



Finance Transformer
Digital Staff Expenses
General Expense Claim Guide

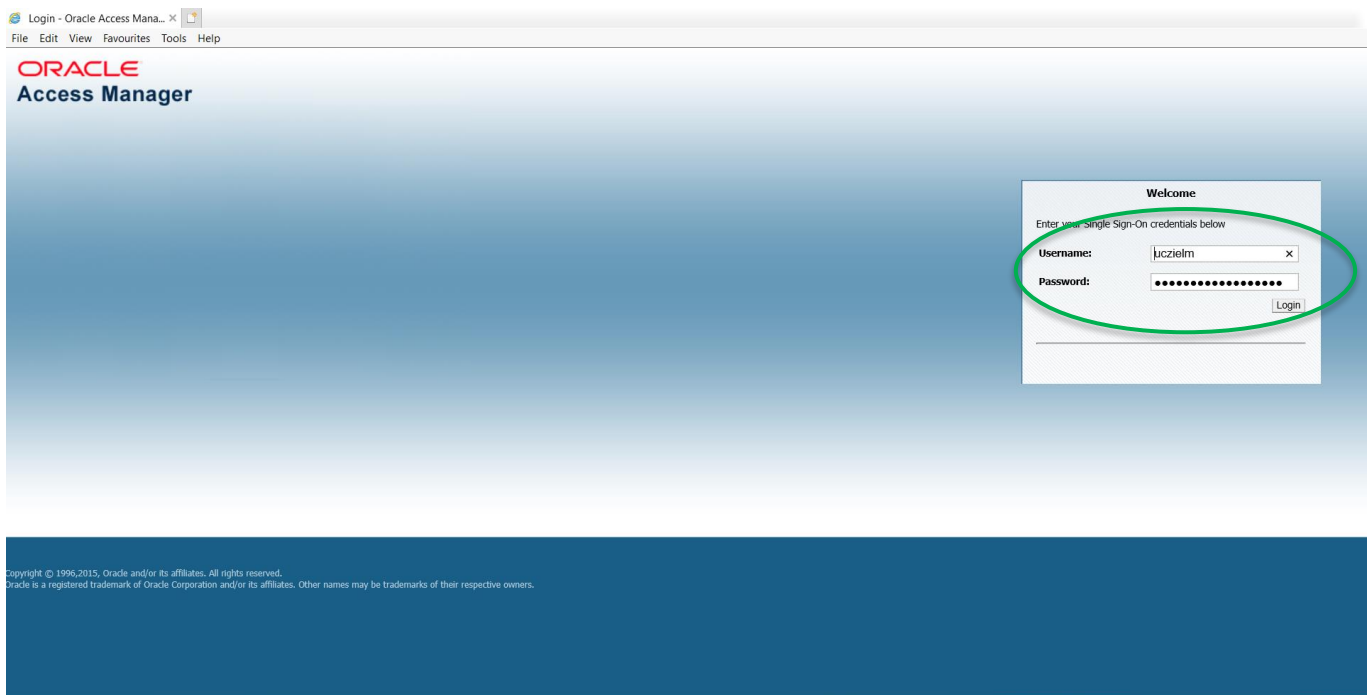
Introduction

From 27 March 2020, staff across UCL will be able to follow a fully paperless process for the submission of expense claims in iExpenses. This enhancement will enable claims to be submitted and processed using receipt images only and will remove the need to submit paper receipts to Accounts Payable.

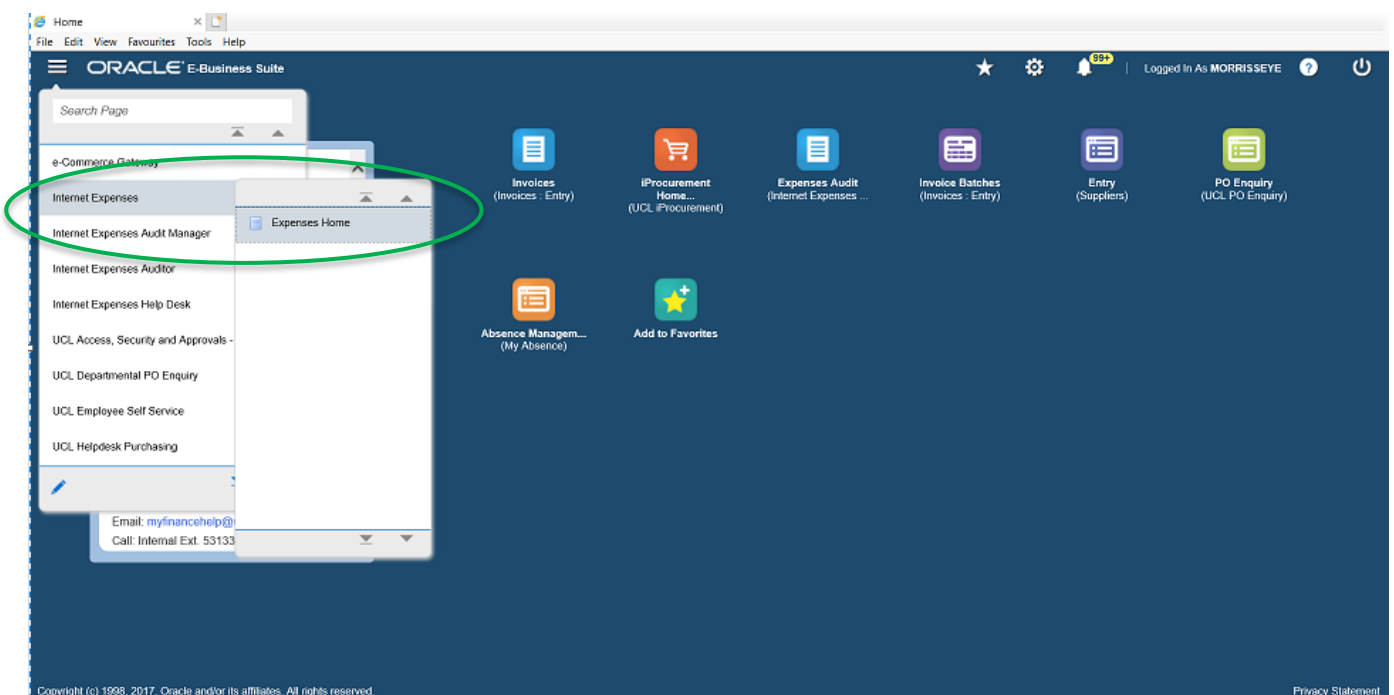
This guide explains the step by step process for making a general expense claim using digital receipt images. Prior to making a claim, please see [UCL Expenses Policy](#) and [Creating Receipt Images - OneDrive for Business Guide](#).

Expense Claim Process

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:

