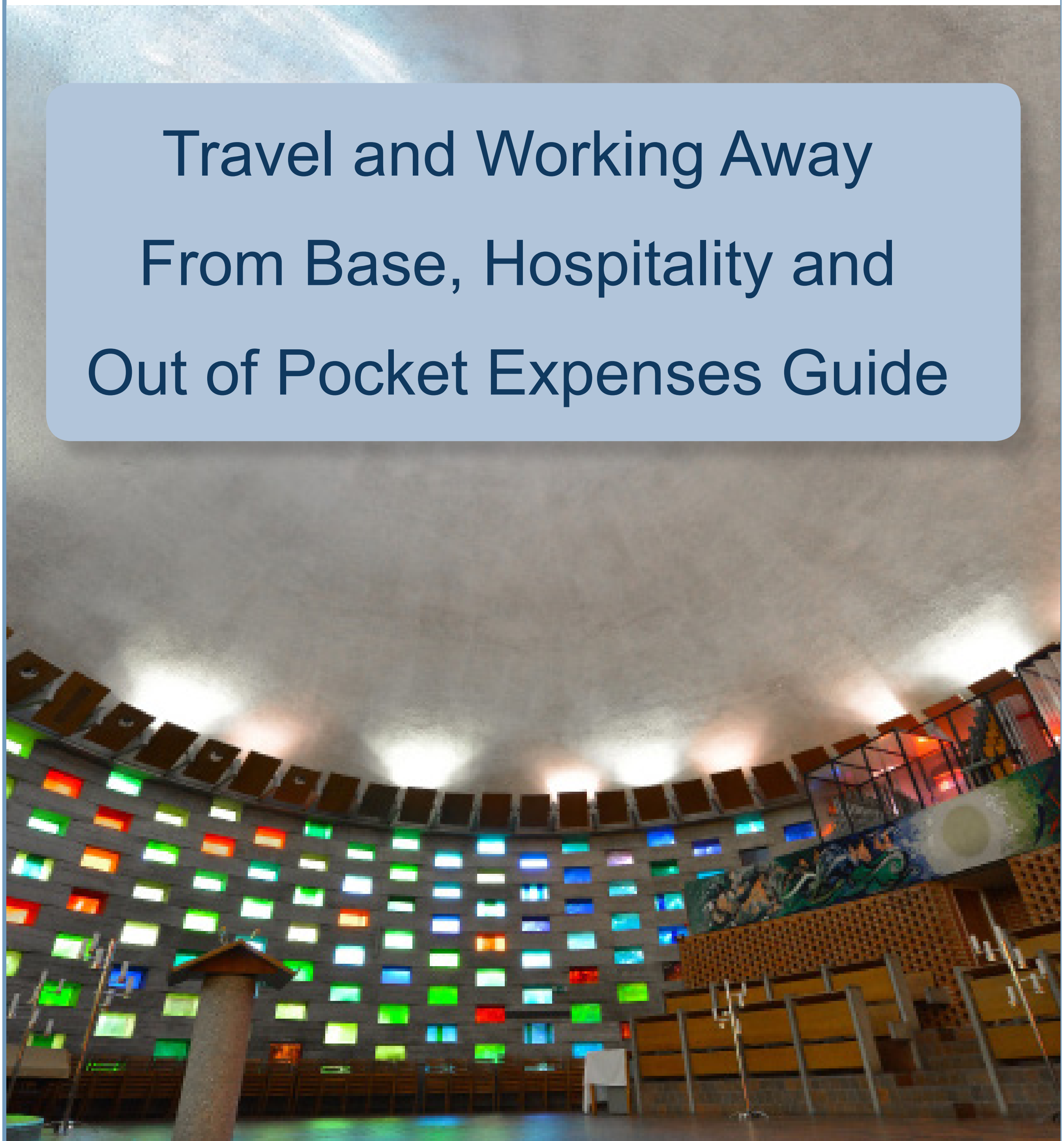
UNIVERSITY OF SUSSEX

Travel and Working Away From Base, Hospitality and Out of Pocket Expenses Guide



Produced by: The Finance Division, Sussex House

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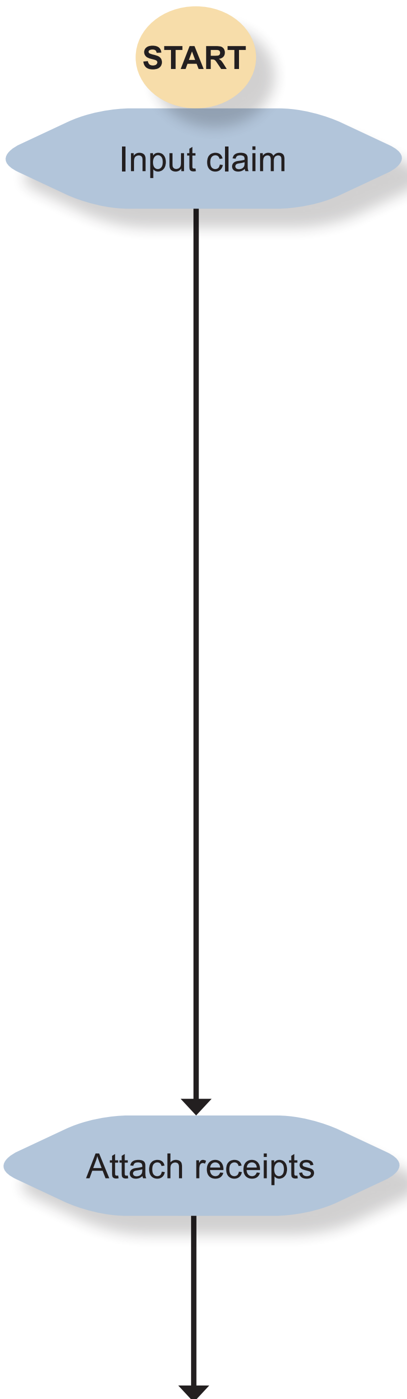
1 An overview of claiming out of pocket expenses

This section explains how to use the Finance System to submit your travel and out of pocket expense claims, and how to track your claims.

The diagram below summarises the key steps from submitting your claim to receiving payment for staff with access to the Finance System. The most efficient and recommended way to submit your claim is to use the mobile app to record transactions as they happen and then add them to your claim at a later time. Guidance on how to use the mobile app can be found in section 3 of this chapter.



All out of pocket expense claims must be submitted through the Finance System and made within 3 months of the expenditure being incurred. Once the claim is made it will be immediately recorded as a commitment against the approved budget.

All expenditure for travel, accommodation and events should include a record of:

- Who is attending the event or using the services provided
- Are the attendees staff or visitors (names of visitors should include reference to the organisation they work for)
- The date of the event or when the services are provided
- The location of the event or where the services are provided for (e.g. London, Edinburgh)
- What is the business purpose of the event or activity the services are provided for

All expenditure for fuel used for business mileage should include a record of each journey made:

- The date of travel
- Starting address
- Destination address
- Number of miles
- The business purpose of the travel

You should ensure that receipts are either recorded through the mobile app, photographed or scanned and that they are clear and show all relevant details so that the University can reimburse you efficiently and meet VAT requirements. Please refer to part two, section three of this guide for further guidance on scanning receipts.

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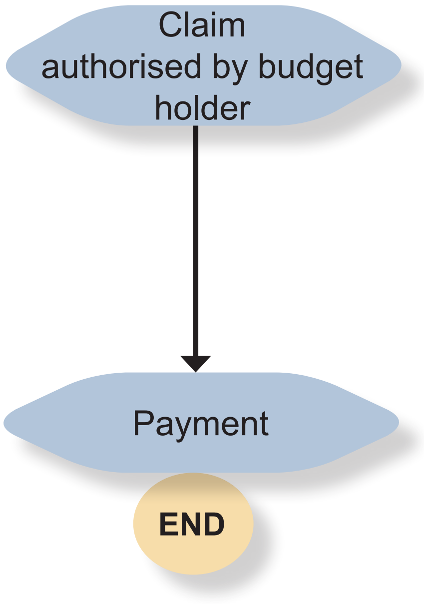

Evidence of business need and Value for Money judgements made in your purchases must be recorded onto the Finance System for review by the authoriser of your claim to enable them to either authorise or reject your claim.

2 How to use the mobile app

How to download and set up the app:

The mobile app allows users to enter details of expenses and take a picture of receipts within the app. This will allow you to upload this information onto the Finance System which will speed up the process for claiming out of pocket expenses.

The app is available on Android and IOS devices version 9.0 or later, such as iPhones. The app is not supported on Windows devices.

Note: Unless otherwise stated the screenshots in this guide are taken from an Android device.

Before you begin this process, please ensure you have an up to date log-in for the Finance System and a copy of the URL required to link to the Finance System on your device.

1. **Download the app** via Play Store for an Android device or App Store for an Apple device.
2. **Type Unit4** into the search box. The app is called ‘Unit4 Expenses’.
3. **Click** install. Once installed you should have the icon for the app showing on your device.
4. **Launch** the app.
5. **Type** the following link in as your URL: https://abw.sussex.ac.uk/BusinessWorld-webservices/Service.svc
6. **Tap** continue.
7. **Log in** using your Finance System username and password. Leave the Client field blank.

