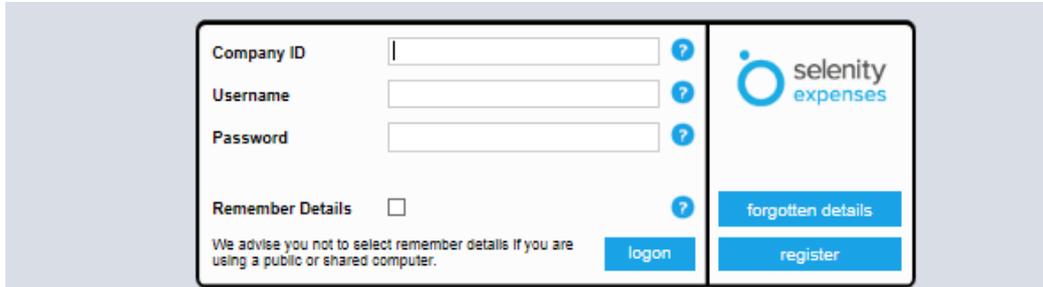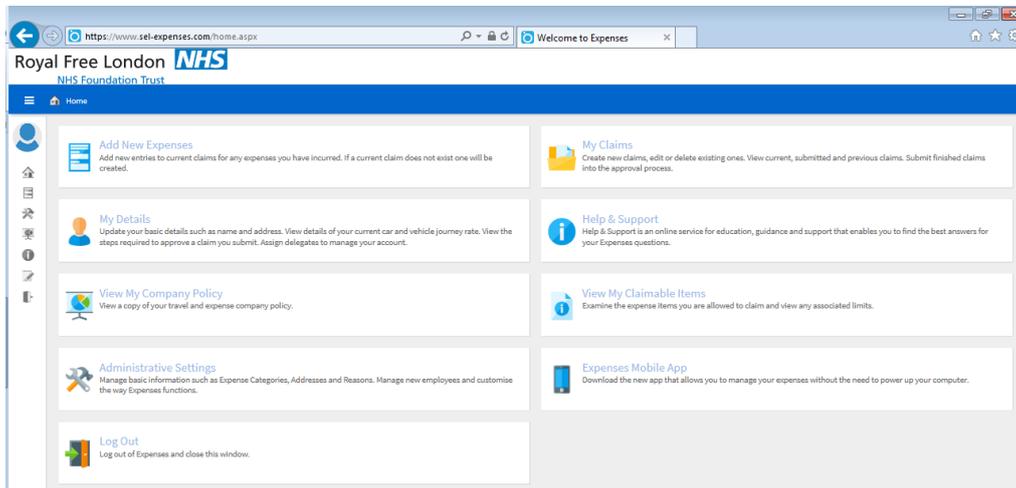## Using E-Expenses via a desktop

1. Enter www.sel-expenses.com 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.


2. Click on add new expenses as shown below.

3. Fill out the form as shown below, select "Medical Course Fees"
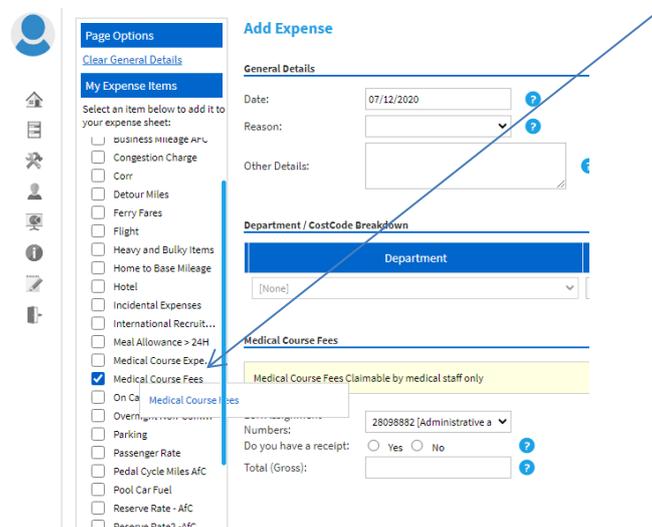
4. Please complete the following Fields:
   - ➢ **Date of Course**
   - ➢ **Reason (Training, Conference, Study Day)**
   - ➢ **Other Details (Name of the course if applicable)**
   - ➢ **Do you have a Receipt? – Please state Yes as your email evidence will act as the receipt.**
   - ➢ **Press Save**