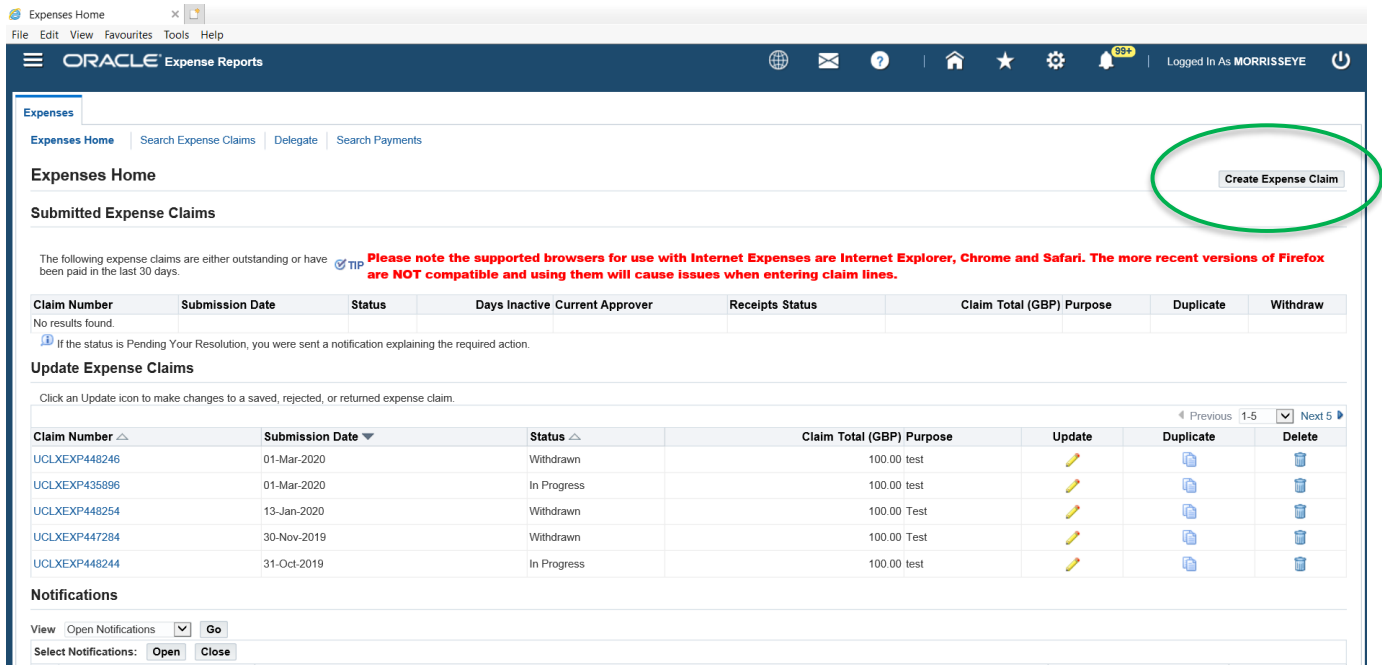


3. From the MyFinance homepage, select **Expenses Home** from the menu:



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 and a preferred approver. Guidance on how to do this can be found at [Setting up Favourite Projects in iExpenses](#) and [Setting up Preferred Approver in iExpenses](#).

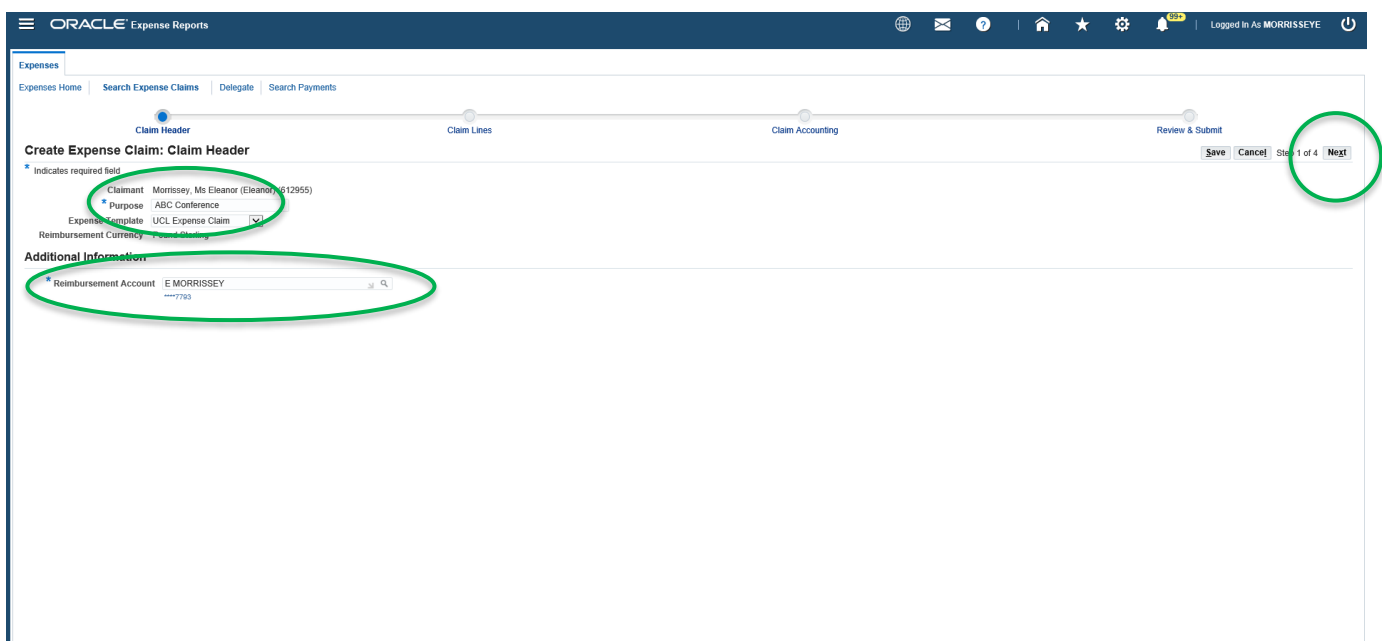
5. Click **Create Expense Claim**:



