Hi all

The CCG are currently working on a project to implement an eExpenses solution across the organisation. The system is supplied by Giltbyte and is called EASY.  It is available to the Trust at no cost, and is linked to the Electronic Staff Record (ESR).

This will enable staff to access a web based system, accessible on any PC or mobile device, and enter details of mileage and expenses, which are then directly interfaced into the ESR system for payment. This brings the following benefits:

* No more paper forms, saving printing costs, but also eliminating the chance of claims getting lost in the post
* By entering the post codes of places visited, the system utilises “Google-Maps” to calculate journey mileage due
* Mobile Phone App – Enabling you to enter claim details, and even take a photo of any receipt and upload it directly to your claim
* Automated Duty of Care, will remind when your Insurance; MOT and Road Tax are due.

The system should go live on 1st December 2017, and from this date, all claims must be submitted using the online system.   Paper forms will not be accepted by the Travel Payments Team  for journeys made after 1st December.  Paper claims forms, relating to journeys made prior to 1st December, need to be received by 28th February 2018 in order to be paid.

Also, as part of the new online system expenses will not be able to be claimed for travel undertaken 92 days prior to the date of the claim.  This is in line with the Agenda for Change handbook.

Initial system training provided by Giltbyte has now been scheduled, as below.

Please note that these **are not** drop-in sessions and it will be necessary to book a place (see below).

22nd November 9.30 – 11.30

22nd November 12.30 – 2.30

22nd November 2.45 – 4.45

**All the training will be held in Meeting Room 1 here at Walshaw House.**

Please note that if you do not authorise claims, you will only need to attend for the first 1 ½ hours of each session, as the last 30 minutes covers the additional functionality for approving claims.

**Bookings**

To book onto one of the above sessions, please click on the following link and follow the onscreen instructions. [https://bookwhen.com/**elccgtravelclaimstraining**](https://bookwhen.com/elccgtravelclaimstraining)

As spaces are limited, they will be assigned on a first come first serve basis, and you will receive an email confirming your booking.

**System Documentation**

System documentation is being compiled now and will be added to the EASY Online Expenses Documents folder on the shared drive V:\EL CCG\NEW FOLDER STRUCTURE\STAFF INFORMATION\HR forms and Payroll\EASY Online Expenses Documents

Kind Regards