Before you start

- Make sure you have scanned all your receipts and saved them ready for uploading with your claim. The easiest way to do this is to group your receipts by category, so that you don’t have to enter details of each individual receipt. The most common categories are as follows:
  - 4401 Mileage
  - 4402 Airfares
  - 4403 Train fares
  - 4404 Travel - Other

- 4405 Vehicle Hire
- 4406 Vehicle Expenses
- 4501 Hotels/Accommodation
- 4502 Subsistence

Please do not enter a separate expense line for each individual item or receipt.

- If you are claiming travel expenses, you will need to know the mileage incurred – see below.¹
- If you have foreign currency claims, make sure you have converted their value to GBP before your start to fill in your Expense claim form. If your claim is in EUR, use the rate of 1.1419 EUR to 1 GBP. For other currencies, use the European Commission rate for your month of travel.

Start a new Expense claim

1. Access the Finance system.
2. From the Menu area on the left of the screen, click Your employment, then under Start pages click Expenses.
3. This opens the Expenses tab. From here you can:
   - Start a new Expenses claim (1), return to a previously saved Draft claim (2) to continue working on it, check which claims are still In progress (3), and view Completed claims (4).
4. Click on Expenses (1) to start your new claim:
5. The Expenses form opens in a new tab. This tab is divided into three areas:
   - (A) What was the purpose: Here you record the purpose and date of your Expense claim.
   - You can select the relevant budget code here to apply it to all claim lines.
   - (B) What did you spend: Here you record expense lines and assign budget codes.
   - (C) Expense overview: Here you upload and attach receipts, and view a summary of your claim.

¹ The University is committed to reducing its carbon footprint. You are therefore required to record business mileage when claiming travel expenses in order to capture data for the Carbon Management Plan. When calculating your travel mileage, try sites like www.freemaptools.com/how-far-is-it-between.htm, whatever mode of transport you use.
Completing your claim

What was the purpose?
1. Complete the form fields as appropriate. Fields marked * on the form are mandatory.
   - **Purpose**
     Type in the purpose of your travel, e.g. Erasmus Staff Teaching Visit to Germany etc.
     Add meaningful text to this field to help you find your claim later – particularly useful if you are working on several draft claims at once. **Note:** Your approver will not see this field.
   - **Date**
     This defaults to the current date.
     - Click the calendar icon and select the start date of your claim from the calendar.
     - This date will automatically populate other Date fields as you complete your claim; you can however edit these fields if necessary.
   - **Sub Project**
     Erasmus claims should be made using one of the following budget codes:
     - OS10135-12 Erasmus Staff Teaching Visit
     - OS10135-13 Erasmus Staff Training Visit
     - OS10135-14 Erasmus Monitoring/Preparatory Visit
     **Note:** If you have a default budget code set up for your Expense claims this will be displayed automatically in the Sub Project field.

2. From the buttons at the bottom of the form window, click **Add information**:
   - In the pop-up text box, add information about the purpose of your claim for your approver. Unlike the Purpose field (above) your approver will see this information and it will help them to make a quick decision about your claim.

3. From the buttons at the bottom of the form window, click **Save as a draft**:
   - You will see a confirmation window with your transaction number – make a note of this number:
   - Click **OK** to close the confirmation window and continue completing your claim.

**Note:** We recommend you **Save as draft** as you complete your claim. This means that if you need to stop working on your claim for any reason, you can return to it later. Other options are:
   - **Send for approval**: Only when you are certain you have added all the details of your claim should you click **Send for approval**.
   - **Delete**: If you decide not to proceed with a claim, click **Delete**.

What did you spend?
1. Click **Add expense**:
2. Click on the search icon next under Category and select appropriate Expense type from the list of options, e.g. Fare: Train

3. The form expands to show the details you are required to enter for this Expense type.
   
   **Note:** You can collapse and expand the form and individual claim lines at any time by clicking the double-headed upward pointing arrow and downward pointing arrow as appropriate.

4. Complete the remaining Expense fields.

**Common Expense type details:**

The following fields are common to all Expense types. Fields marked * are mandatory.

**Date**  
By default, this will be the start date of your claim, as selected by you at the beginning of the process. If you need to change the date, click the Calendar icon and selecting the date from the pop-up calendar.

**Description**  
Please preface your description with your name and trip overview, for example: STRATTON Louisa – Erasmus Staff Training to Iceland -

For some Expense types, the Description field will be pre-populated with advisory text surrounded by square brackets. For example, the Expense type Car Parking has the following advisory text: [Please Enter Parking Location]. Please preface as above, then follow the instructions given in the Description field.

**Note:** You may need to click in the Description field and press the right arrow key on your keyboard in order to read all the advisory text.

You must remove square brackets when you type in this field.

**Quantity**  
This will normally be 1. Exceptions include:
- Mileage claims: enter the number of miles travelled
- Fuel claims: enter the number of litres purchased – e.g. for hire vehicles, to refund refilling tank at end of lease

**Note:** The system will display 1 as 1.00, 2 as 2.00, etc. You cannot change this.

**Amount**  
This field will auto populate, based on what you enter in other related fields.

**Cost/Rate**  
Add the cost or rate of your Expense, e.g. your travel fare, or per litre for fuel.

**Note:** The Rate may be fixed and the field greyed out, e.g. for Mileage.

**Cost categories:**  
**Note:** If you don’t see these categories, expand the claim line by clicking the double-headed arrow at the end of the line.

**Sub Project***  
If you set this at the outset because you knew that you would be using the same budget code for each item of your claim – see step 1 on page 2 – then the Sub Project field will be auto populated with the code you set.

If you didn’t set this at the outset, you will need to set it for each item of your claim. You may prefer to do this if you know that you will be using different codes for different Expense items, meaning that each will be paid from the relevant budget.

You can also change the budget code from which individual Expense items will be paid at any time by typing in a different code or by clicking on the search icon to view a list of available codes.

**Activity code***  
This field will auto populate.

**Commodity Code***  
This field will auto populate for all Expense types except X: Other Type of Expenditure. If you have chosen this Expense type, you will be prompted to complete the Commodity field as appropriate.
Other Expense type details:
The other Expense details form fields you are required to complete will depend on the Expense type you select in step 2 on page 3. Form fields include:

- **Resource***: This will auto populate with your name and staff ID number.
- **Total Miles Travelled**: Required for Fare and Mileage expenses. You must add the mileage for your journey, there and back if 'return' travel. If you do not add the mileage, your claim will be rejected automatically and returned to you as a Task.
- **Mileage Rate**: Required for Student Mileage only.
- **Litres Used**: Required for Fuel expenses. This is used for carbon footprint reporting. Enter the same number you record in the Quantity field, i.e. the number of litres purchased.

5. Click **Add expense** to add further lines as required, e.g. for Subsistence, Fare: Taxi, Car Parking, etc., clicking **Save as draft** as you add each.
   - You can add as many lines as you need to complete your Expense claim.
   - **Made a mistake?** If you make a mistake, you can remove an item by ticking its checkbox in the list of Expense items and clicking the **Delete expense** button towards the bottom of the screen.

   **Note:** Make sure you don't click the **Delete** button at the bottom of the screen by mistake as this will delete the entire claim!

Different and split budgets
You can apply a different budget code for one or more items to either wholly or partially pay for an item from a separate budget. For example, if you have reached the maximum claimable from Erasmus, you can split the payment of an item from two budgets using a % split:

- Create two lines for the item, both with the full cost.
- For the first line, set the proportional quantity (ie 0.60 = 60%).
- For the second line, set the proportional quantity for the remainder (ie 0.40 = 40%).

Expense overview
As you add more lines to your claim, you will see a summary in the Expense overview area on the right of the screen.

- All additions to, or deletions from, your claim are reflected in this area and the total adjusts accordingly.
- If you chose to Add information, this will appear at the bottom of the Expense overview area, under the Total.
- You use the Receipts area to upload receipts pertaining to your claim. All receipts you attach are recorded here.

It is possible to match individual receipts with individual claim lines – see below; this is also recorded here.
Receipts

About receipts
You will need to upload scanned copies of any receipts pertaining to your claim. This allows your budget holder to review and approve your claim, which will then go to Accounts Payable for final authorisation.

You can upload receipts at the time of making an expense claim, or re-open a draft claim and upload them retrospectively. You should, however, make sure all receipts are attached before sending your claim for approval.

