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

A. Create an expense claim
B. Upload and match receipts

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:

A. Create an expense claim

Step | Action
--- | ---
1 | From the main menu select Your employment then Quick Links>Expenses.
2 | Click Expenses button
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**

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>
<th>Step</th>
<th>Action</th>
</tr>
</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>
<tr>
<td>3.</td>
<td>Locate and open the receipt image file on your computer. A thumbnail of the file is displayed on upload. Repeat for each file. <strong>Note:</strong> to delete a receipt select it then click <strong>Delete receipt</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Detailed</strong> button OR double-click the thumbnail to change to the <strong>Detailed</strong> view.</td>
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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.

![Screenshot of the detailed view](image)

6. A confirmation message is displayed.

![Confirmation message](image)

7. Close the **Receipts** window.

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

![Expense window](image)

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

![Expense overview](image)

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.

Where to go for help
Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk