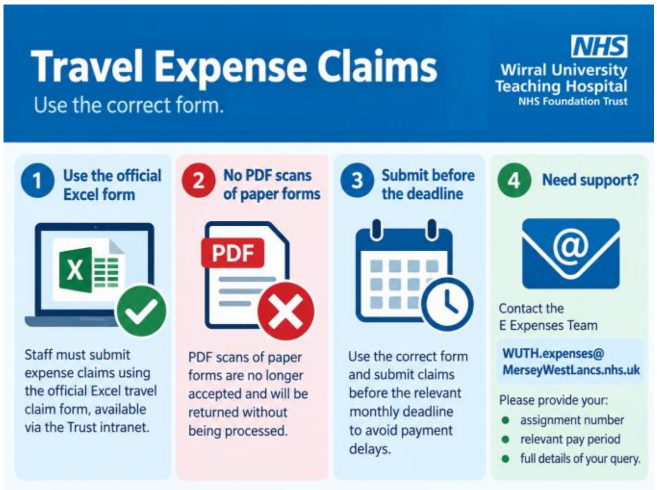
NHS
Wirral University
Teaching Hospital
NHS Foundation Trust

**Date: 10th September 2026**

**Expense claims must be submitted using the official Excel form**




Staff are reminded of the process for submitting expense claims at WUTH. PDF scans of paper expense claim forms have no longer been accepted. Any expense claim submitted as a PDF will be returned and will not be processed for payment.

**How to submit your expense claim**

All expense claims must be submitted using the official Excel travel claim form.

Click [here](#) to access the ESR Travel Claim Form.

Please ensure you are using the correct Excel form when submitting your claim. This will help prevent unnecessary delays in processing and payment.

Staff should also be aware of the relevant monthly submission deadlines. Claims received after the monthly deadline may not be processed until the following payroll period.

**Contacting the E Expenses Team**

The E Expenses Team at Mersey and West Lancashire Teaching Hospitals (WUTH.expenses@MerseyWestLancs.nhs.uk) provides payroll and expenses support on behalf of Wirral University Teaching Hospital

The team is available Monday to Friday, 9am to 5pm, excluding Bank Holidays.

To help the team respond to queries as quickly as possible, please include the following information when getting in touch:

- Your full name as shown on your payslip
- Your assignment number as shown on your payslip
- The pay period or periods relevant to your enquiry
- Full details of your query or claim

Please follow the updated process when submitting future expense claims to ensure they can be processed correctly and without unnecessary delay.