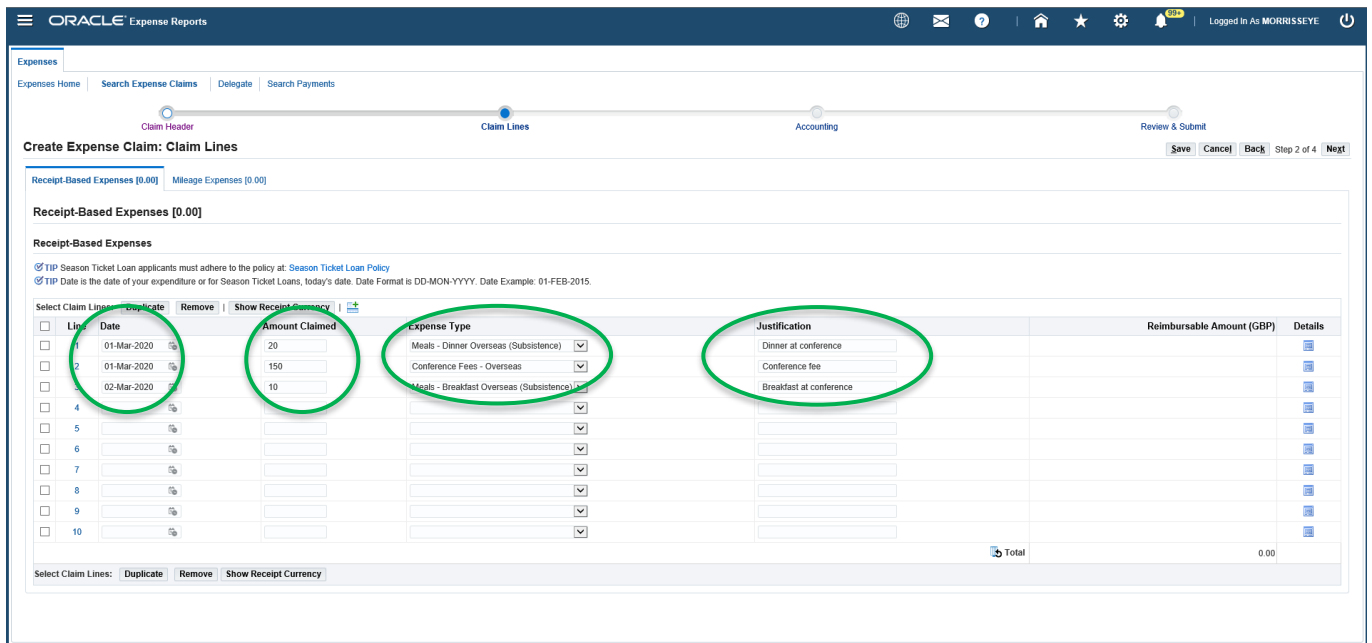
6. Enter the purpose of the claim, i.e. the name of the conference/course/event. Click the **Next** button:

The Reimbursement Account field indicates how you will be paid for your expenses. It will default to the same bank account into which your UCL salary is paid and the last 4 digits of that account number will be displayed.