Upload scanned receipts
1. In the Expense overview area on the right of the screen, click Upload receipts (or Show receipts):

2. The Receipts window opens.
   By default, it opens in Grid view, allowing you to see thumbnail images of your receipts as you upload them:
3. Click Upload receipts on the bottom left of the window:
4. Browse... to locate the scanned receipt file. You can only upload one scanned receipt at a time.
5. Click once on the file to select it, then click Open to upload.
   Note: Alternatively, you can double-click on the filename to upload.
6. Repeat steps 3-5 to add more scanned receipt files if required.
   
   Uploaded the wrong receipt? If you upload the wrong receipt, simply right-click once on its thumbnail and select Delete receipt from the pop-up menu.

Attach receipts to claim lines
Where applicable, attaching individual receipts to the associated lines in your Expense claim will help your budget holder to review your claim and to approve it more quickly.

1. Before attaching receipts to claim lines, you will need to change to Detailed view. Click on the thumbnail of the first receipt you want to associate with a claim line, then click the Detailed view icon:
2. Tick the checkbox next to the claim line you want to associate with the selected receipt, then click Match to receipt:
3. If you need to attach more receipts to claim lines, click on the left or right arrow icon to scroll backwards or forwards through receipt images and match them to lines as appropriate.
4. When you are finished, close the Receipts document window using the X in the top right corner. There is no save button.
5. Claim lines that have receipts attached to them are indicated by a paperclip icon:
Submitting your claim

**Note:** Once you have submitted your claim, you can no longer open it for editing (unless your Approver rejects all or part of your claim, in which case it will be returned to you for editing).

1. When you are sure you have entered all the required information for your Expense claim and have carefully checked all details:
   - Click the **Send for approval** button at the bottom left of the screen:

2. The confirmation window includes your **Transaction number** – make a note of this number:

3. Click **OK** to close the confirmation window, then close the **Expenses** tab by clicking on the **X**:

4. You are returned to the **Your employment** window.

5. If you are finished using the Finance system, click the drop-down arrow next to your username at the top of the window and select **Logout** to end your session.

Check the progress of claims

You can check the progress of your Expense claims, or view past claims, at any time.

1. Access the Finance system.

2. From the **Menu** area on the left of the screen, click **Time and expenses**, then under **Expenses** click **Workflow enquiry – Travel Expenses**.

3. This opens the **Workflow enquiry** tab.

4. To check the progress of a single current claim:
   - Under **Search type**, make sure the **Active items** checkbox is ticked
   - Type your transaction number in the **TransNo** text box and click the **Load** button

5. To check the progress of several current claims, or if you can’t remember your claim transaction number:
   - Under **Search type**, make sure the **Active items** checkbox is ticked
   - Type your staff ID number in the **Resource ID** text box and click the **Load** button
6. To view your history of past claims:
   - Under **Search type**, untick the **Active items** checkbox and tick the **Historical** checkbox
   - Type your staff ID number in the **Resource ID** text box and click the **Load** button.

7. Whatever type of search you run, the results are presented in a table.

<table>
<thead>
<tr>
<th>Name</th>
<th>Process name</th>
<th>Process step</th>
<th>Version no</th>
<th>Workflow state</th>
<th>Task owner</th>
<th>Amount</th>
<th>Transfer</th>
<th>Resource ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Claim</td>
<td>Budget Holder Expense</td>
<td>Approval</td>
<td>3</td>
<td>Workflow in progress</td>
<td>100</td>
<td>500</td>
<td>2000</td>
<td>1234567890123456</td>
</tr>
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<td>2000</td>
<td>1234567890123456</td>
</tr>
</tbody>
</table>

Each Expense claim item is displayed on a separate line and can be identified by the **Amount** field.

The **Workflow state** field tells you at what stage your claim is at:
- **Workflow in progress** – your claim has been sent for approval
- **Rejected** – your claim has been rejected and may have been returned to you
- **Finished** – your claim has been approved

The **Process step** gives you more information. For example, if your claim state shows **Workflow in progress**, it could be with your budget holder for approval, waiting for verification of receipts, returned to you to enter mileage or litres, etc.

8. When your claim is approved you will receive an automated email from the Finance system.

**Need help?**

Submitting an expenses claim is usually straightforward. However, if you have a question about claiming Expenses that is not answered in this user guide, please email erasmus@abdn.ac.uk.