

Digital Visitor Expenses

UCL Department Guidance

For help or assistance, please contact the One Desk Finance team at <u>myfinancehelp@ucl.ac.uk</u>

Introduction

From September 2023, UCL Finance are launching new functionality which enables external visitors to follow a fully paperless process for the submission of expense claims. UCL departments will use this new process to replace the previous manual process for approximately 15,000 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 visitor (all claims must be submitted by the claimant, it is not possible for departments to submit on the visitor's behalf due to GDPR and fraud prevention rules).
- Remains department led, ensuring that visitors 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.

The digital process uses a newly developed portal which enables the UCL department to invite a visitor to use the service, then allows the claimant to register with their bank details and submit an expense claim. Following acceptance by the UCL department, the claim is interfaced into iExpenses where it can have cost codes applied (similar to purchasing cards) and submitted for financial approval.

This guide explains the step by step process for: giving a visitor access to the new external visitor expenses service, accepting a claim following submission and coding the claim via iExpenses. A separate guidance document has been created to explain the process for the visitor making a claim.

It may be the claimant is a person with a disability or health condition and they are unable to this digital process. In such cases, please contact the Expenses Team in Accounts Payable, who can advise on an off-system exceptional claim process.

Invite a visitor to claim

Before a visitor can make a claim, the UCL department needs to give permission for them to use the service. The portal is not open to everyone who can access the UCL webpages to prevent fraud. The person inviting the claimant should be the same person who will accept and code the claim in iExpenses. The system identifies who the claim should be sent to as the same person who invited the claimant.

1. Click link <u>https://app.ucl.ac.uk/ExternalVisitorInvitation</u> to invite visitor. The screen below will appear, log in using your standard UCL log in (recommend using Edge or Chrome internet browsers):

(1) You will not get prompted to log on again, if you have already authenticated with Single Sign on in your current session for any UCL Single Sign on service. This is expected.



2. Click Invite Visitor:

External Visitor Invitation My visitors Invite visitor	
Welcome to External Visitor Invitation	For guidance on how to use the external visitor expenses service please download ou user guid
UCL's External Visitor Invitation (EVI) allows you to invite people who are external to UCL to use or creates accounts in Active Directory (AD) and handles user authorisation by managing the role gr	certain UCL services and applications. It manages the invitation and account claim process, roups associated with their AD account.
Invite	visitor

3. Enter visitor details. Ensure the UCL service selected is 'External Visitor Expenses service' Click Send:

lew invit	ation	
invite a visitor to use	a UCL service please fill in the	form below and click 'Send'
Visitor details		
First name: *		-11
Joe]
Surname: *		
Smith		
Email address: *		
UCL service: *		,
	vnenses service	~

4. Screen below will appear detailing visitor. (Please note the expiry date will move to the future when the external visitor registers with the service):

External Visitor Invitation My visitors	Inuite visitor			CL	
y Visitors				New in	vitation
Inactive	Service	Status	Access Expiry	Sponsor	

5. Email should be received to UCL email account confirming invitation has been sent:



UCL External Visitor service

Please note replies to this address will not be monitored. For any technical support or service inquiries please contact t.eidon@ucl.ac.uk.

<< Process now goes to claimant – see External Visitor Guidance>>

Accepting a claim following submission by visitor

When the visitor has submitted their claim, the UCL department needs to 'accept' the claim as valid and appropriate before it can be interfaced into iExpenses in MyFinance.

6. An email will be sent to the person who invited the visitor to claim, asking them to log into the External Visitor Expenses service to review and accept the claim. Click link:



7. Enter your UCL credentials to sign in:

① You will not get prompted to log on again, if you have already authenticated with Single Sign on in your current session for any UCL Single Sign on service. This is expected.



8. Click View all claims awaiting review :



Welcome to External Visitor Expenses



9. All claims entered will appear for review. Click **Review** for the relevant claim:

UCL External Visitor Expension	ses Home Review expense claims			Log out G
Expense clain	ns for review			Q Search
Description 🗢	Claimant 🗢	Status 🗢	Total 🗢	
EM test 04.04.22		Awaiting acceptance	£205.84	Review
EM test 2 04.04.22		Awaiting acceptance	£100.00	Review

1 to 2 of 2 items

Review details of expense claim and receipt to ensure they match the claim submitted:

UCL External Visitor Expenses Home Review expense claims			Log out
eview expense claim			Back
Claim summary - Joe Smith			^
Claim description:	Address: *	Bank account:	
Claim description: EM test 04.04.22	Address: * Home - E4 7DD	Bank account:	*
Claim description: EM test 04.04.22	Address: * Home - E4 7DD Payment currency:	Bank account: Current - ****5678 UCL contact:	v 1

RECEIPT FOR TESTING

10. Click Accept. The claim will then be interfaced into iExpenses.

If you have any queries for the claimant or there are any discrepancies, you can **reject** the claim, add notes and send back to the claimant. The claimant will then receive an email with the notes asking them to add or change information:

Date 🗢	Туре 🗢	Justification 🗢	Amount 🗢								
01 Mar 2022	Airfare - Europe	Travel to UCL	€248.00 (£205.84)	Review details							
1 to 1 of 1 items	to 1 of 1 items										
		Ассер	t								
Reject											

Total: £205.84

Coding and submitting the claim

12. Log into MyFinance <u>www.ucl.ac.uk/myfinance</u> :

ORACLE Access Manager		
		Welcome
	Enter your Single Sign	-On credentials below
	Username:	
	Password:	
		Login

13. Go to Internet Expenses:



14. Click Create Expense Claim:

	xpense Reports	۲	\bowtie	0	🏠	*	\$	•					
Expenses													
Expenses Home Search	1 Expense Claims Credit Card Transacti	ons Delegate Search Paymer	its										
Expenses Home													Create Expense Claim
Submitted Expense	Claims												
The following expense clair	ns are either outstanding or have been paid	in the last 30 days.											
Claim Number	Submission Date	Status	Days Inactive Current Approver	Receipts Status			Claim	Total (GB	P) Purpos	se	Dupli	cate	Withdraw
No results found.													
If the status is Pending	/our Resolution, you were sent a notification	explaining the required action.											

15. Enter purpose and choose Expense Template as UCL Visitor Template. Please note it is very important to select the correct template. Click Next:

Create Expense Claim: Claim Hea 🗙	G print screen of only o	ne monito: × +													- ø ×
\leftarrow \rightarrow C \textcircled{a} https:/	/ebscorepp-uat.adcom.uc	.ac.uk:4446/OA_HTM	/L/OA.jsp?OAFunc=OIE0	CREATEPAGE&_ti=	1976571761&oapc=4	l&coas=8BP62Bs38uo73sl	indLDTQ							A	🔥 🏫 🖨 🔐
	orts							۲	⊠	?	1 🏫	*	٢	1	
Expenses															
Expenses Home Search Expense Claims	Credit Card Transactions	Delegate Search	Payments												
					0		0								0
Claim Header	Cre	dit Card Transactions			Credit Card Expenses		Claim Lines			C	laim Accounti	ng			Review & Submit
(i) Information															
1. You have 0 card or visitor transactions to p 2. You have 4 card or visitor transactions to p	process for the current expension of the curre	e template/reimburseme	ent currency combination.												
Create Expense Claim: Claim	Header														Save Cancel Step 1 of 6 Next
Claimant [®] Purpose EXPERTEL Expense Template UCL Expanse Reimbursement Currency UCL Expanse Additional Information [™] Reimbursement Account [™] Reimbursement Account [™] Reimbursement Account [™] Ruma [™] Ruma	At 19 05 22 te Claim Claim	aet up. am : UCL Student Expe	9. Index Update Reimbursene	Int Bank Account											
Convigent (c) 1009-2021. Oracle and/or its affiliate	o All rights recorded														Drivour Statement
Copyright (c) 1998, 2021, Oracle and/or its amiliate	is. All rights reserved.														Privacy Statement

16. This process is similar to the purchasing card process. Each visitor is set up as a 'credit card' and each of the claims associated with that card, can be picked from the drop down menu titled 'Current Transactions for Account'. Pick the claim that was submitted, ensure all lines are ticked under transaction date, then click **Next**:

			• 🛛 ?	i 🕯 🛧 🌣 🌲	
Expenses					
Expenses Home Search Expense Claims Credit Card Transa	ctions Delegate Search Payments				
General Information	Credit Card Transactions	Credit Card Expenses		Expense Allocations	Review
Create Expense Claim: Credit Card Transact	ions			<u>S</u> a	ve Cancel Back Step 2 of 5 Next
Current Transactions for Account EV: Smith, Joe joe smith 1956 Select each transaction to add to the expense report.	leoutlook.com 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Transaction Amount Merchant Name	Location		Billed Amount (GBP)
2 01-Mar-2022	79	248.00 EUR BA			205.84
♂ TIP To dispute a transaction, use the Credit Card Transactions tab.					

17. Tick all lines on the left hand side. Click **Next**:

				• • •	1 🏦 ★ 🌣	↓ ⁶⁰	
Expenses							
Expenses Home Search Expense Claims Credit C	ard Transactions Delegate Search Payments						
General Information	Credit Card Transactions		Credit Card Expenses		Expense Allocations	Re	o eview
Create Expense Claim: Credit Card E	xpenses					<u>Save</u> Cancel Back Step	3 of 5 Ne <u>x</u> t
UCL Purchasing Card Holdens: Please make sure you do not mix Purchasing Card el UCL Corporate Card Holders: Please ensure that any TRANSACTION FEE 1.19% I Business Expenses	ntry with Corporate Card or Cash claims is marked as Personal Expenditure.						
Line Date	Receipt Amount Expense Type		Merchant Name	Justification		Reimbursable Amount (GBP)	Details
2 1 01-Feb-2022 1%	40.00 GBP Meals - Breakfast UK (Subsistence)	~	Merchant not required	EV joe.smith1956@outlook		40.00	
					Total	40.00	

18. Enter the PTA codes for each line. Please use codes you are a key member of. Click Next:

	RACL	€° Expense Rep	ports							•	× (? ∣ î	*	\$ ↓ [™]	
Expenses															
Expenses Hon	ne Sea	arch Expense Claim	s Credit C	ard Transactions	Delegate Se	arch Payments									
	4	0				0		0							
	Claim	Header			Credit C	ard Transactions		Credit Card Expenses				Accounting		Review & Submit	
Create E	xpens	e Claim: Acco	ounting											Save Cancel Back Ste	p4of5 Next
Use the Proje	ect (Resear	ch Grant) tab to char	ge your expens	ses to a research	project. These lines	will be routed to the project Mana	ger (or Expenses Mana	ager) and the departmental Authorised Signatory for a	approval.						
- Indicates	required to	eid													
Select Clair	an only upt	late expense mes wi	Revert	My Allocations	Ann	lu l									
Expand All	Collapse A	opuate Anocations	Reven	My Allocations	A Obb	y									
															
- Focus	Line	Payment Method	d Date	Expense Type	Receipt Amount	t Reimbursable Amount (GBP) Merchant Location	n Justification	Project	Tas	¢	Award			
	All					205.84									
-				_					501903	Q 100		156780	9		
		1 Credit Caro	01-Mar-2022	Airfare - Europe	248.00 EUR	205.84	BA	EV joe.smith1956@outlook.com Ln1 Travel to UCL	D39 FC&A	UCL		UCL Core			
TIP If you	are comple	ating a Season Ticket	Loan claim the	an you do not nee	d to make any char	ges to this page and can proceed	to the review and subm	nit stage by clicking the Next button. In all other cases	s you will need to decide	what proje	ct to charg	e your claim line	to.		

19. Click **Submit**. The claim will be sent to a signatory using the standard iExpenses approval hierarchy used for staff and student claims:

	nse Reports				0 🗆 🎓 🛧 🌣	1 ⁰⁰					
Expenses											
Expenses Home Search Exper	se Claims Credit Card Transactions Delegate Search Paym	ients									
Previous	Previous Claim Accounting Review & R										
🔥 Warning											
This expense claim may conta	n policy violations, please use the warning icons to review. Please return	n to the previous page to update the details of an expense line, or e	nsure that you have included deta	iled comments to explain the nature of yo	ur claim so it may be processed promptly.						
Create Expense Claim	Create Expense Claim: Review										
Review the expense claim below be	fore submission.										
UCL Expense Claim Sub	mission Instructions										
General Claim Submission Inst	ructions:										
Please attach all required receipt	images using the + sign below. Physical paper receipts & documentatio	n are no longer required to be sent to Accounts Payable; your claim	will automatically be sent to your	department approver(s) and Accounts Pa	yable (apexpenses@ucl.ac.uk).						
The specified approver(s) will be	notified by email and will need to approve your claim. In some cases Ac	counts Payable will have to review your claim and if necessary cont	act you for further information prio	r to processing your payment.							
You will be notified by email if and	when:										
 Your claim is approved (or rejec Your bank has been instructed t 	ed) (or further information is required) o credit your account										
UCL Season Ticket Loan Claim	Submission Instructions:										
Using the + sign below, please at	ach with your application either:										
1) a URL link to the web page shi	wing the cost of your season ticket e.g. http://www.tfl.gov.uk/tickets/144	16.aspx or,									
Additionally, where you are renew	ing a season ticket, attach either:										
1) a scanned copy of your previou	is ticket or,										
 where no ticket is available (eg Very slaim will externationly be a 	 oyster card, lost ticket), a scanned receipt, bank or credit card stateme ret to UD for exercised 	nt, showing proof of purchase									
Your claim will automatically be s	Int to HK for approval.										
- Your claim is approved (or relec	ed) (or further information is required)										
- Your bank has been instructed t	o credit your account										
General Information											
Name		Imaged Receipts Status Not Require	d								
Expense Dates 01	FEB-2022 - 01-FEB-2022	<i>[</i>] +									
Cost Center A0 Purpose Te	1	Reimbursement Account									
Original Receipts Status No	Required	Report Total 40.00 GBP		-							
		Reimbursement Amount 0.00 GBP									
Expense Lines Expense Alloca	tions Weekly Summary Approval Notes [0] Approvers										
Business Expenses											
Credit Card Expenses											
Warning Date	Receipt Amount Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Receipt Missing	Reimbursable Amount Details				
			Marked a factor for d				(GBP)				
(1-Feb-2022	40.00 GBP Meals - Breaktast UK (Subsistence)	EV joe.smith1956@outlook.com Ln1 Meal ay UCL	Merchant not required			Tetel	40.00				
						Tota	40.00				
					Corporate Card/ Cash and	Visitor Business Expense I Other Business Expense	.s 40.00 2s 0.00				
						Expense Report Tot	al 40.00 GBP				
					Comorato Card	Visitor Puninose Expone	40.00 001				
					Corporat	te Card Personal Expense	s 0.00				
					Corporate Card It	emized Personal Expense	.s 0.00				
					Company Paying to	o Credit Card Issuer/Visit	or 40.00 GBP				
					Cash and	Other Business Expense	rs 0.00				
					Corporate Corporate Card It	te Card Personal Expense emized Personal Expense	rs 0.00				
					Corporate Card In	Deimburgen st	0.00				
						Reimbursement to Yo	-u 0.00 GBP				

