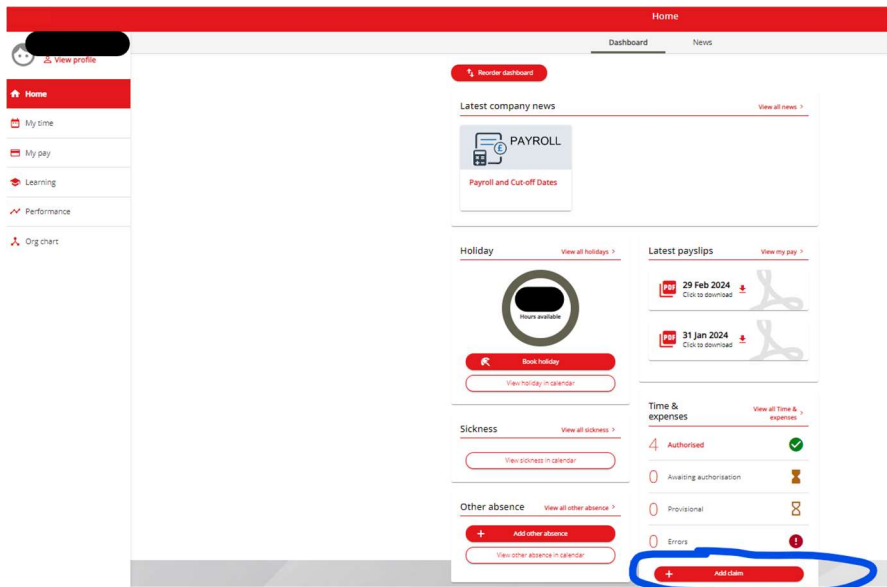


How to claim your Professional Membership fees

Log into iTrent Self Service

On your dashboard look for Time & Expenses and click on 'Add Claim'



Select Professional Membership from the drop down menu under Claim Template

Time & expenses claim entry: New

[Job title details](#)

Please make sure all claims are submitted and authorised by the 21st of the month for payment at the end of the month.

Thank you

Start date (required)

Job title (required)

Claim template (required)

On the claim screen, enter your membership details, relevance to your role, and amount claimed.

Job title [REDACTED]
Employee [REDACTED]

Page 1

Please enter the details of Professional Membership subscription claimed below.

* Date must be date of membership.

Element	Date	Name of Professional Membership	Membership relevance to Role	Membership End date	Annual amount Claimed
Professional Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once completed click on the Submit button

Time & expenses claim entry (New)

Job title [REDACTED]
Employee [REDACTED]

Page 1

Please enter the details of Professional Membership subscription claimed below.

* Date must be date of membership.

Element	Date	Name of Professional Membership	Membership relevance to Role	Membership End date	Annual amount Claimed
Professional Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Once you have successfully submitted, you need to attach your receipt before clicking on the Submit button. By completing the process you are declaring the claim is specifically in relation to your role and is supported by your receipt.

The claim will then be forwarded to your line manager for their approval, then final approval will be made by Payroll once all checks have been carried out.