you are using a public or shared computer.	logon	register

2. Click on add new expenses as shown below.

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Roy	al F	ree IS For	London NHS					
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<u>^</u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u> <u></u>			Add New Expenses Add new ethins to current claims for any expenses you have incurred. If a current claim does not exist one will be created.		My Claims Create new cla into the approv	ims, edit or o val process.	delete (	existing ones. View current, submitted and previous claims. Submit finished claims
		2	My Details Update your banic details auch as name and address. View details of your current car and vehicle journey rate. View th atege required to approve a claim you unbmit. Resign delegates to manage your account.	0	Help & Sup Help & Suppor your Expenses	pport t is an online questions.	e servic	a for education, guidance and support that enables you to find the best answers for
	J		View My Company Policy Were a copy of your travel and expense company policy.	Ó	View My Cl Examine the ex	laimable pense items	Item s you ai	15 re allowed to claim and view any associated limits.
		R	Administrative Settings Manage basic information such as Openne Categories, Addresses and Ressone, Manage new employees and customis the way Expenses functions.		Expenses I Download the	Mobile Aj new app tha	pp it allow	is you to manage your expenses without the need to power up your computer.
	ŀ		Log Out Log out of Dipenses and close this window.					

3. Fill out the form as shown below, select "Medical Course Fees"

Page Options	Add Expense
Clear General Details	General Details
My Expense Items	
Select an item below to add it to your expense sheet: business mineage Arc Congestion Charge Corr	Reason:
Detour Miles     Ferry Fares     Flight     Heavy and Bulky Items	Department / CostCode Breakdown
Home to Base Mileage	[None]
Incidental Expenses International Recruit Meal Allowance > 24H Medical Course Expended	Medical Course Fees
Medical Course Fees	Medical Course Fees Claimable by medical staff only
On Ca Medical Course I Overnamento source Parking Passenger Rate Pedal Cycle Miles AfC	kes Numbers: 28098882 [Administrative a ♥ Do you have a receipt: ○ Yes ○ No ? Total (Gross): ?
Pool Car Fuel Reserve Rate - AfC	

- 4. Please complete the following Fields:
  - > Date of Course
  - Reason (Training, Conference, Study Day)
  - > Other Details (Name of the course if applicable)
  - > Do you have a Receipt? Please state Yes as your email evidence will act as the receipt.
  - Press Save
- 5. Add "Receipt" by clicking on the manage receipts option:

•						
Claim Name		Claim To	tal £1,000	£1,000.00		
Claim Description Number of Items	1	Amount	Payable £1,000	1,000.00		
Expense Items						
📝 🗙 🖹 🏲 🗡	Number of Miles 🔺	Date of Expense	Expense Item	Reason C		
💟 🗙 🐚	<u> </u>	07/12/2020	Medical Course Fees	Attending Training tra		
	Manage Receipts					

The below options will show and you will need to click on green + icon to upload the saved email confirming what has been approved and its' value. Then click save.

	[Not submitted]							
Claim Header								
	Medical Course Fees	54475-000021	07/12/2020	£1,000.00				
save	cancel							

6. Once all the expenses of your Study claim have been added please submit your claim using the option in the left hand menu below.



Royal Free London NHS Foundation Trust

## **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.

For additional help, please see the advice below. If you have a question that you cannot find the answer to please email our dedicated helpdesk: <u>rf-tr.expenseclaims@nhs.net</u>