Searching for Claims Via iExpenses & Invoice Enquiry

Similarly to employee and purchasing card claims, the status of the claims can be tracked via iExpenses. It will be marked as a 'UCL Visitor Expense' and the claim justification will be prefaced with 'EV' and the name of the external visitor.

The claim is associated with the UCL staff member who accepted and coded the claim. When the claim is imported into Accounts Payable, it creates an invoice for 0.00 against the UCL staff member and a payment invoice for the claim amount under the external visitor's name.

To view the linked transaction from Invoice Enquiry, go to the Tools menu and select Card Associations, this will display the linked record:

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	/iew Scanned Card Associati பி	Invoice - E ons roice Head	DRM I I Ier - Invoice E	bles Administration) Entry AP					Batch Actua	I Total		
	Op.	Type Expens	PO #	Supplier Name		Supplie 228314	Site Office	Invoice Date 07-JUN-2023	UCLXEXP616580	Invoice Amount	Inv. Cu GBP	Pa
		1 Genera	d 🗌	2 Lines	3 Ho	lds	4 V	iew Payments	5 Scheduled Payments	6 View Prepayme	ent Appli	cat
	Pre	nmary R epayments Wi	Items	87.72	GBF	unt Paid	1	0.00	atus Status Accounted Approval Holds Scheduled Pavment Holds	Validated Yes Not Required 0		
	CLE								Scheduled Fayment Holds			

Expense Claims/Payment Requests

Payment Requests



Expense Claims

Invoice Number	Invoice Amount	Invoice Date
UCLXEXP616580	87.72	07-Jun-2023

🛃 Oracl	e Applica	ations - I	EBSLIV	Dan	orto	Mindow	r Lloin										
Line guit giew Poine Tous Reputs window in View EFT Details View Invoice Overview IL Tax Details Award Distribution View Scanned Invoice - EDRI Card Associations				L Paya	🗴 l 🧀 🌍 🖉 🍫 ables Administration)	1 ?				Batch Actu	ual Total						
				ß	Invo	oice Head	der - Invoice f	Entry AP									
				(Op.	Туре	PO #	Supplier Name	5	Suppli	Site	Invoice Da	te Invoice #	Invoice Amount	Inv. Cu	Pay G	
					JCL	Paymer					EVESITE	01-AUG-20	023 1571429-01-AUG-2	87.72	GBP	EXTER	
						1 Genera	al C	2 Lines	3 Hold	ds	4 Vie	w Payments	5 Scheduled Payments	6 View Prepaym	ent Appl	lications	
			S	Sumr	mary			Amou	nt Paid	1		Status					
				Items Retainage			Items	87.72	GBP			87.72	Statu	s Validated			
							letainage						Accounte	ed Yes	Yes		
			Prepayments Applied								Approv	al Not Required	Not Required				
						Wit	thholding						Hold	te II			
\equiv	C	DR.	AC	:L€	Ξ.												

Expense Claims/Payment Requests

Payment Requests

Invoice Number	Supplier	Invoice Amount	Invoice Date	Amount Paid
1571429-01-AUG-23	F	87.72	01-Aug-2023	87.72

Expense Claims

Invoice Number	Invoice Amount	Invoice Date
UCLXEXP616580	87.72	07-Jun-2023