5. Add "Receipt" by clicking on the manage receipts option:
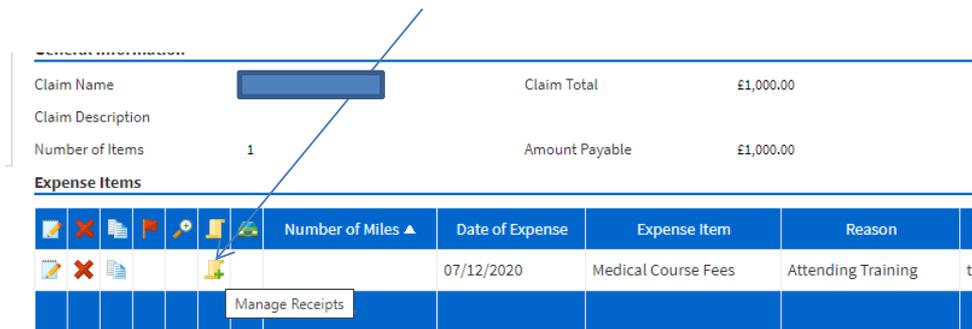
The below options will show and you will need to click on green + icon to upload the saved email confirming what has been approved and its' value. Then click save.
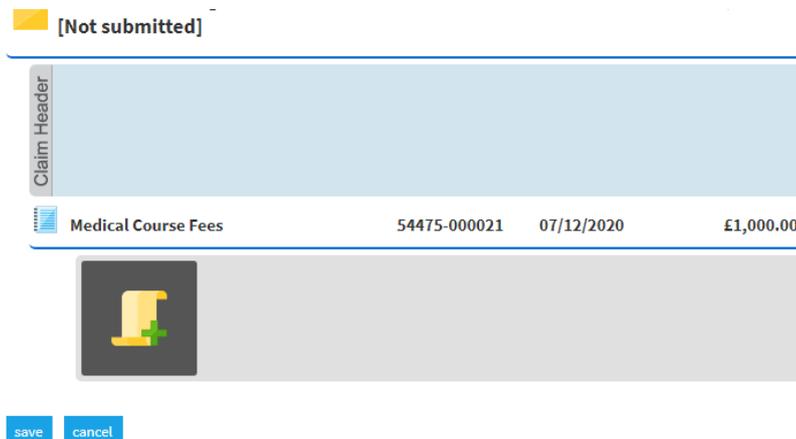
6. Once all the expenses of your Study claim have been added please submit your claim using the option in the left hand menu below.

Click here to add another item.

Click here to complete your claim.
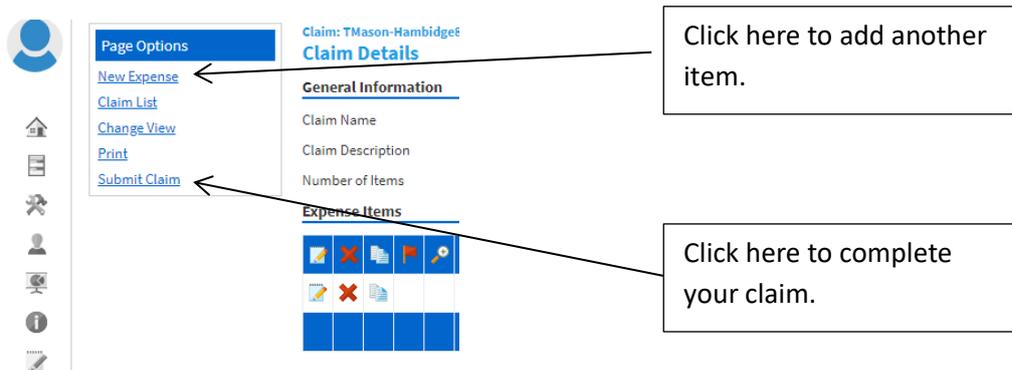
Help and Support

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: rf-tr.expenseclaims@nhs.net