



Lead Employer

GP Home-to-Base Expenses

Home to Base expenses

Please refer to communications from Lead Employer and to the website [Lead Employer - STHK | Expenses](#) to understand if you are entitled to this claim.

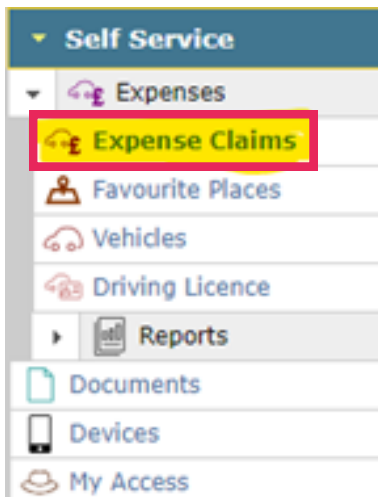
If you claim, please ensure that you are not claiming for excess mileage as well as the Home to Base mileage.

How to Claim

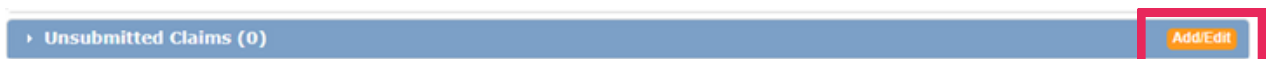
Please log in to EASY expenses – guidance for this can be found on [Lead Employer - STHK | Expenses](#)

Once you are logged in, please check that your base details are correct.

Click on '**Expenses**', then '**Expense Claims**'



Click on '**Add/Edit**'





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You will then be shown the mileage Claims section.

Mileage Claims									
Date	Expense Type Vehicle	Shift/Project Related Alternate Base	Reason Extra Detail	Journey		Mileage	No. of Pass.	Heavy Equip.	
				Start	End				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Complete the fields required:

- 1 - Date,
- 2 - Expense Type – Home to Base Mileage (GP Trainees Only),
- 3 - Start- select home,
- 4 - end- select base,

Mileage Claims									
Date	Expense Type Vehicle	Shift/Project Related Alternate Base	Reason Extra Detail	Journey		Mileage	No. of Pass.	Heavy Equip.	
				Start	End				
1 14 Sep 2022	2 Home to Base M			3 Home	4 Base	23.82		<input type="checkbox"/>	
				LA1 5FS	096 2004 Station House Surg	23.82		<input type="checkbox"/>	

You can then add in the return journey by clicking on the 'return arrow'



Mileage Claims									
Date	Expense Type Vehicle	Shift/Project Related Alternate Base	Reason Extra Detail	Journey		Mileage	No. of Pass.	Heavy Equip.	
				Start	End				
14 Sep 2022	Home to Base M			Base	Home	23.91		<input type="checkbox"/>	
				096 2004 Station House Surg	LA1 5FS	23.91		<input type="checkbox"/>	
14 Sep 2022	Home to Base M			Home	Base	23.82		<input type="checkbox"/>	
				LA1 5FS	096 2004 Station House Surg	23.82		<input type="checkbox"/>	



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This will calculate the journey to and from your practice. You should not override the miles on this section.

Click '**Save**' at the top right of the screen, which will send to your Unsubmitted Section.



Once you have created all your claims, and all have been saved, you can then press '**Submit**', which will send to your manager for approval.



Please refer to the website Lead Employer - [STHK | Expenses for FAQs](#)

For any further queries, please contact – e-expenses@sthk.nhs.uk