1

GET IT ON Google Play

Download on the App Store

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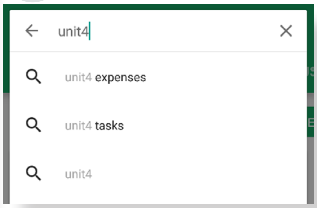

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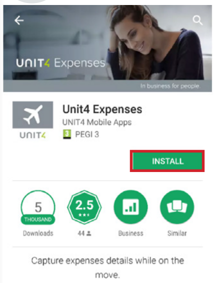

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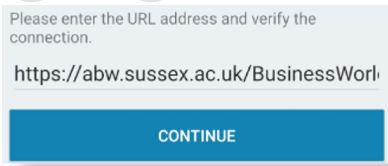

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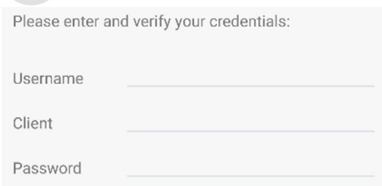
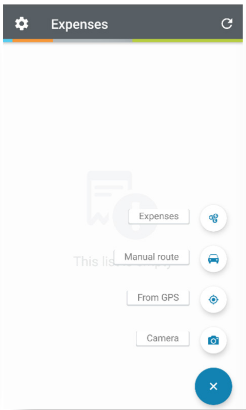
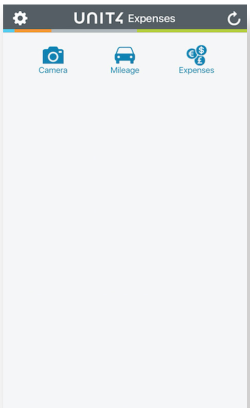


How to use the mobile app to capture receipts:

Android or Apple?

The app home screens will differ depending on whether you are using an Android or Apple device. For example, the image on the left is from an Android screen and the image on the right is from an Apple screen. *Note: Unless otherwise stated the screenshots in this guide are taken from an Android device.*





8. **To start entering an expense claim,** select the Expenses icon and chose an Expense type. Alternatively, select the camera icon to take a picture of your receipt, then chose the Expense type. Your Expense type will appear at the top of the screen. Most devices will ask if the app is allowed to access your camera. If you want to use the app for expenses you must select Allow.
9. **Select the date of your expense.** A calendar will appear when you press the date to aid you.
10. **Input a description** for your expense. Ensure that you number your receipts and put in a detailed description, including the receipt number. E.g. 1. Flight to ……
11. **Enter the amount** in GBP. If you are claiming in a foreign currency please convert the amount to GBP.
12. **Add a picture of your receipt** by pressing the camera icon. If you have already taken your picture, you can review it here.
13. **Press the Save icon in the top right corner** once you are done. The transaction will then show on the main screen and automatically sync to the Finance System, ready for you to add to a claim later.

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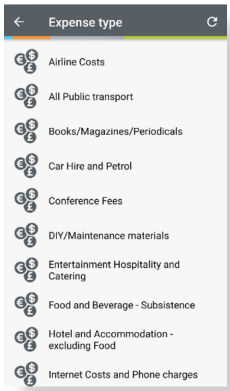

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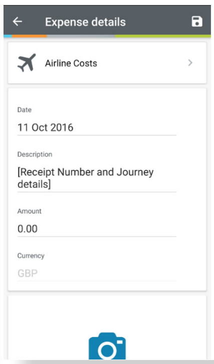

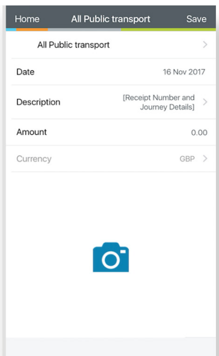

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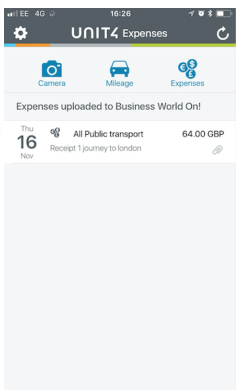

How to use the mobile app to record mileage:

14. To add a mileage claim on Android devices press either Manual route or From GPS, on Apple devices press the Mileage icon. The Android screen is on the left, the Apple screen is on the right.

15. From GPS/Start: This option will track your route as you drive. The app cannot be closed but can be kept running in the background. When you arrive at your destination press stop. You can continue this journey by pressing start again or submit this and start a new journey.

When you have finished your journey, press the Tick at the top of the screen and your mapped route will show. This claim will then Sync automatically to the Finance System and be ready for you to log-in and complete your claim.

16. Manual route/Enter Route Manually: This option will take a record of your planned route from a loaded map and will allow you to add locations visited (see example on the right). This option also has type ahead functionality making it easy to select your destinations.

If your trip is a round trip or goes via a particular location, you can add waypoints as shown on the right. You can add as many waypoints as you like if you are making multiple stops. For Android devices, waypoints can be added by pressing the blue location point. For Apple devices, waypoints can be added by dragging the screen downwards.

Once you have selected your journey and the map has loaded, tap the three small dots in the top right corner. The journey details will load the mapped route which provides the evidence of your mileage claim. You will be given three options:

Done - Select this if you are happy with the mileage and wish to proceed. This claim will then Sync automatically to the Finance System and be ready for you to log-in and complete your claim.

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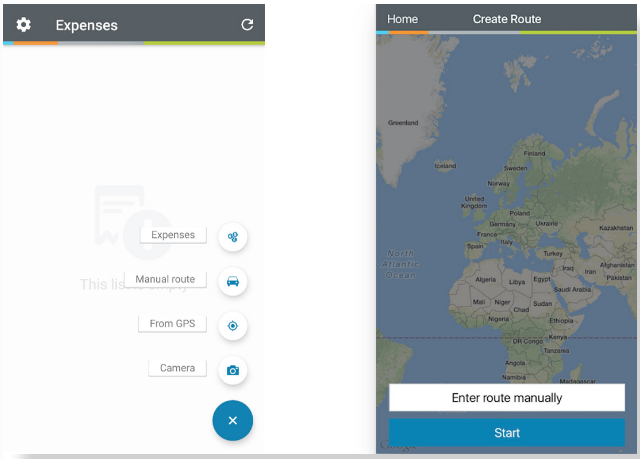

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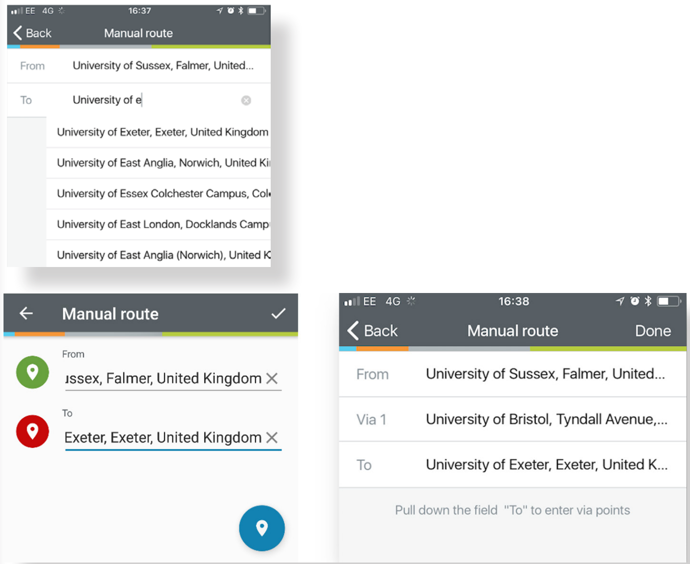


Cancel - Select this if you want to cancel the mileage claim.

Edit - Select this if you wish to make changes.

How to import your transactions to the Finance System:

17. **Once you have logged in to the Finance System,** you will need to complete the Purpose, Date and Subproject boxes before importing your claim.

    All imported transactions will default to the subproject entered here.

18. **Click on Expense transactions** and a pop up window will appear.

    Please note that this screen provides you with the option of uploading either scanned or mobile app receipts. For guidance on uploading scanned receipts please see section 4 of this chapter.

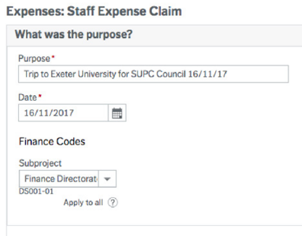
19. **Select the expense lines** you want to use for this claim by using the tick boxes.

    You can use the Remove transactions button to delete any mobile expense lines you no longer need.

20. **Select import to travel expense.**

21. **Once imported click Send for approval.** If you wish to save and send later then click Save as draft.

17



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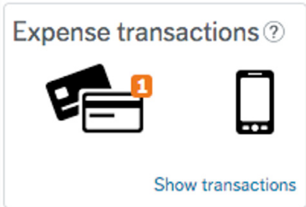

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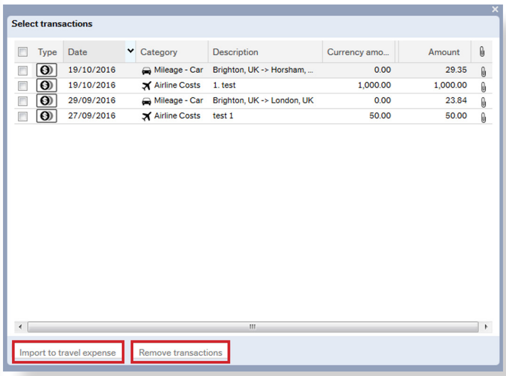

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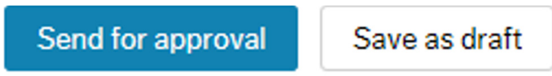


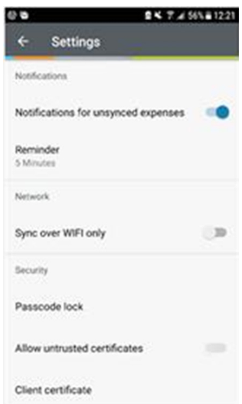
App settings:

Notifications for unsynced expenses:

This will notify you that your claims have not uploaded. The reminder setting informs you when you will be notified.

Network: This defines whether you use your mobile data or wifi to upload expense claims.

Security: You can activate a passcode lock as the app remains logged in.



3 How to capture your receipts

All out of pocket expense claims must be supported by a valid receipt attached to the electronic claim so that the budget holder can review and authorise the claim.

If there is no receipt attached the authoriser should reject the claim back to the claimant, unless they have agreed in advance that a receipt is not required due to exceptional circumstances.

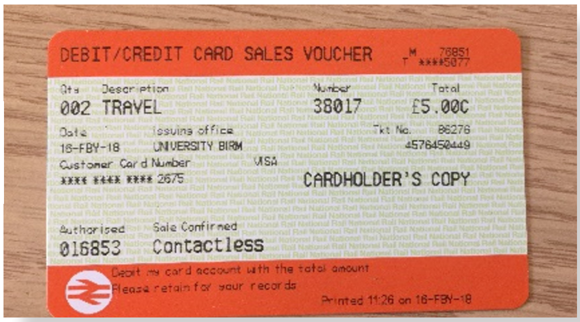
When preparing a claim it is important to make sure that your images meet the minimum standards required so that the authoriser can use them to make their decision and progress your claim without any unnecessary delay.

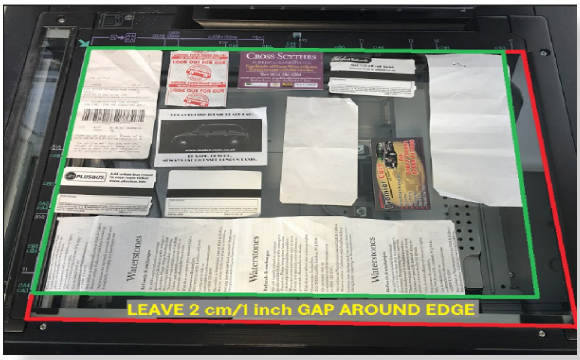
There are three methods for capturing receipts. The recommended method is via the mobile app, which is explained in part two, section two of this guide. The alternative methods are to manually scan your receipts using a scanner, or use your mobile phone to capture receipts and store the photos on your computer, ready for import onto the Finance System.

Your image should:

1. Clearly show the detail on the receipt that the budget holder, HMRC and any research funder will require including:
   - VAT number of the supplier (UK only)
   - Company Name of the supplier
   - Value of the purchase(s)
   - Description of the purchase
   - Date of the purchase
2. Avoid shading/shadows by placing the receipt flatly on a surface and taking the photo from directly above the receipt.
3. Be about or less than 1Mb in size.

Please note, with the agreement of the authoriser you can take one image of several receipts together and attach to a single line in your claim but you must ensure all the necessary information is visible.





What if you are unable to create electronic images?

If you are unable to access a scanner, or do not have a mobile device to take photos of your receipts, please contact the Finance Service Desk at financeservicedesk@sussex.ac.uk for advice.

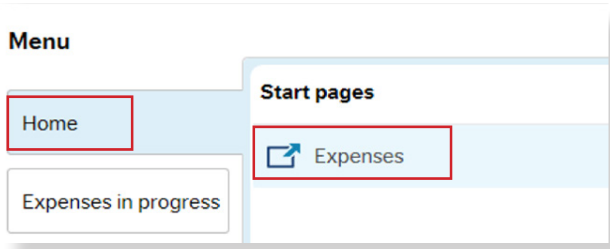
4 How to import your receipts and submit your out of pocket expense claim

How to get started:

1. **Log-in** to the Finance System
2. **Click on** Home and Expenses

   You will now see the Expense Overview screen which displays your previously registered expenses including: Draft (saved not submitted), In progress (awaiting authorisation or payment) and Completed (expenses that have been paid).
3. **Click on** Staff Expenses Claim

2



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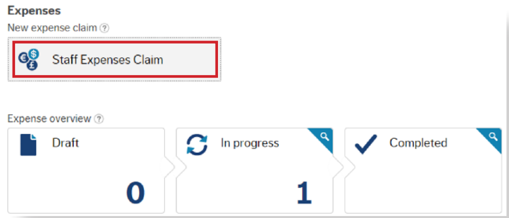


How to fill in your claim:

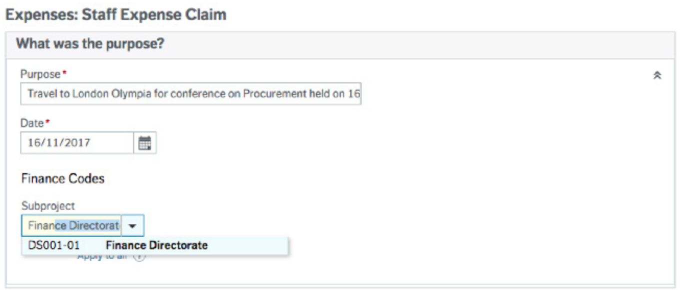
The wording you enter in the Purpose box will help your authoriser know what your claim is for and aid them in authorising or rejecting your claim without the need to refer back to you. I.e. “Travel to [location] for conference on [subject] held on [XX/XX/201X]”

The Date and Subproject boxes will automatically populate when adding expense lines so you will need to ensure that these are correct for each individual line of your claim.

What was the purpose?

4. **Insert a brief description** of the claim in the Purpose box.
5. **Insert the date** when the expense occurred (which should be the same date as on your receipt). Clicking on the calendar icon will display a calendar to aid you with this.
6. **Enter your subproject code** or type the description in the field to choose from subprojects that match your description. If you are unsure of which subproject to use please contact the Finance Service Desk.
7. **Click on** ‘Add expense’.

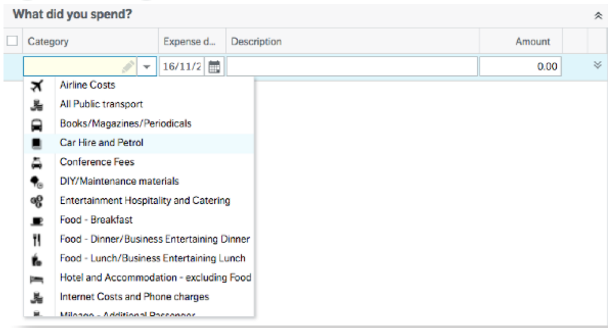
4 → 6



What did you spend?

8. **Insert the expense category.** To see all the available expense types, click the down arrow then select the appropriate expense type.
9. **The expense date is automatically filled.** Overtype if needed.
10. **Type the description** for each receipt, using as much detail as possible.
11. **Enter the amount** in GBP only. For any other currency please convert it to GBP using www.xe.com.
12. **Click on 'Add expense'** to add more lines if you require them.

8 → 11



What if I have more than one receipt?

If you have more than one receipt, number each receipt and make sure this number is included in the description. Ensure that the description clearly identifies the nature of the expense item e.g. Receipt 1 train fare from Brighton to London for conference.

If you are claiming for the cost of a meal for you and others, detail the names of every person that you paid for.

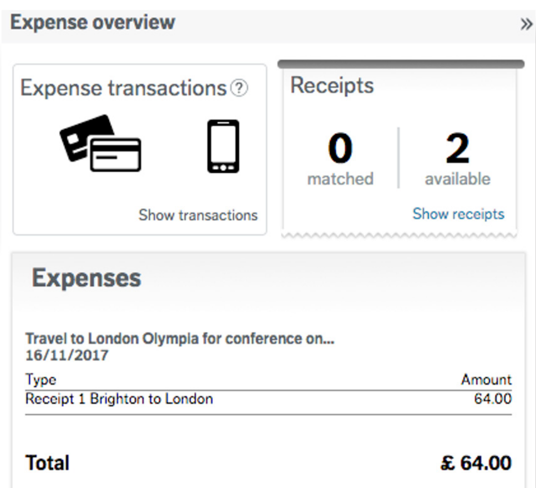
What if I want to use multiple subprojects?

If you are allocating costs against multiple subprojects in one expense claim:

- Select the expense line you want to amend
- Click the double arrow at the end of the expense line to expand
- Amend the subproject to charge the costs to a different subproject.

Expense overview:

The expense overview section provides you with the option of uploading either scanned or mobile app receipts, which are required in order to make a claim. **For guidance on using the mobile app please see section 2 of this chapter.**



How to upload a scanned receipt to the Finance System:

13. **Click ‘upload receipts’ in the Expenses overview section,** and again in the pop up box which appears.

14. **Browse to your folder** with your scanned receipt image, select it and click Open. Repeat until all of your required receipts have been uploaded.

15. **Double click on an uploaded receipt** and select the expense line that matches the receipt.

16. **Click ‘Match to receipt’.** Click on the blue arrow to load the next receipt and repeat the process, if applicable. Close the Receipt window when you have matched all your receipts.

You must match your receipts to the relevant expense line so that your budget holder can verify the claim. With their agreement you can take one image of several receipts together and attach to a single line in your claim but you must ensure all the necessary information is visible.

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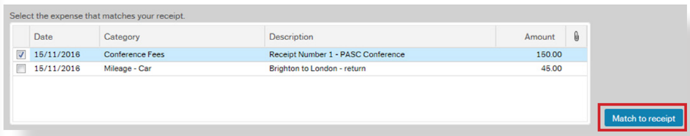

How to import a mobile app receipt to the Finance System:

17. **Log-in to the Finance System**

18. **Click on** Home and Expenses

    You will now see the Expense Overview screen which displays your previously registered expenses including: Draft (saved not submitted), In progress (awaiting authorisation or payment) and Completed (expenses that have been paid).

19. **Click on** Staff Expense Claim and complete the Purpose, Date and Subproject boxes before importing your claim (see steps 4-7 of this section). All imported transactions will default to the subproject entered here.

20. **Click on Expense transactions** and a pop up window will appear.

    This screen provides you with the option of uploading either scanned or mobile app receipts. For guidance on uploading scanned receipts

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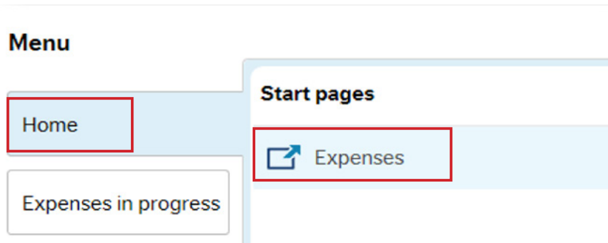

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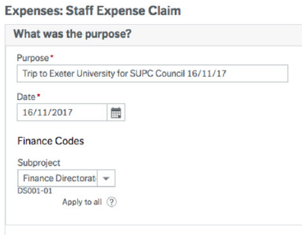
please see section 4 of this chapter.

21. **Select the expense lines** you want to use for this claim by using the tick boxes.

    You can use the Remove transactions button to delete any mobile expense lines you no longer need.



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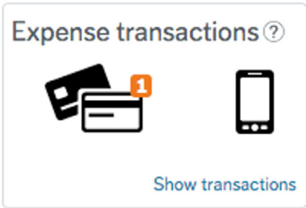

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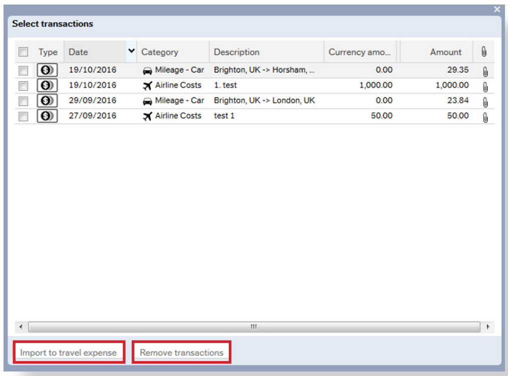

How to save a claim and send it for authorisation:

22. **Select** import to travel expense.

23. **Insert your justification for your expenses claim** in the Add information section. All expenditure for travel, accommodation and events should include a record of:

- Who is attending the event or using the services provided
- Whether the attendees are staff or visitors (names of visitors should include a reference to the organisation they work for)
- The date of the event or when the services are provided
- The location of the event or where the services are provided for (e.g. London, Edinburgh)
- What is the business purpose of the event or activity the services are provided for.

All expenditure for fuel used for business mileage should include a record of:

- The date of travel
- Starting address
- Destination address
- Number of miles
- The business purpose of the travel.

24. Review your claim line by line and if you are satisfied click Send for approval.

If you wish to save and send later then use Save as draft.

Once you have clicked Send, a transaction number will appear and your claim will be sent to the authoriser. You can track the progress of this claim by clicking on the In progress tab on the Expenses page.

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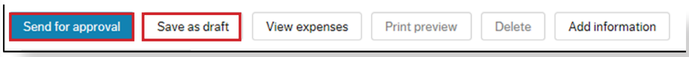

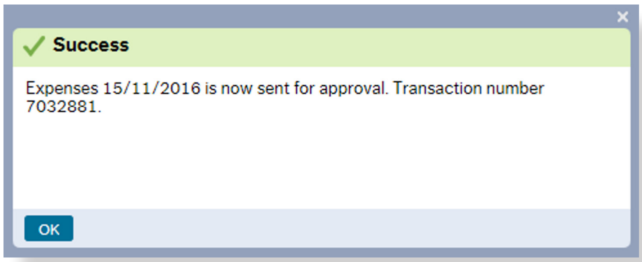

How do I delete part of a claim?

If you wish to delete one line of the claim, select the check box of an expense type then click the Delete expense button underneath. This will delete the details of the selected line but not the whole claim.

The Delete button at the bottom of the page deletes the entire transaction. You should use this any time you want to delete the whole transaction.

5 How to track the progress of a claim

22. To check what is happening to your claim, navigate to Expenses in progress, then Enquire on my expense claim progress. The Finance System will return all of your expense claims.

23. Select the claim that you wish to enquire on by clicking on the 'Map' button.

24. A workflow map will appear which displays the progress of your expense claim.

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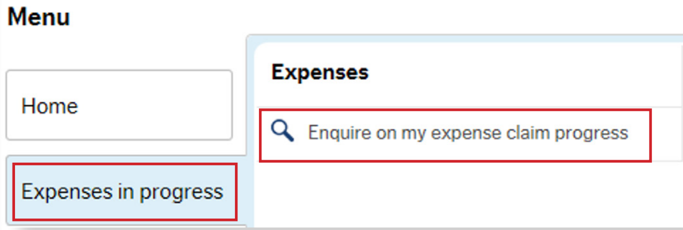

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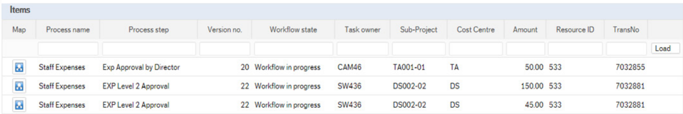

Items

Map	Process name	Process step	Version no.	Workflow state	Task owner	Sub-Project	Cost Centre	Amount	Resource ID	TransNo
	Staff Expenses	Exp Approval by Director	20	Workflow in progress	CAM46	TA001-01	TA	50.00	533	7032855
	Staff Expenses	EXP Level 2 Approval	22	Workflow in progress	SW436	DS002-02	DS	150.00	533	7032881
	Staff Expenses	EXP Level 2 Approval	22	Workflow in progress	SW436	DS002-02	DS	45.00	533	7032881

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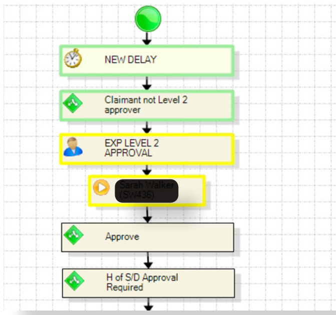

Rejected Expenses task notification:

You may receive a Rejected Expenses task notification as a result of a claim that you have raised.

You will be notified via an email from the Finance System that your expense claim has been rejected by either the Budget Holder, the Head of School or Director of Professional Services Division. The notification will also appear in your task list on the Finance System.

If you receive this notification:

- Click on the task
- Read the comment explaining the reason for the rejection
- Action accordingly.

6 How to run expense reports

25. To access the different types of reports available to you, click Reports from the main menu, then Expenses Reports.

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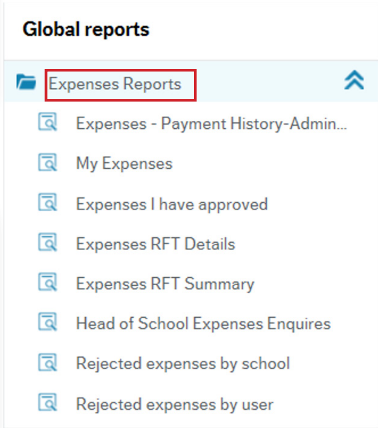

My expenses: This will list all expenses you have input into the Finance System. This gives you full details about all claims at once.

Schools administrator: This lists all claims users have entered. You can see the status of each claim, the payment date once the claim has been authorised and the details of each expense line entered.

Expenses RFT: This shows more details than the Expenses RFT Summary as it also includes the transaction number, date the claim was created, date the claim was authorised and date the claimant was paid.

Expenses RFT Summary: This shows the average length of time claims take to get authorised via workflow, to get paid, and from entering a claim to the point of payment. These results are grouped by cost centres.

Rejected claims by school: This shows a list of all rejected claims and comments. This report is sorted by Schools and cost centres.

Rejected claims by users: This report allows you to search by users and displays a list of their rejected claims and the comments.