

GEORGE PICKERING AND TERENCE MORTIMER POSTGRADUATE CENTRES

A GUIDE TO CLAIMING EXPENSES FOR STUDY LEAVE

1. On completion of the course you must put in your claim for reimbursement within 2 month of attendance. Claims received after the 2-month period will be declined.
2. When you applied for study leave, you will have been issued with a letter stating how much the Postgraduate Centre could reimburse you. Send this letter with your receipts to the Cashiers' Officer.
3. The address of the Cashiers' Office is:
 - ◆ The Churchill Hospital
 - ◆ Old Road
 - ◆ Headington
 - ◆ Oxford
 - ◆ OX3 7LJ
4. If you have lost your receipts, please contact Lucy Jeffs, Education Centre Administrator on 01295 229108.
5. You can claim for:
 - ◆ Travel – but not overseas travel – where approved
 - ◆ Accommodation – where approved
 - ◆ Course/registration fees – where approved

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