

The steps for completing an expense report will be detailed in this guide.



1. Navigate to the Expense Module



2. Add the expense items to an expense report



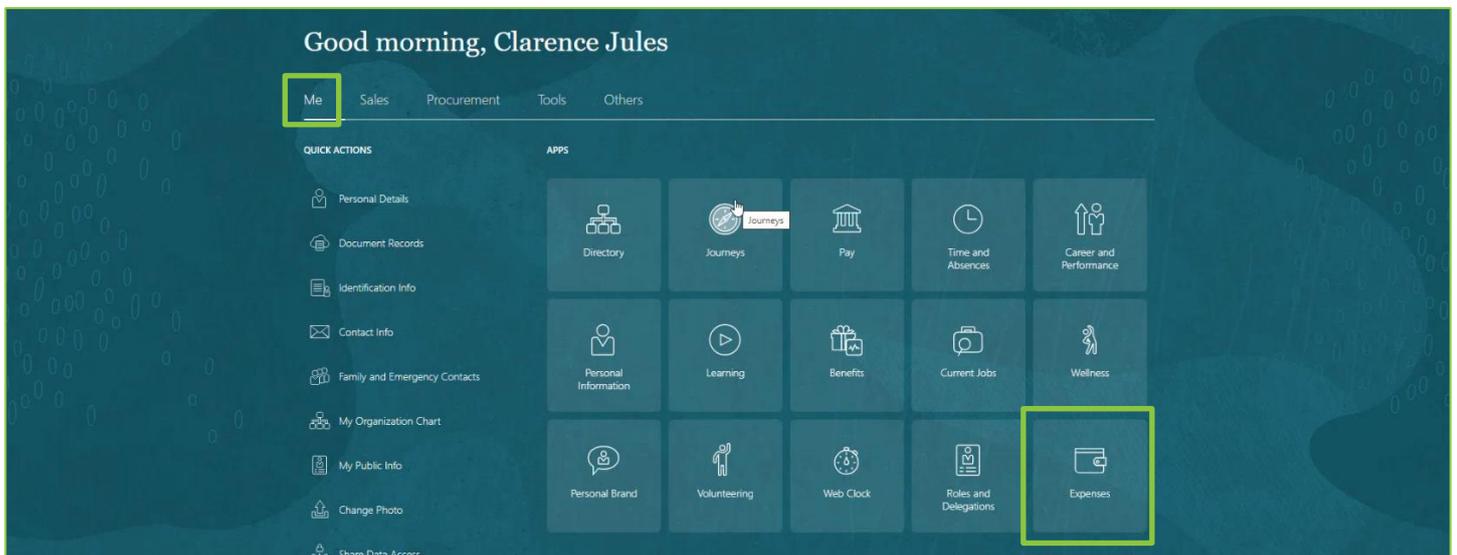
3. Add your receipts or attachments



4. Submit your report for approval and payment

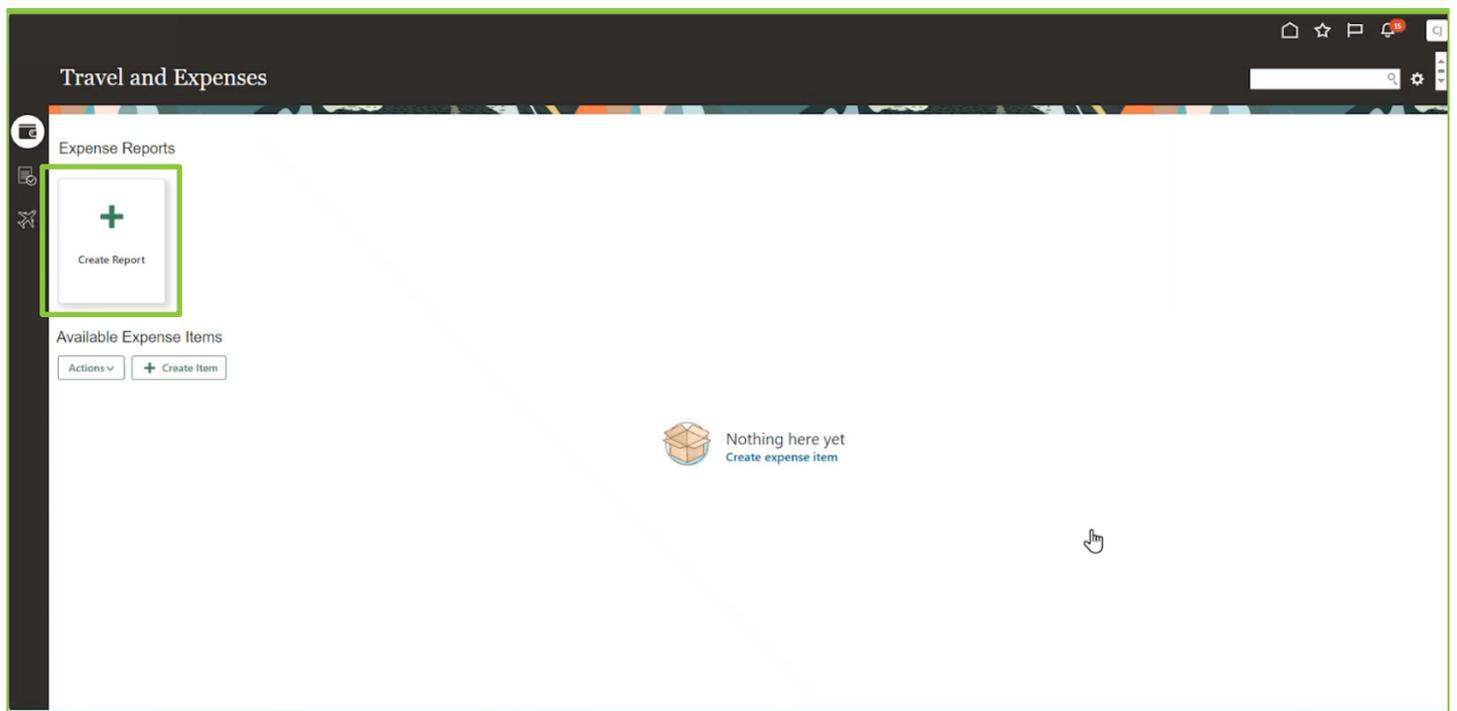
01

To access the expenses application, navigate to the **Me** tab on the homepage and select the **Expenses** tile.



02

You will now see the Travel and Expenses homepage. Select the **Create Report** button to open a new, blank expense report.



03

The Create Expense Report page will open. Add a description of the expense in the **Purpose** field. Next, select the person who will review and approve your expense claim from the **Expense Approver Name** drop down list – this will usually be your line manager. Then select the **Create Item** button to begin to add details of the expenses you have incurred.

The screenshot shows the 'Create Expense Report' interface. At the top, there are navigation icons and buttons for 'Save', 'Submit', and 'Cancel'. The main form includes a 'Purpose' field with the text 'Visit to finance conference at the NEC in Birmingham'. Below it, 'Attachments' is set to 'None' and 'Expense Approver Name' is a dropdown menu with 'Avelin Clarke' selected. To the right, the 'Report Total' section shows 'Payment Method' as 'Electronic' and 'Employer Pays You' as '0.00 GBP'. A checkbox for 'I have read and accept the corporate travel and expense policies' is present. At the bottom left, the 'Expense Items' section has an 'Actions' dropdown with '+ Create Item' highlighted, and an 'Add Existing' button. The text 'No data to display.' is shown below.



You can add several expense items to a single expense report.

04

In the create expense item tab, you'll see the screen below. Complete each of the fields as described overleaf.

The screenshot shows the 'Create Expense Item' form. At the top, there are navigation icons and buttons for 'Create Another', 'Save and Close', and 'Cancel'. The form fields are numbered as follows: 1. Date: 11/01/2024; 2. Template: SND Expenses Other Than Milea; 3. Type: (empty dropdown); 4. Amount: GBP (dropdown) and (empty input field). Below the amount field, it says 'Reimbursable Amount 0.00 GBP'. A mouse cursor is visible over the form area.

Option	Description
1	<b>Date</b> – Add the date on which the expense item was incurred.
2	<b>Template</b> – Depending upon the type of expense, select either the <b>Mileage Expenses</b> template or the <b>Expenses Other than Mileage</b> template.
3	<b>Type</b> – Choose the expense type from the drop-down list. If the claim is for mileage, take care to select the correct vehicle type, engine size and fuel type.
4	<b>Amount</b> – Add the amount of the expense being claimed for.

## 05

Based upon the information entered into the system at the previous stage, additional fields will be displayed. Fill out the rest of the information needed. For this case, we'll be adding the information about a **Mileage Expense**.

The screenshot shows the 'Create Expense Item' form with the following fields and callouts:

- 1**: Expense Location (Birmingham, West Midlands, I)
- 2**: Vehicle Category, Vehicle Type, and Fuel Type (All Others)
- 3**: Licence Plate Number (AA72 9ZZ)
- 4**: Starting Location (B69 3JG GB)
- 5**: Destination (B40 1HJ GB)
- 6**: Purpose of Journey (Travel to NE)
- 7**: Home to Base (No)
- 8**: Calculate button
- 9**: Save and Close button

Step	Instruction
1	Select the location where the expense was incurred from the <b>Expense Location</b> drop-down list.
2	As you have already selected the vehicle type in a previous field, these fields may be ignored.
3	Add the vehicle registration number in the <b>Licence Plate Number</b> field.
4	Add the <b>Starting Location</b> postcode and the <b>Destination</b> postcode.
5	Enter the total number of miles being claimed for in the <b>Trip Distance</b> field.
6	Add a description to the <b>Purpose of Journey</b> field that explains why this mileage claim was incurred.
7	Confirm if this claim relates to a trip between your home and your usual office based by selecting either <b>Yes</b> or <b>No</b> in the <b>Home to Base</b> field.
8	All this information has now been added. Select <b>Calculate</b> , and the amount to be claimed will be calculated based upon the vehicle type and the number of miles travelled.
9	Select <b>Save and Close</b> .

Vehicle mileage claims for petrol or diesel vehicles must be supported by a receipt. The receipt must be:

- A VAT receipt
- Dated on the same day as or a date before the mileage being claimed for.
- Be for enough fuel to cover the mileage being claimed for.

You will need to save an electronic copy of your receipt into your computer file folders. A simple photo of the receipt will be sufficient.

To add a copy of your receipt to your expenses report select the **Plus '+'** icon next to the attachments field.

Expense Report: EXPF000017471028

Purpose: Visit to finance conference at the NEC in Birmingham

Attachments: None

Status: Saved

Expense Approver Name: Julia Clarke

Report Total: 25.74 GBP

Payment Method: Electronic

Employer Pays You: 25.74 GBP

I have read and accept the corporate travel and expense policies.

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description
10/01/2024	SND Private Car Mileage Petrol betwei	25.74 GBP		Birmingham, West Midlands	

The attachments pop-up box can now be seen. Follow the steps below to add your receipt to the expense report.

Step	Instruction
1	Select <b>Receipts</b> in the document <b>Category</b> field.
2	Select Choose File. This will open the file explorer window. Search for the copy of your saved receipt in your file folders.
3	Once you have found the correct file, select it to highlight it.
4	Select <b>Open</b> .
5	The name of your file will automatically be added to the <b>Title</b> field.
6	Add a note explaining what the receipt is for to the <b>Description</b> field.
7	Select <b>OK</b> . The receipt will now be added to your claim.

The screenshot illustrates the process of adding a receipt to an expense report. The main interface shows an expense item for '10/01/2024 SHD Private Car Mileage Petrol behov'. An 'Attachments' pop-up window is open, allowing the user to select a file. The 'Category' is set to 'Receipts', and the 'Choose File' button is highlighted. Below the pop-up, a Windows File Explorer window is open, showing a list of files. The file 'Petrol receipt' is selected and highlighted in blue. Red arrows and numbers 1 through 7 indicate the steps: 1. Clicking the 'Attachments' button, 2. Clicking 'Choose File', 3. Selecting the 'Petrol receipt' file, 4. Clicking 'Open', 5. The file name appearing in the 'Title' field, 6. Adding a description, and 7. Clicking 'OK'.

Let's also look at adding an expense item to the expense report for a non-mileage claim. From the Expense Report, select the **Create Item** button.

Expense Report: EXPF000017471028

Purpose: Visit to finance conference at the NEC in Birmingham

Attachments: Petrol receipt.png

Status: Saved

\* Expense Approver Name: Julia Clarke

Report Total

Payment Method: Electronic

Employer Pays You: 25.74 GBP

I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions **+ Create Item** Add Existing

Date	Type	Amount	Merchant	Location	Description
10/01/2024	SND Private Car Mileage Petrol betwe	25.74 GBP		Birmingham, West Midlands	

Importantly, Select the **SND Expenses Other than Mileage** on the **Template** options.

Create Expense Item

\* Date: 10/01/2024

\* Template: SND Expenses Mileage

\* Type: **SND Expenses Other than Mileage**

\* Amount: GBP

Reimbursable Amount: 0.00 GBP

The screenshot shows the 'Create Expense Item' form with the following fields and callouts:

- 1**: Type dropdown menu (Off Street Parking)
- 2**: Expense Location dropdown menu (Birmingham, West Midlands, 1)
- 3**: Amount input field (15.00) and Number of Days input field (1)
- 4**: Description text area (Parking on site at NEC Birmingham whilst attending finance conference.)
- 5**: Merchant Name and Agency input fields (both containing 'NEC')
- 6**: Purpose of Journey dropdown menu (Attending at)
- 7**: Home to Base dropdown menu (No)
- 8**: Save and Close button at the top right corner.

Step	Instruction
1	Select the <b>Type</b> of expense from the drop-down list. Depending on the type of expense selected, slightly different fields may appear. In this scenario, 'Off Street Parking' has been selected.
2	Select the <b>Expense Location</b> and the <b>Amount</b> of the expense item.
3	Select the <b>Number of days</b> and the <b>Daily Amount</b> of the expense item.
4	Add a comment describing the reason for the expense in the <b>Description</b> field.
5	Add the <b>Merchant Name</b> and the <b>Agency</b> – the name of the person / business that you purchased the goods or services from. You can add the seller's details in both fields in there was no third party agency involvement.
6	Add the <b>Purpose of the Journey</b> .
7	Confirm if the trip related to a journey between your home and your usual place of work by choosing Yes or No in the Home to Base field.
8	Select the <b>Save</b> button at the top-right corner.

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Expenses claims must be supported by valid receipts. To add a copy of your receipt to your expenses report select the **Plus '+'** icon next to the attachments field. Next, follow the steps outlined in **Stage 07** of this guide.

Expense Report: EXPF000017471028

Purpose: Visit to finance conference at the NEC in Birmingham

Attachments: Petrol receipt.png + X

Status: Saved

\* Expense Approver Name: Julia Clarke

Report Total

Payment Method: Electronic

Employer Pays You: 50.24 GBP

50.24 GBP

I have read and accept the corporate travel and expense policies.

Expense Items (3)

Date	Type	Amount	Merchant	Location	Description
10/01/2024	SND Private Car Mileage Petrol betwe	25.74 GBP		Birmingham, West Midlands	
10/01/2024	Off Street Parking	15.00 GBP	NEC	Birmingham, West Midlands	Parking on site at NEC Birmingham whilst attending finance conference.
10/01/2024	Subsistence - Lunch	9.50 GBP	NEC	Birmingham, West Midlands	Lunch whilst at finance conference at the NEC in Birmingham.

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Once you have added all your expense items and the associated receipts to the expense report, the report is ready to submit for approval and payment. Select the **Check Box** to confirm that you have read and accept the corporate travel and expense policies.

Select **Submit**.

Expense Report: EXPF000017471028

Purpose: Visit to finance conference at the NEC in Birmingham

Attachments: NEC Food Receipt.png (2 more...)

Status: Saved

\* Expense Approver Name: Julia Clarke

Report Total

Payment Method: Electronic

Employer Pays You: 50.24 GBP

50.24 GBP

I have read and accept the corporate travel and expense policies.

Expense Items (3)

Date	Type	Amount	Merchant	Location	Description
10/01/2024	SND Private Car Mileage Petrol betwe	25.74 GBP		Birmingham, West Midlands	
10/01/2024	Off Street Parking	15.00 GBP	NEC	Birmingham, West Midlands	Parking on site at NEC Birmingham whilst attending finance conference.
10/01/2024	Subsistence - Lunch	9.50 GBP	NEC	Birmingham, West Midlands	Lunch whilst at finance conference at the NEC in Birmingham.

You will see a message confirming that the expense report has been submitted for approval and the status of the report will show as Pending Approval.

The approver may approve, reject, request more information about your claim, or forward the claim to another approver. You will receive a notification advising you when the approval status changes.

