

# Electronic expenses registration – data capture

Junior Doctors Study Leave and Postgraduate Medical Education Expenses ONLY to be completed once.

OUH Payroll Assignment No:

If you are on an Honorary Contract please contact [studyleaveofficer@ouh.nhs.uk](mailto:studyleaveofficer@ouh.nhs.uk)

Name:

Job title:

OUH email address:  
This must be your **OUH email**. Check the OUH email regularly for e-expenses notifications.

OUH start date:

Home address and post code:

Base post code:

Purpose of official journeys:

Division:

Department:

## Vehicle details

* Car reg. number
* Make (e.g. Ford):
* Model (e.g. Fiesta):
* Fuel (e.g. Petrol);
* Engine capacity (cc):
* Motor insurance renewal date:

## Documents

The following documents must be enclosed or emailed with this application if claiming car mileage.

* Copy of current Insurance Certificate with the limitations of use
* Copy of V5 (car log book)

**Due to the Corporate Manslaughter Act 2007, it is a legal requirement for all employees who use their own vehicle for business purposes are insured accordingly**.

**Commuting from home to your place of work does not constitute business mileage**.

The policy must cover use of the vehicle on official business and reference to passengers must be regarded by the insurers as covering official passengers for whom an allowance may be paid.

Please sign and return with your Study Leave Application to the Study Leave Officer: [studyleaveofficer@ouh.nhs.uk](mailto:studyleaveofficer@ouh.nhs.uk)

Employee signature:

Signature:

Name:

Date:

## Medical Education Office use only

Signature:

Administrator name (block capitals):

Designation:

Email address:

Budget cost centre: