Introduction
This guide explains how to create and submit expense claims:

A. Create a standard expense claim
B. Upload and match receipts
C. Apply for a season ticket loan

Audience
Any employee who has incurred personal expenses in the course of their work for the College.

If you are unsure what is appropriate to claim on personal expenses please refer to the Expenses Policy on the Finance website for guidance, or contact the Payments Team. **Expenditure not compliant with the Expenses Policy will not be reimbursed.**

Process
This diagram shows the workflow for a standard expense claim:

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This process is for College staff only (i.e. those paid through payroll). Non-staff (e.g. speakers giving public lectures, student researchers who are NOT on payroll) should complete the non-staff expenses form on the Finance website and pass to an administrator, who will then submit the request on Business World using the non-invoiced payment request process. If you are unsure contact the Payments Team.

A. Create a standard expense claim

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the main menu select <strong>Your employment</strong> then <strong>Quick Links</strong>&gt;<strong>Expenses</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Quick Links" /></td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>Expenses</strong> button</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Expenses" /></td>
</tr>
</tbody>
</table>
3 Complete the **What was the purpose?** section:
   a. Enter a **Purpose**
   b. Leave **Date** as today’s date (date of claim)

4 In the **What did you spend?** section click **Add expense**
   ![Add expense options](image)

5 Enter details of the expense item:
   a. **Category** (type of expense) - either type ahead or select from the drop down.
   b. **Expense date** – enter the date on the receipt/invoice
   c. **Description** - follow the on-screen instructions.
   d. **Currency** – defaults to GBP but can be changed to EUR or USD.
   e. **Curr.amount** – enter the actual expenditure amount and tab out.
   f. **Amount** – for foreign currency will auto-calculate to GBP
   g. Click the chevron to enter the cost categories.
   h. **SubProject** – budget to which expense will be charged.
   i. **Detail** – select a category if obvious, otherwise leave as General.

6 Repeat steps 4-5 for each item

- For all travel-related expenses you must enter the **Country** (of destination) in the **Cost categories**. This applies to travel both inside and outside the UK.

- For mileage claims, enter the number of miles in the **Quantity** field and tab out. The **Amount** will auto-calculate using the current per-mile allowance.
If you enter multiple items and the cost categories are the same for each, enter the details for the first item then click **Apply to all**. This applies the coding to all items.

### B. Steps to upload and match receipts

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Upload receipts</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Upload receipts</strong> button.</td>
</tr>
</tbody>
</table>
| 3.   | Locate and open the receipt image file on your computer. A thumbnail of the file is displayed on upload. Repeat for each file.  

Note: to delete a receipt select it then click **Delete receipt**. |
| 4.   | Click the **Detailed** button to change view. |
5. The **Detailed** view allows you to view the image of the receipt alongside an itemised table of the expenses. For each expense item:
   a. Review the receipt (use the scroll bar)
   b. Check the box beside the relevant expense
   c. Click **Match to receipt**.
   d. If there are multiple receipts use the right/left arrows to navigate through them in the bottom window.

6. A confirmation message is displayed.

7. Close the **Receipts** window.

8. In the Expenses window, a paperclip beside each item confirms a receipt has been attached.

9. The **Expense overview** indicates the number of matched receipts and displays a summary of the claim.

10. Click **Send for approval**. The claim is assigned a transaction number.
11. Return to the Expenses window.

The Expense overview indicates the transaction is “In progress”

12. To re-open, click the “In progress” box then select the claim from the list.

What happens next?
The expense claim is routed to the Expense Approver for the relevant subproject. If the coding is incorrect the Expense Approver changes the subproject and the expense is routed on to the correct Expense Approver.

Once approved, the expense goes to the Payments Team for final approval and payment processing. On payment (within 7 days), you will receive a BACS remittance advice via email to confirm. The expense status is now Completed.

C. Steps to apply for a season ticket loan

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Follow steps 1-4 in section A.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the details of the season ticket loan:</td>
</tr>
</tbody>
</table>

- **What did you spend?**
  - Category (type of expense) – select “Season ticket loan” from the drop down.
  - Expense date – enter the season ticket start date.
  - Description – read the statement then enter details of the ticket.
  - Amount – enter the cost of the ticket (GBP).
  - Resource – autopopulates with requestor’s name and resource ID. Subproject is not required.

3. To let Payroll know which repayment schedule you want, click the Add information button.
4. Enter your message then click **OK**.

5. Click **Send for approval**. The claim is assigned a transaction number.

![Add Information]

Repayment can be made over 3, 6 or 10 months.

**What happens next?**

The expense claim is routed to the Payroll Team, who will check your eligibility and add a deduction to repay the loan from your salary. It then goes to the Payments Team for approval and payment processing. On payment (within 7 days), you will receive a BACS remittance advice via email to confirm. The expense status is now Completed.

**Where to go for help**

Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk