



UCL

**Finance Transformer**  
**Digital Student Expenses**  
**UCL Student Guidance**

## Introduction

From 18<sup>th</sup> August 2020, UCL registered students with UK bank details will be able to follow a fully paperless process for the submission of expense claims in iExpenses. This will replace the previous manual process for approximately 13,000 claims per year and provide a substantially improved experience for all involved.

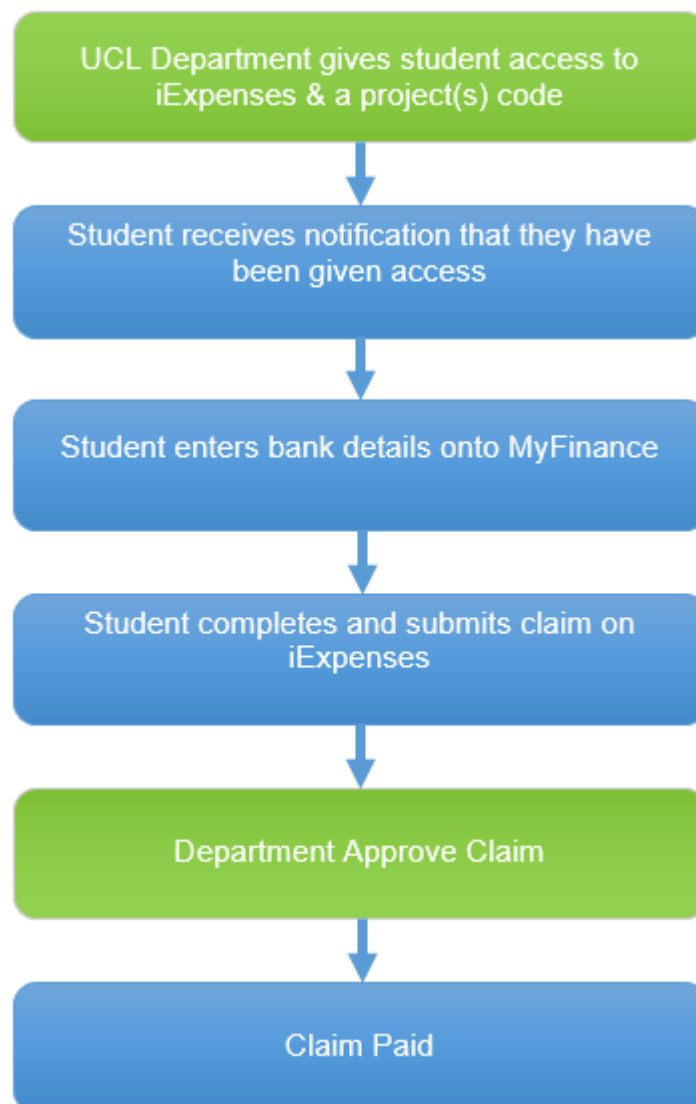
The main features of the new solution are that it:

- Replicates previous manual steps on a digital platform, enabling a paperless end-to-end process.
- Enables submission directly by the student or by the department (if this option is chosen by the administrator).
- Remains department led, ensuring that students are fully supported through the process and that access is granted / set-up required on an as needed basis only.
- Claims can be tracked on system, removing the requirement to maintain local departmental records.

This guide explains the step by step process for a student to set up their UK bank details on the finance system and submit a claim. It also gives an overview of the process each department will need to take to give a student access to iExpenses and approve each claim. Detailed FAQs can be found [here](#).

## Claim Process

The diagram below displays the end to end process at a high level. This guide covers the steps highlighted in blue. The other steps are covered in the [UCL Department Guidance](#):



## Student Access

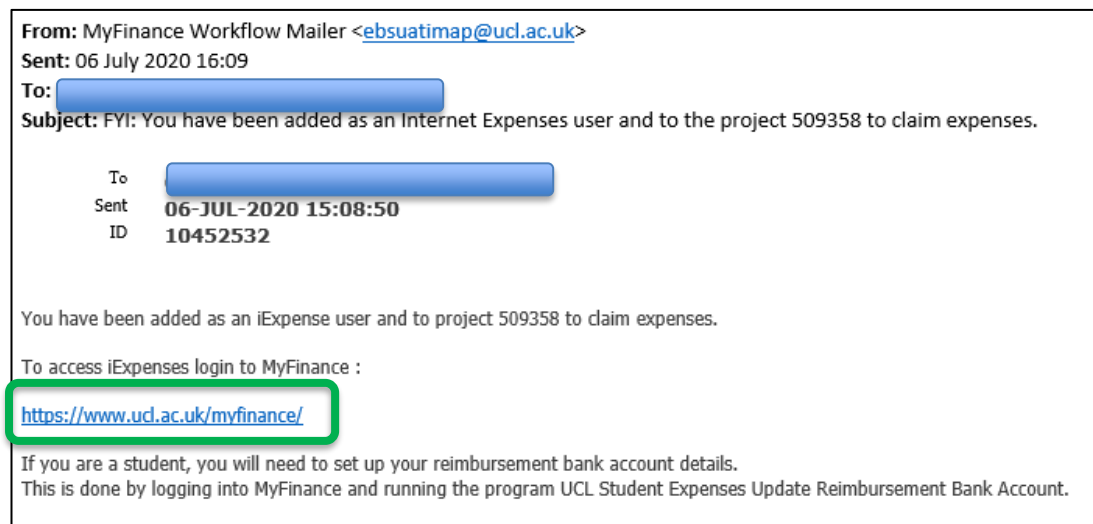
Access to the iExpenses module in the MyFinance system has to be granted by the relevant UCL department before a student can log into MyFinance. This process is explained in the [UCL Department Guidance](#).

When the department have provided access, the student will receive an email notification which will include a link to MyFinance and the project code(s) that the student can charge claims to. At this point the student can access MyFinance using their UCL log on credentials.

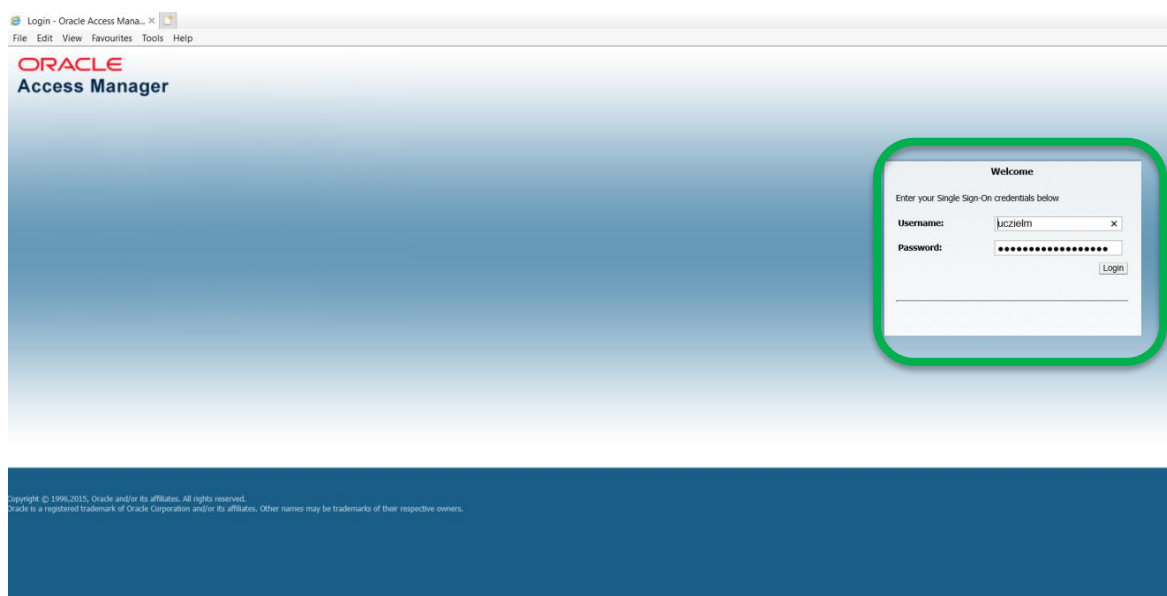
## Bank Details Set-up


Before a claim can be submitted, the student will need to enter their UK bank details into the finance system to be used for expense claim payments. Step by step instructions are set out below:

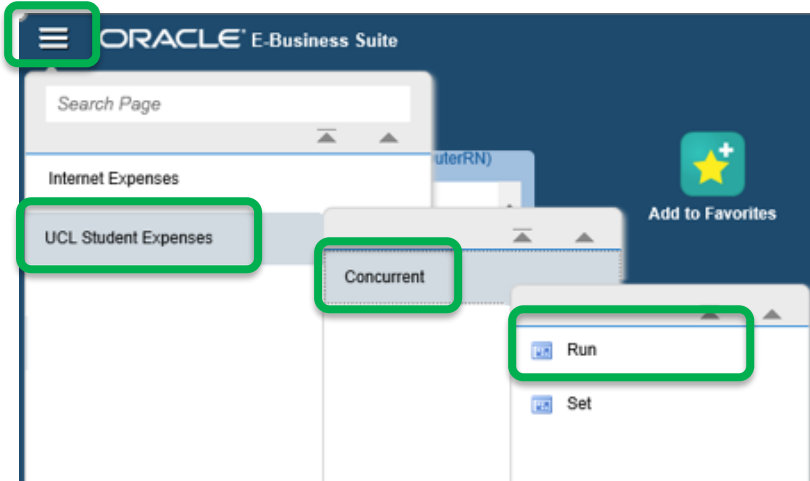
1. Following receipt of an email confirming permission to access MyFinance and which project code(s) can be charged (see below), click link to **MyFinance**. Please ensure you are using the [UCL Virtual Private Network](#) or [Desktop@UCL Anywhere](#) and where possible, the recommended browser: Internet Explorer. If you experience issues accessing the system remotely, please contact the MyFinance helpdesk ([myfinancehelp@ucl.ac.uk](mailto:myfinancehelp@ucl.ac.uk)):



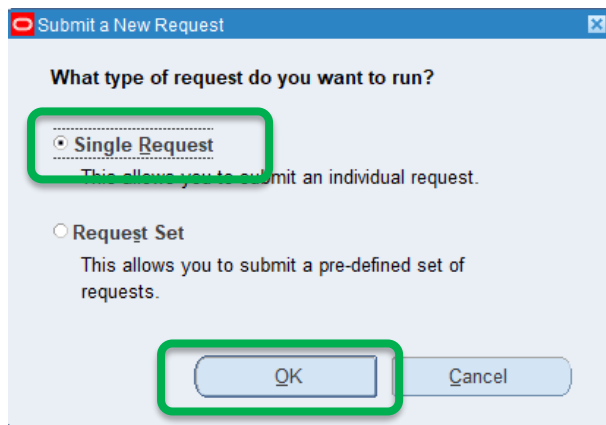
2. Log in using your UCL log in credentials:




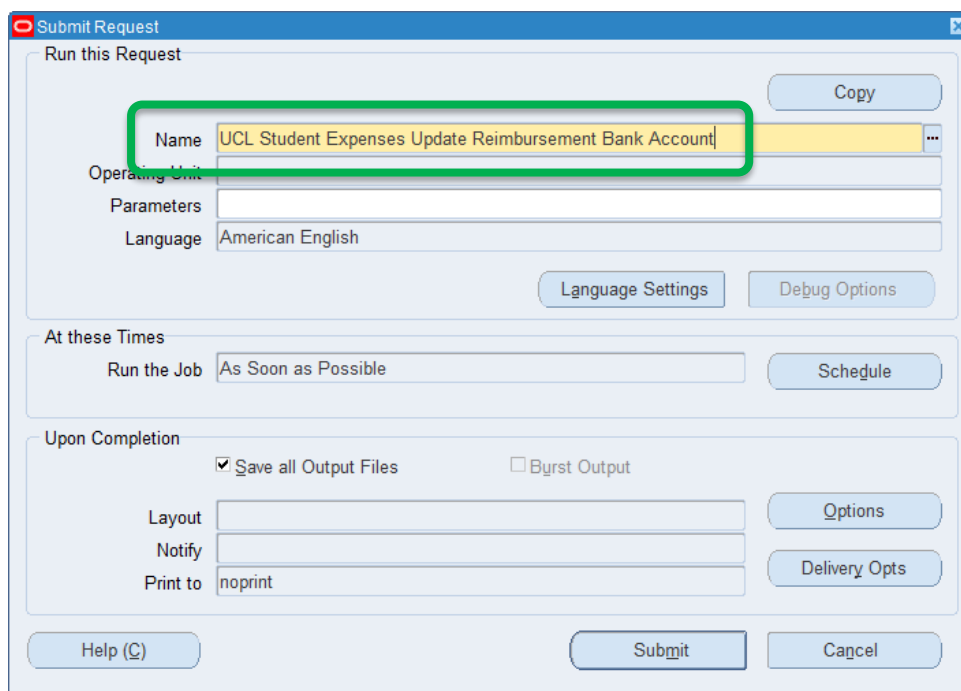
3. Click the **Navigator** icon  in the top left of the screen and click **UCL Student Expenses** – then click **Concurrent** then **Run**:



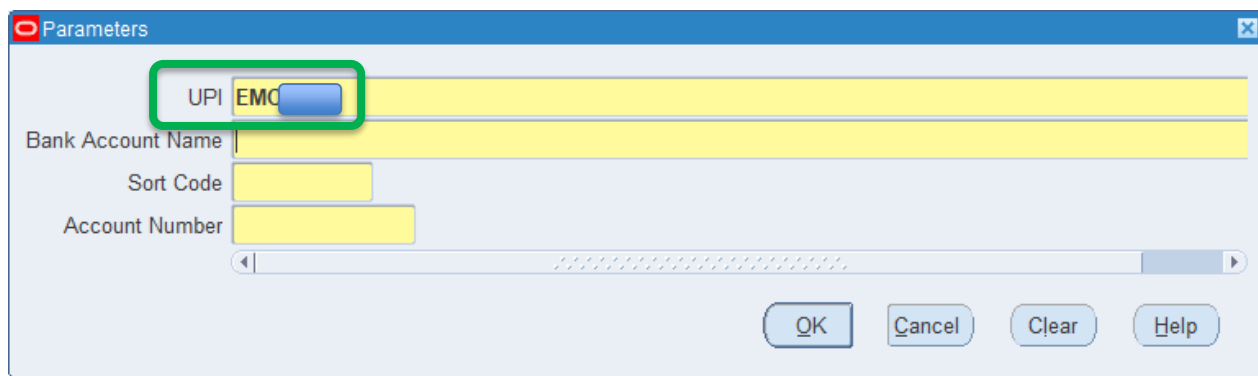
4. In the new window, ensure **Single Request** is marked (Request Set is not relevant to this process) and click **OK**:



5. In the new window, click the search icon  to the right of the Name field and select **UCL Student Expenses Update Reimbursement Bank Account**. A new window – **Parameters** - will open:

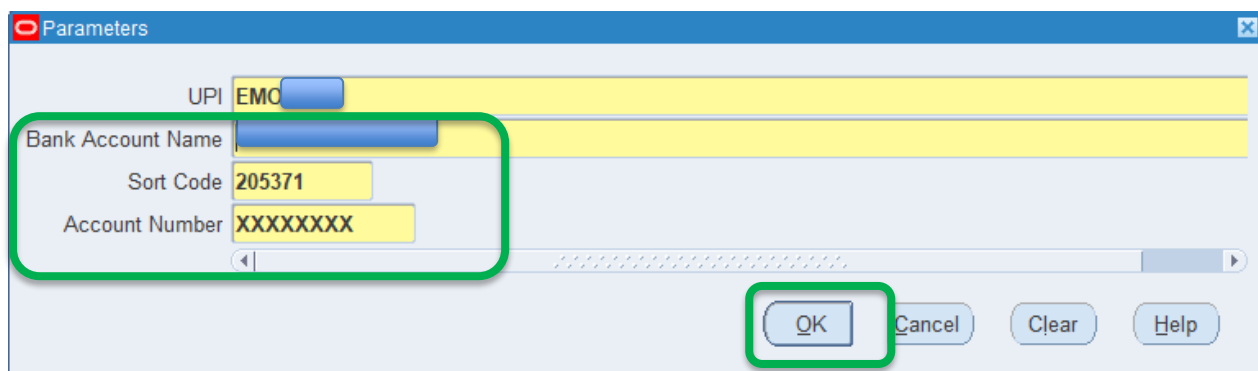


6. The **Parameters** window will already be populated with the **UPI** (Unique Person Identifier):



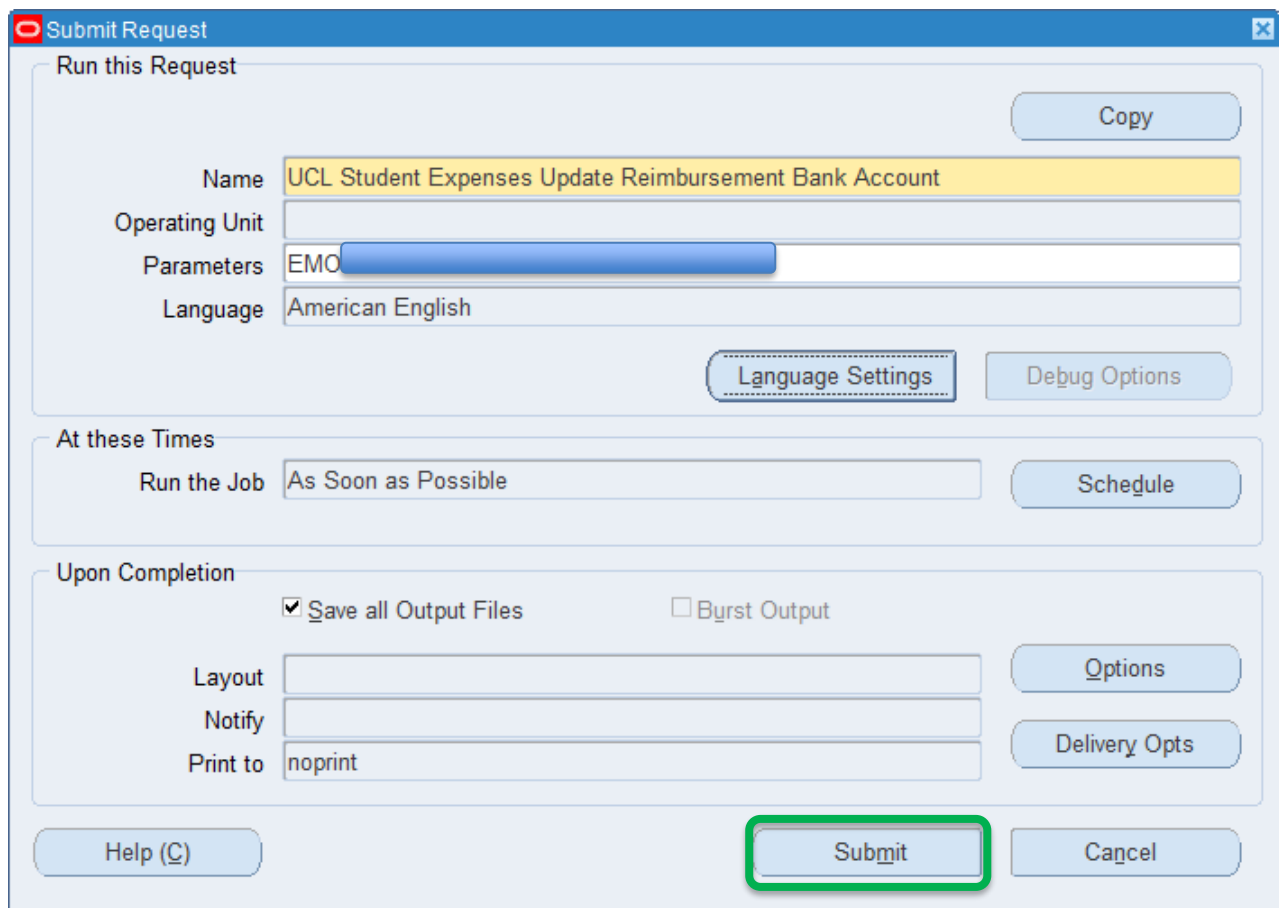
The screenshot shows the 'Parameters' window. The 'UPI' field is highlighted with a green box and contains the text 'EMO'. Below it are fields for 'Bank Account Name', 'Sort Code', and 'Account Number', all of which are currently empty. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

7. Enter the **bank account name** (payee name), **sort code** and **account number**. The sort code should be entered as 6 numbers without hyphens, i.e. 205371. All UK bank account numbers are 8 numbers, i.e. 12345678. **Please ensure these details are correct** before clicking **OK**:



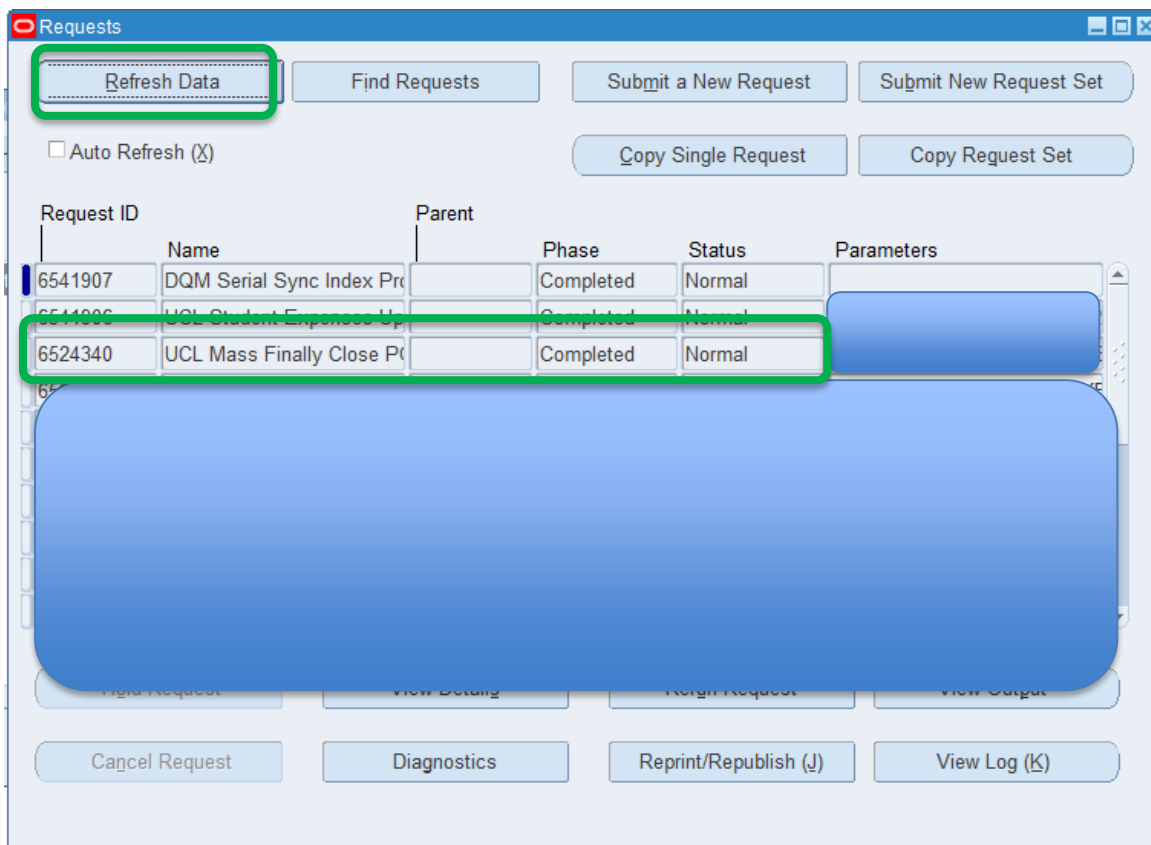
The screenshot shows the 'Parameters' window with the following fields filled: 'UPI' is 'EMO', 'Bank Account Name' is empty, 'Sort Code' is '205371', and 'Account Number' is 'XXXXXXXX'. A green box highlights the 'Sort Code' and 'Account Number' fields. The 'OK' button at the bottom right is also highlighted with a green box.

8. Click **Submit**:



The screenshot shows the 'Submit Request' window. The 'Name' field is filled with 'UCL Student Expenses Update Reimbursement Bank Account'. The 'Operating Unit' field is empty. The 'Parameters' field is filled with 'EMO'. The 'Language' field is filled with 'American English'. There are buttons for 'Copy', 'Language Settings', and 'Debug Options'. Under 'At these Times', the 'Run the Job' field is filled with 'As Soon as Possible' and there is a 'Schedule' button. Under 'Upon Completion', the 'Save all Output Files' checkbox is checked, and the 'Burst Output' checkbox is unchecked. There are fields for 'Layout', 'Notify', and 'Print to' (filled with 'noprint'), and buttons for 'Options', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a green box.

9. In this window click the **Refresh Data** button intermittently until the request **Phase** and **Status** change from Pending – Normal to **Completed** – Normal. When completed, the bank details are assigned and the expense claim can be created.



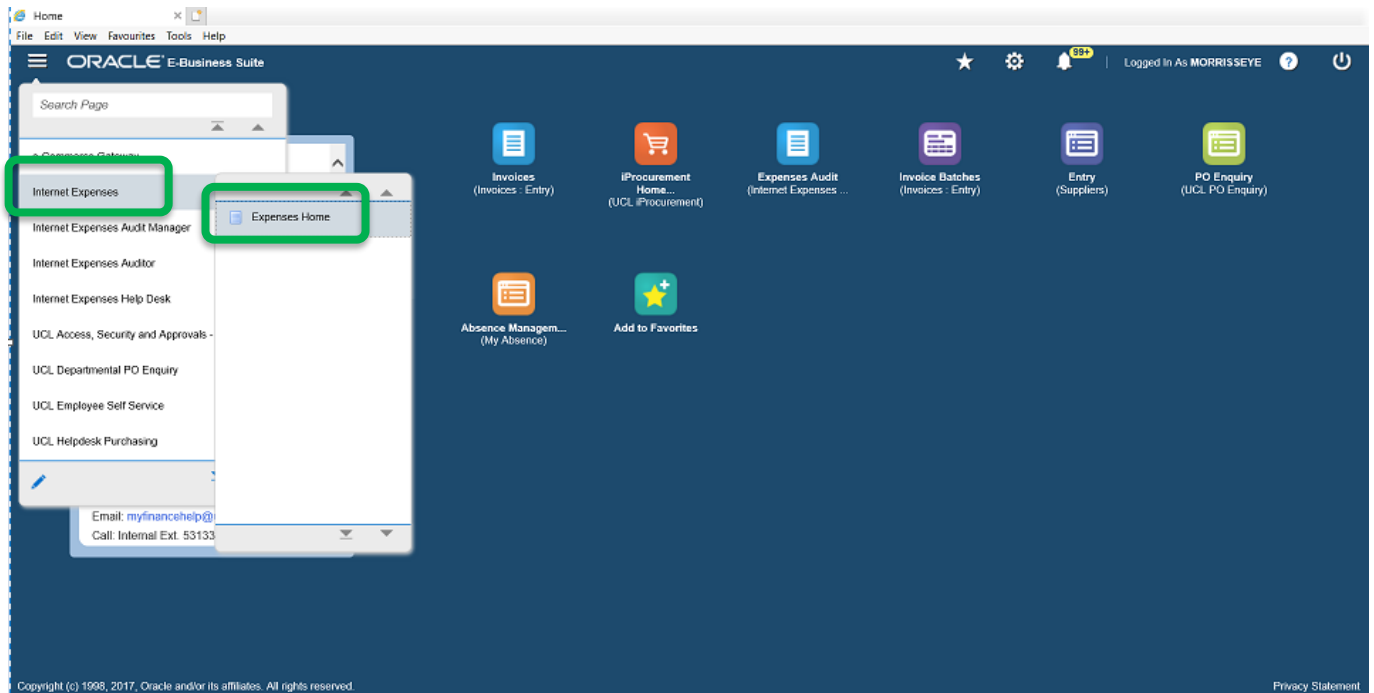
## Claim Creation & Submission

This section explains how to create and submit a claim. **Please ensure you have read the [UCL Expenses Policy](#) prior to making a claim.**

1. Go to [MyFinance](#). If you are accessing MyFinance remotely, please ensure you are using the [UCL Virtual Private Network](#) or [Desktop@UCL Anywhere](#)
2. Log in using your UCL log in credentials:

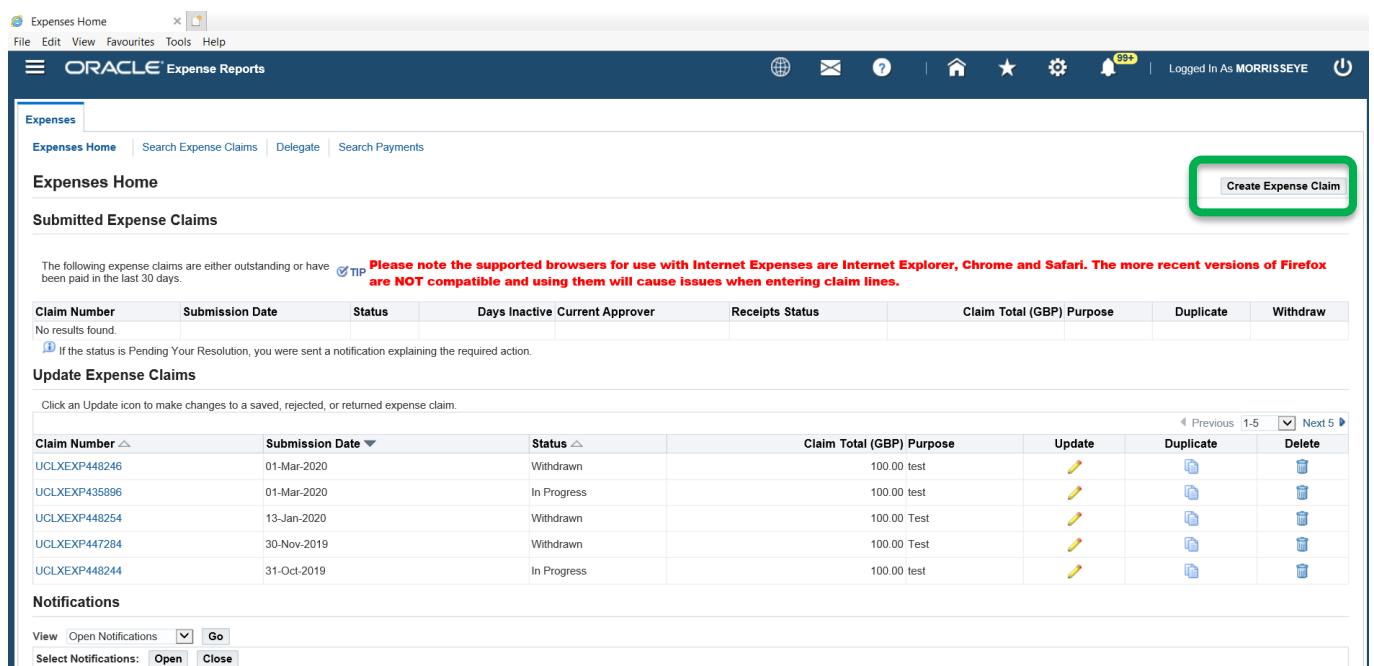


3. From the MyFinance homepage, select **Internet Expenses**, then **Expenses Home** from the menu:



4. The Expenses Home screen is displayed. This screen is the starting point for all iExpenses-related tasks. It provides information on previously submitted iExpenses claims of any type. Prior to making a claim, we recommend setting up preferences for project codes to be charged. Guidance on how to do this can be found at [Setting up Favourite Projects in iExpenses](#).

5. Click **Create Expense Claim**:



6. Enter the purpose of the claim, i.e. the name of the conference/course/event. Click the **Next** button:

The Reimbursement Account field indicates how you will be paid for your expenses. It will default to the same bank account set up in the previous steps above and the last 4 digits of that account number will be displayed.

When checking your bank statement to verify that it has been paid, a claim always appears as separate credit item. If, however, you have also submitted other expense claims at around the same time, one or more of them might get added together, resulting in one total credit.

Oracle Expense Reports

Expenses Home | Search Expense Claims | Delegate | Search Payments

Claim Header | Claim Lines | Claim Accounting | Review & Submit

Create Expense Claim: Claim Header

Save Cancel Step 1 of 4 Next

\* Indicates required field

\* Purpose ABC Field Trip

Expense Template UCL Expense Claim

Reimbursement Account

Additional Information

\* Reimbursement Account

TIP You cannot make a claim until your reimbursement bank account is set up. Students should set up bank details by running the MyFinance program. UCL Student Expenses Update Reimbursement Bank Account. Employees should set up details in Employee Self Service.

7. The **Claim Lines** screen will be displayed. Each line of your claim should represent each associated receipt. (This guide shows you a standard expense claim, for mileage claims, please see [Mileage Based Claims](#) )
8. Enter all the lines associated with your claim. Enter the **date**, **amount**, **expense type** and **justification** for each line.

Oracle Expense Reports

Expenses Home | Search Expense Claims | Delegate | Search Payments

Claim Header | Claim Lines | Accounting | Review & Submit

Create Expense Claim: Claim Lines

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

TIP Season Ticket Loan applicants must adhere to the policy at: [Season Ticket Loan Policy](#)

TIP Date is the date of your expenditure or for Season Ticket Loans, today's date. Date Format is DD-MON-YYYY. Date Example: 01-FEB-2015.

Select Claim Lines: Duplicate Remove Show Receipt Currency

Line	Date	Amount Claimed	Expense Type	Justification	Reimbursable Amount (GBP)	Details
1	01-Aug-2020	20	Train Ticket - UK	Travel to field trip		
2	01-Aug-2020	10	Bus Ticket	Travel to field trip		
3	01-Aug-2020	10	Meals - Dinner UK (Subsistence)	Dinner at field trip		
5						
6						
7						
8						
9						
10						
Total					0.00	

Select Claim Lines: Duplicate Remove Show Receipt Currency



9. If your receipt is in another currency, click **Show Receipt Currency**.

The screenshot shows the 'Create Expense Claim: Claim Lines' page in Oracle Expense Reports. The 'Receipt-Based Expenses' tab is active, showing a total of [0.00]. A green box highlights the 'Show Receipt Currency' button in the top left of the claim lines table. The table has columns for Line, Date, Amount Claimed, Expense Type, Justification, and Reimbursable Amount (GBP). The first three rows are pre-filled with dates from 01-Aug-2020 and expense types like 'Train Ticket - UK', 'Bus Ticket', and 'Meals - Dinner UK (Subsistence)'. The total at the bottom right is 0.00.

Line	Date	Amount Claimed	Expense Type	Justification	Reimbursable Amount (GBP)
1	01-Aug-2020	20	Train Ticket - UK	Travel to field trip	
2	01-Aug-2020	10	Bus Ticket	Travel to field trip	
3	01-Aug-2020	10	Meals - Dinner UK (Subsistence)	Dinner at field trip	
4					
5					
6					
7					
8					
9					
10					
Total					0.00

10. Select the relevant currency if applicable. This will convert the receipt amount into GBP. **All claims are paid in GBP into UK bank accounts:**

The screenshot shows the 'Create Expense Claim: Claim Lines' page in Oracle Expense Reports. The 'Receipt-Based Expenses' tab is active, showing a total of [40.00]. A green box highlights the 'Hide Receipt Currency' button in the top left of the claim lines table. The table has columns for Line, Date, Amount Claimed, Receipt Currency, Exchange Rate, Expense Type, Justification, and Reimbursable Amount (GBP). The first three rows are pre-filled with dates from 01-Aug-2020 and expense types like 'Train Ticket - UK', 'Bus Ticket', and 'Meals - Dinner UK (Subsistence)'. The 'Receipt Currency' column shows 'GBP' for all entries. The total at the bottom right is 40.00.

Line	Date	Amount Claimed	Receipt Currency	Exchange Rate	Expense Type	Justification	Reimbursable Amount (GBP)
1	01-Aug-2020	20.00	GBP	1	Train Ticket - UK	Travel to field trip	20.00
2	01-Aug-2020	10.00	GBP	1	Bus Ticket	Travel to field trip	10.00
3	01-Aug-2020	10.00	GBP	1	Meals - Dinner UK (Subsistence)	Dinner at field trip	10.00
4							
5			GBP				
6			GBP				
7			GBP				
8			GBP				
9			GBP				
10			GBP				
Total							40.00

11. Click **Details** tab of each line to ensure that any mandatory information has been included:

Oracle Expense Reports

Expenses Home | Search Expense Claims | Delegate | Search Payments

Claim Header | Claim Lines | Accounting | Review & Submit

Create Expense Claim: Claim Lines

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [40.00] | Mileage Expenses [0.00]

Receipt-Based Expenses [40.00]

Receipt-Based Expenses

TIP Season Ticket Loan applicants must adhere to the policy at: Season Ticket Loan Policy

TIP Date is the date of your expenditure or for Season Ticket Loans, today's date. Date Format is DD-MON-YYYY. Date Example: 01-FEB-2015.

Select Claim Lines: Duplicate Remove Hide Receipt Currency

Line	Date	Amount Claimed	Receipt Currency	Exchange Rate	Expense Type	Justification	Reimbursable Amount (GBP)	Details
1	01-Aug-2020	20.00	GBP	1	Train Ticket - UK	Travel to field trip	20.00	Details
2	01-Aug-2020	10.00	EUR	1	Bus Ticket	Travel to field trip	10.00	Details
3	01-Aug-2020	10.00	GBP	1	Meals - Dinner UK (Subsistence)	Dinner at field trip	10.00	Details
4			GBP					Details
5			GBP					Details
6			GBP					Details
7			GBP					Details
8			GBP					Details
9			GBP					Details
10			GBP					Details
Total							40.00	

Select Claim Lines: Duplicate Remove Hide Receipt Currency

12. Mandatory fields are marked \*. Click **Return** when completed:

Oracle Expense Reports

Expenses Home | Search Expense Claims | Delegate | Search Payments

General Information | Cash and Other Expenses | Expense Allocations | Review & Submit

Cash and Other Claims: Details for Line 1

Duplicate New Remove Line 1 of 3 Next Return

\* Indicates required field

\* Expense Type: Train Ticket - UK

\* Start Date: 01-Aug-2020

\* Receipt Amount: 20.00

\* Receipt Currency: GBP - Pound Sterling

\* Exchange Rate: 1

\* Justification: Travel to field trip

\* Merchant Name: South West Trains

Original Receipt Missing

Reimbursable Amount: 20.00 GBP

Additional Information

\* Type of Travel: Domestic

\* Class of Ticket: Coach

Ticket Number

\* Location From: London

\* Location To: Winchester

13. This returns to the Claim Lines screen. The reimbursable amount following currency conversion into GBP (if applicable) will be displayed. Click **Next**:

**Create Expense Claim: Claim Lines**

Receipt-Based Expenses [157.89]    Mileage Expenses [0.00]

**Receipt-Based Expenses [157.89]**

TIP Season Ticket Loan applicants must adhere to the policy at: [Season Ticket Loan Policy](#)  
TIP Date is the date of your expenditure or for Season Ticket Loans, today's date. Date Format is DD-MON-YYYY. Date Example: 01-FEB-2015.

Line	Date	Amount Claimed	Receipt Currency	Exchange Rate	Expense Type	Justification	Reimbursable Amount (GBP)
1	01-Mar-2020	20.00	EUR	1.140000	Meals - Dinner Overseas (Subsistence)	Dinner at conference	17.54
2	01-Mar-2020	150.00	EUR	1.140000	Conference Fees - Overseas	Conference fee	131.58
3	02-Mar-2020	10.00	EUR	1.140000	Meals - Breakfast Overseas (Subsistence)	Breakfast at conference	8.77
4			GBP				
5			GBP				
6			GBP				
7			GBP				
8			GBP				
9			GBP				
10			GBP				
<b>Total</b>							<b>157.89</b>

Select Claim Lines: [Duplicate](#) [Remove](#) [Hide Receipt Currency](#)

14. From the Accounting screen, enter the **Project**, **Task** and **Award** to be charged. Or use favourite project code(s) set up under preferences using My Allocations.

The only available project codes will be those you have been given permission to use.

To set up and use favourite code(s), see guidance at [Setting up Favourite Projects in iExpenses](#) and [Using Favourite Projects in iExpenses](#).

**Create Expense Claim: Accounting**

Use the Project (Research Grant) tab to charge your expenses to a research project. These lines will be routed to the project Manager (or Expenses Manager) and the departmental Authorised Signatory for approval.  
\* Indicates required field  
• Indicates changed item


TIP You can only update expense lines with project-enabled expense types.

Select Claim Lines: [Update Allocations](#) [Revert](#) [My Allocations](#) [Apply](#)

Expand All | Collapse All

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (GBP)	Merchant	Location	Justification	Project	Task	Award
1	Cash Receipt	01-Mar-2020	Meals - Dinner Overseas (Subsistence)	20.00 EUR	17.54			Dinner at conference	501903 D39 FCSA	100 UCL	156780 UCL Core
2	Cash Receipt	01-Mar-2020	Conference Fees - Overseas	150.00 EUR	131.58			Conference fee	501903 D39 FCSA	100 UCL	156780 UCL Core
3	Cash Receipt	02-Mar-2020	Meals - Breakfast Overseas (Subsistence)	10.00 EUR	8.77			Breakfast at conference	501903 D39 FCSA	100 UCL	156780 UCL Core

TIP If you are completing a Season Ticket Loan claim then you do not need to make any changes to this page and can proceed to the review and submit stage by clicking the Next button. In all other cases you will need to decide what project to charge your claim lines to.

15. Available projects, tasks and awards can be found by clicking on the  symbol and clicking **Go**. Choose the correct available option by clicking **Quick Select**. If further information is required on which project, task or award to use, please contact the finance officer or departmental administrator in your department.

EXPENSE REPORTS

EXPENSES

EXPENSES HOME

SEARCH EXPENSE CLAIMS

DELEGATE

SEARCH PAYMENTS

CLAIM HEADER

CLAIM LINES

ACCOUNTING

REVIEW & SUBMIT

CREATE EXPENSE CLAIM: ACCOUNTING

Save

Cancel

Back

Step 3 of 4

Next

Use the Project (Research Grant) tab to charge your expenses to a research project. These lines will be routed to the project Manager (or Expenses Manager) and the departmental Authorised Signatory for approval.

Indicates required field

Indicates changed item

TIP You can only update expense lines with project-enabled expense types.

Select Claim Lines: 

Update Allocations

Revert

My Allocations

Apply

Expand All

Collapse All

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (GBP)	Merchant Location	Justification	Project	Task	Award
<input type="checkbox"/>	All				157.89					
<input checked="" type="checkbox"/>	1	Cash Receipt	01-Mar-2020 Meals - Dinner Overseas (Subsistence)	20.00 EUR	17.54		Dinner at conference	501903 D39 FCAA	100	156780 UCL Core
<input checked="" type="checkbox"/>	2	Cash Receipt	01-Mar-2020 Conference Fees - Overseas	150.00 EUR	131.58		Conference fee	501903 D39 FCAA	100	156780 UCL Core
<input checked="" type="checkbox"/>	3	Cash Receipt	02-Mar-2020 Meals - Breakfast Overseas (Subsistence)	10.00 EUR	8.77		Breakfast at conference	501903 D39 FCAA	100	156780 UCL Core

TIP If you are completing a Season Ticket Loan claim then you do not need to make any changes to this page and can proceed to the review and submit stage by clicking the Next button. In all other cases you will need to decide what project to charge your claim lines to.

https://ebscorepp-uat.adcom.ucl.ac.uk:4446/?\_t=fredRC&enc=UTF-8&\_minWidth=750&\_minHeight=550&co - I...

Search and Select: Award Number

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Award Number

Go

Results

	Quick Select	Award Number	Award Name	Award Start Date	Award End Date	Project Number	Task Number
<input type="radio"/>	<div><div></div></div>	56780	UCL Core	01-May-2014	31-Jul-2040	501903	100

100%

Page 12 of 17

16. When completed, click **Next**:

ORACLE Expense Reports

Expenses

Expenses Home

Search Expense Claims

Delegate

Search Payments

Claim Header

Claim Lines

Accounting

Review & Submit

Create Expense Claim: Accounting

Save Cancel Back Step 4 of 4 Next

Use the Project (Research Grant) tab to charge your expenses to a research project. These lines will be routed to the project Manager (or Expenses Manager) and the departmental Authorised Signatory for approval.

Indicates required field

Indicates changed item

TIP You can only update expense lines with project-enabled expense types.

Select Claim Lines: Update Allocations Revert My Allocations Apply

Expand All Collapse All

Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (GBP)	Merchant Location	Justification	Project	Task	Award
<input type="checkbox"/>	All				157.89					
<input checked="" type="checkbox"/>	1	Cash Receipt	01-Mar-2020	Meals - Dinner Overseas (Subsistence)	20.00 EUR	17.54	Dinner at conference	501903 D39 FCAA	100 UCL	156780 UCL Core
<input checked="" type="checkbox"/>	2	Cash Receipt	01-Mar-2020	Conference Fees - Overseas	150.00 EUR	131.58	Conference fee	501903 D39 FCAA	100 UCL	156780 UCL Core
<input checked="" type="checkbox"/>	3	Cash Receipt	02-Mar-2020	Meals - Breakfast Overseas (Subsistence)	10.00 EUR	8.77	Breakfast at conference	501903 D39 FCAA	100 UCL	156780 UCL Core

TIP If you are completing a Season Ticket Loan claim then you do not need to make any changes to this page and can proceed to the review and submit stage by clicking the Next button. In all other cases you will need to decide what project to charge your claim lines to.

17. Review the claim submission instructions relating to general expense claims:

ORACLE Expense Reports

Expenses

Expenses Home

Search Expense Claims

Delegate

Search Payments

Claim Header

Claim Lines

Claim Accounting

Review & Submit

Create Expense Claim: Review

Save Cancel Back Step 4 of 4 Submit

Review the expense claim below before submission.

UCL Expense Claim Submission Instructions

General Claim Submission Instructions:

Please attach all required receipt images using the + sign below. Physical paper receipts & documentation are no longer required to be sent to Accounts Payable; your claim will automatically be sent to your department approver(s) and Accounts Payable (apexpenses@ucl.ac.uk).

The specified approver(s) will be notified by email and will need to approve your claim. In some cases Accounts Payable will have to review your claim and if necessary contact you for further information prior to processing your payment.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)

- Your bank has been instructed to credit your account

UCL Season Ticket Loan Claim Submission Instructions:

Using the + sign below, please attach with your application either:

1) a URL link to the web page showing the cost of your season ticket e.g. http://www.tfl.gov.uk/tickets/14416.aspx or,

2) a saved screen print of the web page with the ticket cost.

Additionally, where you are renewing a season ticket, attach either:

1) a scanned copy of your previous ticket or,

2) where no ticket is available (eg. oyster card, lost ticket), a scanned receipt, bank or credit card statement, showing proof of purchase

Your claim will automatically be sent to HR for approval.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)

- Your bank has been instructed to credit your account

General Information

Name	Morrissey, Ms Eleanor (Eleanor) (612955)	Imaged Receipts Status	Required
Expense Dates	01-MAR-2020 - 02-MAR-2020		
Cost Center	AD1	Reimbursement Account	E MORRISSEY
Purpose	ABC Conference		----
Original Receipts Status	Not Required	Report Total	157.89 GBP
		Reimbursement Amount	157.89 GBP

18. Click the **+** sign to attach the receipt images required for your claim detailed in the instructions. Please see [Creating Receipt Images - OneDrive for Business Guide](#) for best ways to create files to attach to claims:

**Oracle Expense Reports**

Expenses | Search Expense Claims | Delegate | Search Payments

**Create Expense Claim: Review**

Review the expense claim below before submission.

**UCL Expense Claim Submission Instructions**

**General Claim Submission Instructions:**

Please attach all required receipt images using the **+** sign below. Physical paper receipts & documentation are no longer required to be sent to Accounts Payable; your claim will automatically be sent to your department approver(s) and Accounts Payable (apexpenses@ucl.ac.uk). The specified approver(s) will be notified by email and will need to approve your claim. In some cases Accounts Payable will have to review your claim and if necessary contact you for further information prior to processing your payment.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)
- Your bank has been instructed to credit your account

**UCL Season Ticket Loan Claim Submission Instructions:**

Using the **+** sign below, please attach with your application either:

- 1) a URL link to the web page showing the cost of your season ticket e.g. <http://www.tfl.gov.uk/tickets/14416.aspx> or,
- 2) a saved screen print of the web page with the ticket cost.

Additionally, where you are renewing a season ticket, attach either:

- 1) a scanned copy of your previous ticket or,
- 2) where no ticket is available (e.g. oyster card, lost ticket), a scanned receipt, bank or credit card statement, showing proof of purchase

Your claim will automatically be sent to HR for approval.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)
- Your bank has been instructed to credit your account

**General Information**

Name	Morrissey, Ms Eleanor (Eleanor) (612955)	Imaged Receipts Status	Required
Expense Dates	01-MAR-2020 - 02-MAR-2020		<b>+</b>
Cost Center	A01	Reimbursement Account	E MORRISSEY
Purpose	ABC Conference	Report Number	****7793
Original Receipts Status	Not Required	Reimbursement Amount	157.89 GBP

19. Enter a description of the document and click Browse to find the file within your desktop documents. Prior to attaching receipt images, please ensure they are of itemised receipts, not credit card slips and that they are legible:

**Add Attachment**

Attachment Type: File

Title: Receipt Images

Description:

Category: Receipts

\*File:  **Browse...**

Buttons: Cancel, Add Another, Apply

20. If you wish to add more than one file, click **Add Another**. Please bear in mind that there is 5MB limit for each attachment and an overall limit of 10MB per claim, as the approval notification is sent via email. Therefore, please compress files or convert several image files into one PDF (full details included in [Creating Receipt Images - OneDrive for Business Guide](#)). When all relevant documents/links have been applied, click **Apply**. A confirmation message will appear, click **OK**:

**Add Attachment**

Attachment Type: File

Title: Receipt Images

Description: 2020-03-19 16:33:00 Conference ABC.pdf (Size :3161295)

Category: Receipts

\*File: C:\Users\luczielm\OneDrive\ **Browse...**

Buttons: Cancel, **Add Another**, Apply

**Confirmation**

Attachment Link to price has been added successfully but not committed; it would be committed when you commit the rest of the current transaction

**OK**

21. When all relevant documents/links have been applied, Click **Submit**:

**ORACLE Expense Reports**

Expenses Home | Search Expense Claims | Delegate | Search Payments

Claim Header | Claim Lines | Claim Accounting | Review & Submit

**Create Expense Claim: Review**

Review the expense claim below before submission.

**UCL Expense Claim Submission Instructions**

**General Claim Submission Instructions:**

Please attach all required receipt images using the + sign below. Physical paper receipts & documentation are no longer required to be sent to Accounts Payable; your claim will automatically be sent to your department approver(s) and Accounts Payable (apexpenses@ucl.ac.uk).

The specified approver(s) will be notified by email and will need to approve your claim. In some cases Accounts Payable will have to review your claim and if necessary contact you for further information prior to processing your payment.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)
- Your bank has been instructed to credit your account

**UCL Season Ticket Loan Claim Submission Instructions:**

Using the + sign below, please attach with your application either:

- 1) a URL link to the web page showing the cost of your season ticket e.g. <http://www.tfl.gov.uk/tickets/14416.aspx> or,
- 2) a saved screen print of the web page with the ticket cost.

Additionally, where you are renewing a season ticket, attach either:

- 1) a scanned copy of your previous ticket or,
- 2) where no ticket is available (eg. oyster card, lost ticket), a scanned receipt, bank or credit card statement, showing proof of purchase

Your claim will automatically be sent to HR for approval.

You will be notified by email if and when:

- Your claim is approved (or rejected) (or further information is required)
- Your bank has been instructed to credit your account

**General Information**

Name	Morrissey, Ms Eleanor (Eleanor) (612955)	Imaged Receipts Status	Required
Expense Dates	01-MAR-2020 - 02-MAR-2020	Reimbursement Account	E MORRISSEY
Cost Center	A01	Report Total	157.89 GBP
Purpose	ABC Conference	Reimbursement Amount	157.89 GBP
Original Receipts Status	Not Required		

22. It will be confirmed that the claim has been submitted. The relevant approver(s), depending on the project code used, will be notified by email and will need to approve your claim. If the department request a student to use a preferred approver, the process set out [here](#) (please ensure you are using the [UCL Virtual Private Network](#) or [Desktop@UCL Anywhere](#)). In some cases Accounts Payable will have to review your claim and if necessary contact you for further information prior to processing your payment.

**ORACLE Expense Reports**

Expenses Home | Search Expense Claims | Delegate | Search Payments

**Confirmation**

Expense report number UCLXEXP449254 for 157.89 has been submitted.

**Expense Claim UCLXEXP449254**

Return | Create New Expense Claim | Printable Page

**UCL Expense Claim Submission Instructions**

**Approval & Payment**

Your claim has been sent electronically to your department approver(s) and Accounts Payable.

**General Information**

Name	Morrissey, Ms Eleanor (Eleanor) (612955)	Report Submit Date	19-MAR-2020
Expense Dates	01-MAR-2020 - 02-MAR-2020	Reimbursement Account	E MORRISSEY
Cost Center	A01	Report Total	157.89 GBP
Purpose	ABC Conference	Reimbursement Amount	157.89 GBP
Original Receipts Status	Not Required		
Imaged Receipts Status	Received		

**Business Expenses**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (GBP)	Details
01-Mar-2020	20.00 EUR	Meals - Dinner Overseas (Subsistence)	Dinner at conference			✓		17.54	
01-Mar-2020	150.00 EUR	Conference Fees - Overseas	Conference fee			✓		131.58	
02-Mar-2020	10.00 EUR	Meals - Breakfast Overseas (Subsistence)	Breakfast at conference			✓		8.77	
Total								157.89	

## Payment of Claim

Following financial approval, the claim will be routed via automated workflow to Accounts Payable. Following any checks they are required to make, the claim will be paid by BACS into the bank account set up in the steps above. Accounts Payable aim to do this within 10 working days following approval of the claim.

When the claim has been paid, a remittance advice will be emailed to the student UCL email address, an example of a remittance advice is below:

**UCL Payment Remittance Advice**

**From Payer**

UCL  
Gower Street  
London  
GB  
WC1E 6BT

**Trading Partner  
To Payee**

**Bank Name**

BARCLAYS BANK

**Bank No.**

**Branch No.**

**Bank BIC Code**

**Bank Account**

XXXX7793

**IBAN**

The following payment has been remitted.

**Payment Document  
No**

11605065

**Payment Date**

**Payment Currency**

GBP

**Payment Amount**

553.00

Remittance Detail						
Document Reference Number	Document Date	Document Amount	Document Currency	Amount Withheld	Discount Taken	Amount Paid
		553.00	GBP		.00	553.00
Total					.00	553.00

## Tracking Claims

Following submission of the claim, a student can track the status of their claim using the expenses homepage on iExpenses. Details of how to track claims can be found [here](#).

The table below explains each status a claim can be in:

<b>Pending Manager Approval</b>	The claim is awaiting financial approval by an authorised signatory
<b>Pending Payables Approval</b>	The claim is awaiting approval by Accounts Payable
<b>Ready for Payment</b>	The claim will be paid on the next available payment run. Payments are made twice per week to students.
<b>Pending Payment</b>	The claim will be paid on the next available payment run. Payments are made twice per week to students.
<b>Paid</b>	The claim has been paid, please allow 3 workings days from the date of payment for it to credit the bank account.
<b>Pending Individual's Approval</b>	The claim has been raised by the department and the student needs to approve using the email notification sent to their UCL email address, prior to it being authorised for payment.

If a student is unsure of the status of their claim or the status has not changed for some time, they should contact their department finance officer or Accounts Payable ([apexpenses@ucl.ac.uk](mailto:apexpenses@ucl.ac.uk)).



## Claims Created by UCL Department

In some cases, it may be necessary for a UCL department to raise a claim on a student's behalf. This may be necessary if the payment is for a bursary or prize.

If a department choose to do this, the student will receive an email notification to their UCL email address with a request to accept the claim. The student can approve the claim, by clicking Approve, then sending the new email that appears:

Mon 10/08/2020 14:47  
MyFinance Workflow Mailer <ebsuatimap@ucl.ac.uk>  
Action Required: Expense UCLXEXP451274 (50.00 GBP) has been submitted on your behalf

To: ☐ Grant, Claire  
If there are problems with how this message is displayed, click here to view it in a web browser.

Notification Detail.html  
795 bytes

---

From: Morrissey, Eleanor  
To: Grant, Claire  
Sent: 10-Aug-2020 13:45:31  
Due: 15-Aug-2020 13:45:31  
ID: 10480362

Person: Grant, Claire  
Cost Center: A01  
Purpose: Travel to field trip  
Report Total: 50.00 GBP

**Instructions**  
Please review and approve or reject this expense claim.

**Cash and Other Expenses: Business Expenses**

Details	Line	Date	Expense Type	Merchant Name	Reimbursable Amount (GBP)	Justification	Imaged Receipt Required
	1	01-Aug-2020	Train Ticket - UK	Train	50.00	Travel to field trip	<input checked="" type="checkbox"/>

**Expense Allocations**

Project Number	Task Number	Award Number	Funding Source	Project Expenditure Organization	Cost Center	Amount
501903	100	156780	UNIVERSITY COLLEGE LONDON	D05 Div of Psychology & Lang Sciences	D39	50
Total						50.00

**Approval Notes**

Note	Author	Date	UCL Approval Group
No results found.			

**Action History**

Num	Action Date	Action	From	To	Details
1	10-Aug-2020 13:45:31	Submit	Morrissey, Eleanor	Grant, Claire	

**Related Applications**  
[Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

---

**Send**

To: ebsuatimap@ucl.ac.uk  
Cc:  
Bcc:  
Subject: Action Required: Expense UCLXEXP451274 (50.00 GBP) has been submitted on your behalf

Action: 'Approve'  
Note: ''  
NID[10480362/211994691082185718686141259572515966817@WFMAIL]

The claim will then be routed for financial approval and payment.