Digital Visitor Expenses

UCL Department Guidance

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

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 https://app.ucl.ac.uk/ExternalVisitorInvitation to invite visitor. The screen below will appear, log in using your standard UCL log in (recommend using Edge or Chrome internet browsers):
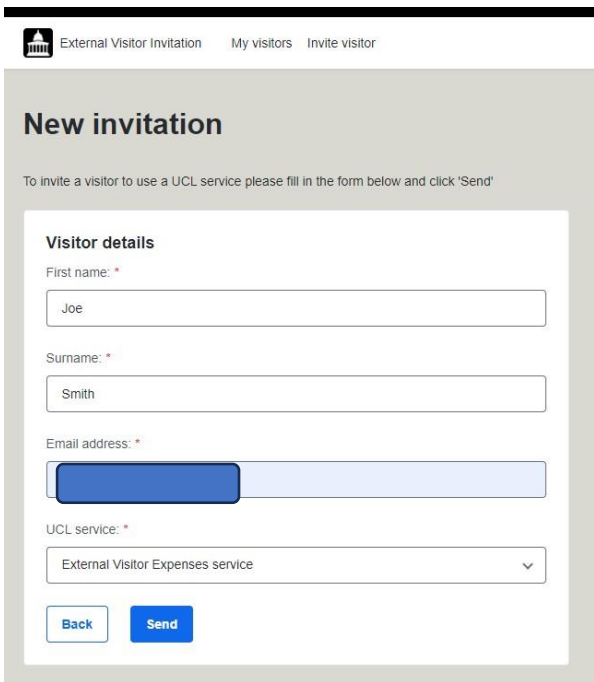
ⓘ You will not get prompted to log on again, if you have already authenticated with Single Sign on in your current session for any UCL Single Sign on service. This is expected.
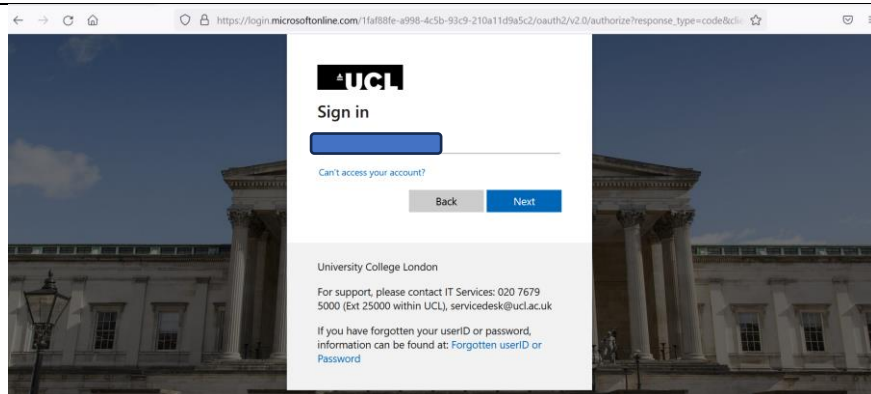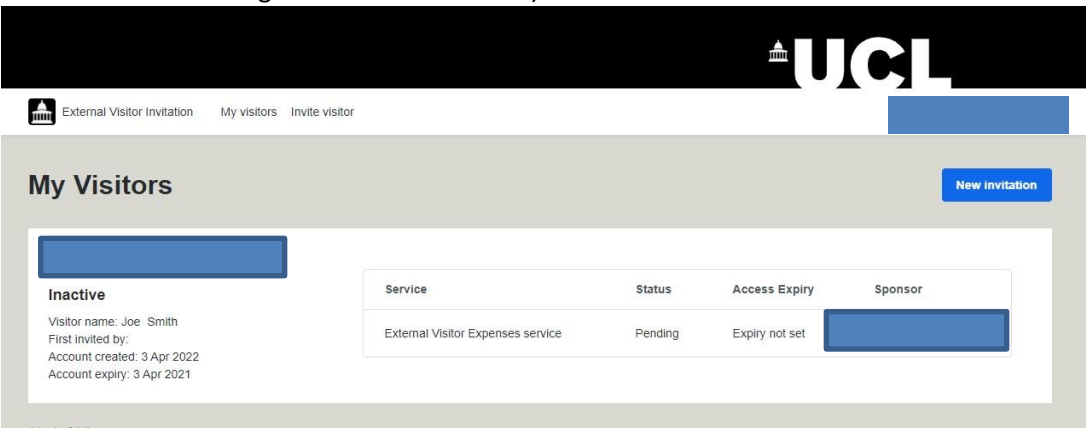
2. Click **Invite Visitor**:
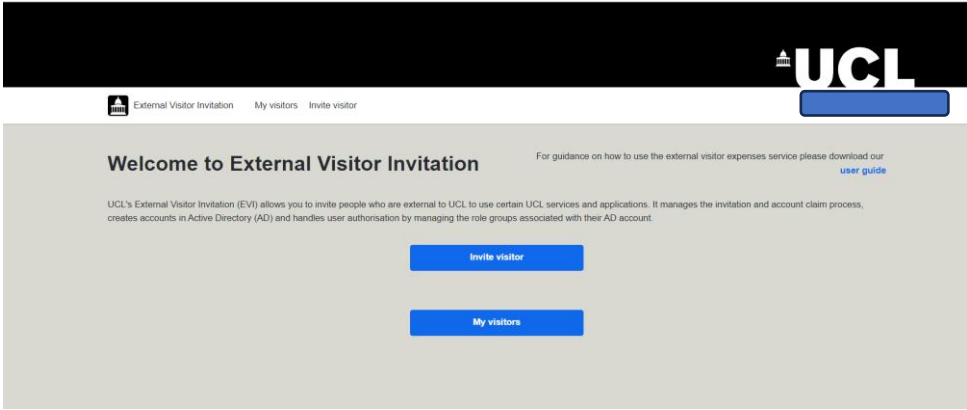
3. Enter visitor details. Ensure the UCL service selected is '**External Visitor Expenses service'** Click **Send**:

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):

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


<<Process now goes to claimant – see External Visitor Guidance>>
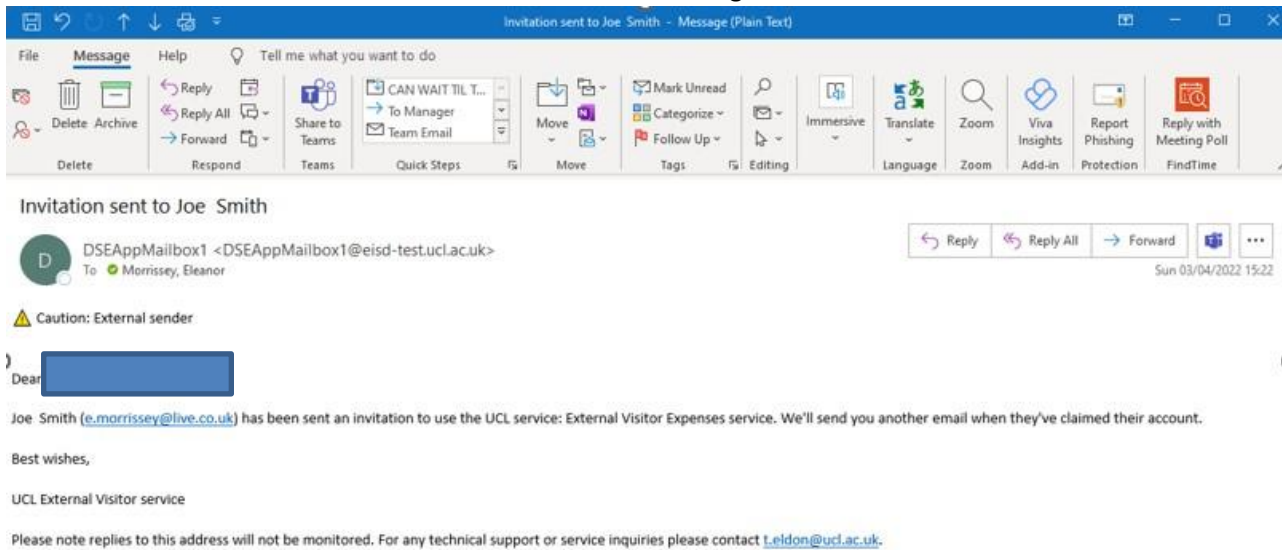
Accepting a claim following submission by visitor

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:
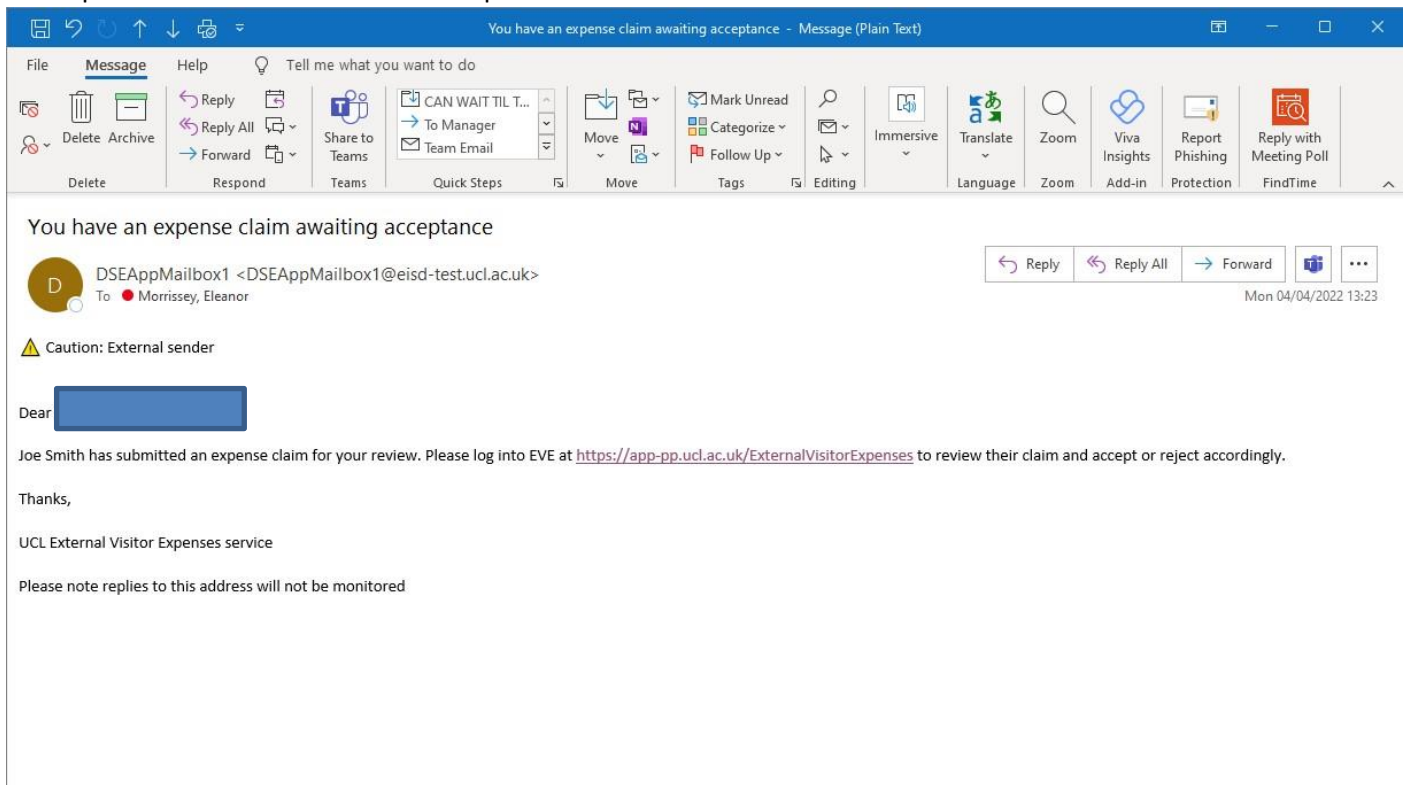
7. Enter your UCL credentials to sign in:

> ⓘ 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.
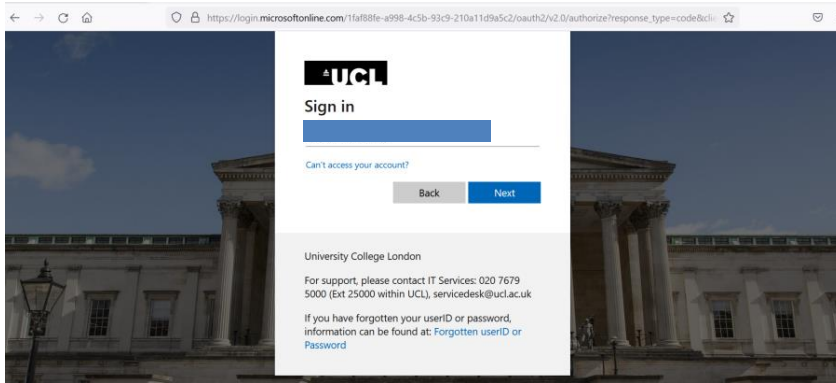
8. Click **View all claims awaiting review**:

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

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:

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 ⬍	Type ⬍	Justification ⬍	Amount ⬍	
01 Mar 2022	Airfare - Europe	Travel to UCL	€248.00 (£205.84)	**Review details**

1 to 1 of 1 items
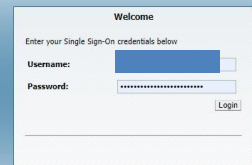
Accept
Reject

Total: £205.84

Coding and submitting the claim

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

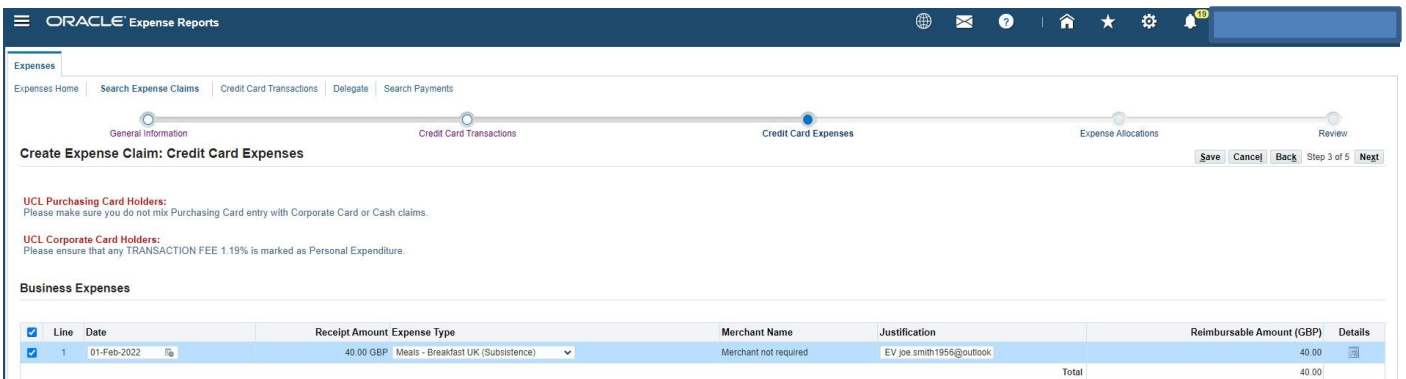13. Go to Internet Expenses:

14. Click **Create Expense Claim**:

15. Enter purpose and choose **Expense Template** as **UCL Visitor Template. Please note it is very important to select the correct template.** Click **Next**:
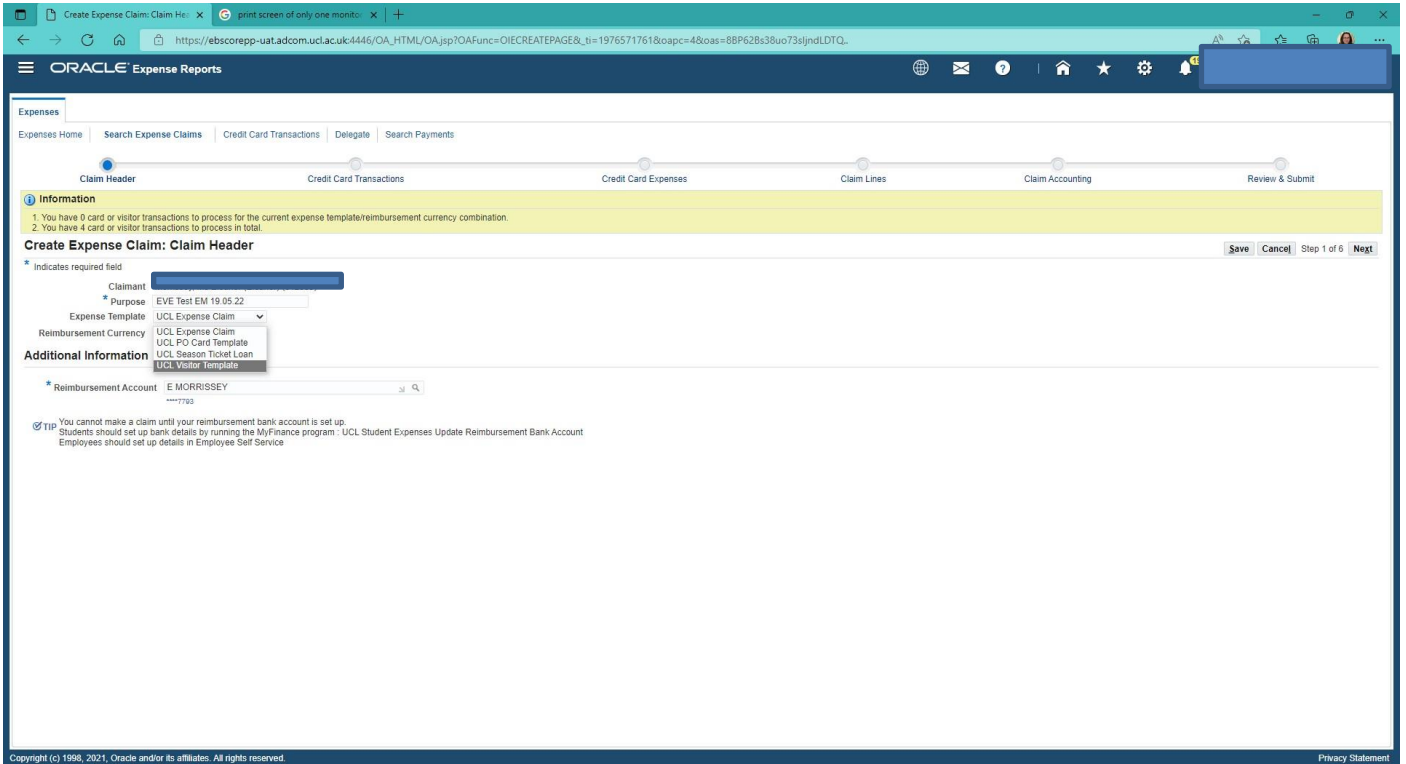
16. This process is similar to the purchasing card process. Each visitor is set up as a 'credit card' and each of the claims associated with that card, can be picked from the drop down menu titled 'Current Transactions for Account'. Pick the claim that was submitted, ensure all lines are ticked under transaction date, then click **Next**:
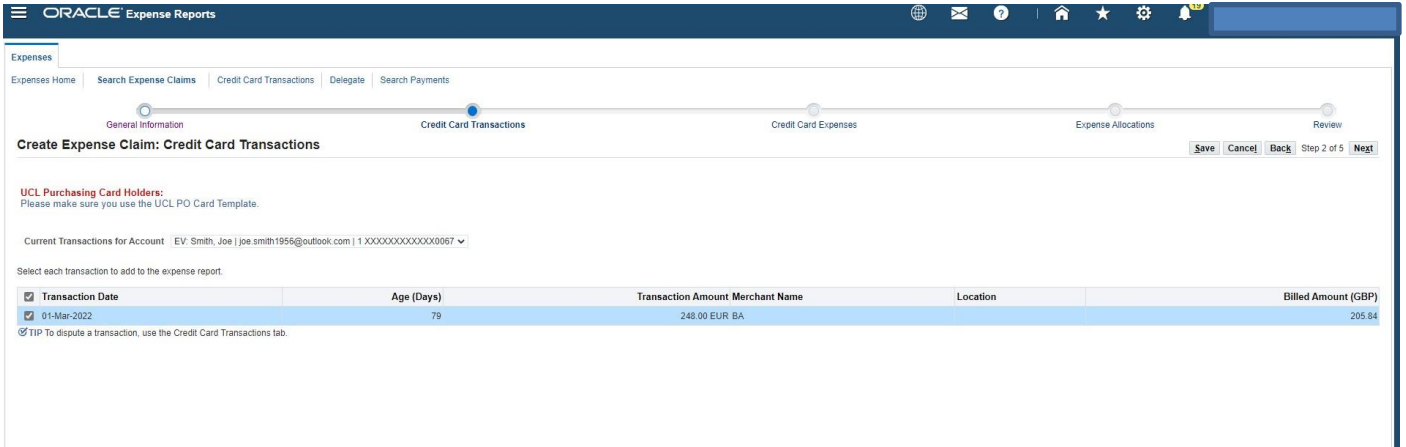
17. Tick all lines on the left hand side. Click **Next**:

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

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

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:

Oracle Applications - EBSLIV

File Edit View Folder Tools Reports Window Help

View EFT Details
View Invoice Overview
IL Tax Details
Award Distribution

View Scanned Invoice - EDRM
Card Associations

(UCL Payables Administration)

Batch Actual Total [   ]

Invoice Header - Invoice Entry AP

Op.	Type	PO #	Supplier Name	Suppli	Site	Invoice Date	Invoice #	Invoice Amount	Inv. Cu	Pay Gr
UCL	Paymer				EVESITE	01-AUG-2023	1571429-01-AUG-23	87.72	GBP	EXTER

1 General	2 Lines	3 Holds	4 View Payments	5 Scheduled Payments	6 View Prepayment Applications

Summary
Items   87.72
Retainage
Prepayments Applied
Withholding

Amount Paid
GBP   87.72

Status
Status   Validated
Accounted Yes
Approval Not Required
Holds 0

ORACLE

Expense Claims/Payment Requests

Payment Requests

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

Expense Claims

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