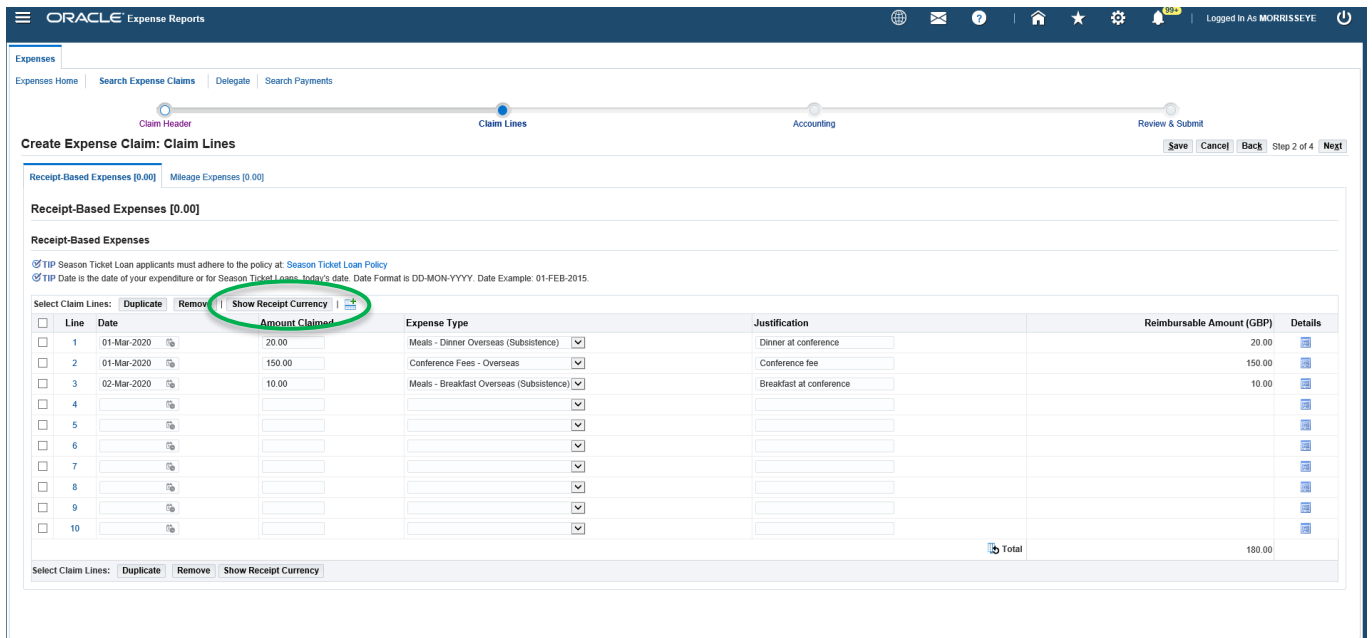
When checking your bank statement to verify that it has been paid, a claim always appears as separate credit item and is never added to your salary. If, however, you have also submitted other expense claims at around the same time, one or more of them might get added together, resulting in one total credit.



- 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 Claims in iExpenses](#)).
- Enter all the lines associated with your claim. Enter the **date**, **amount**, **expense type** and **justification** for each line.



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



10. Select the relevant currency if applicable. Click **Details** tab of each line to ensure that any mandatory information has been included:

Create Expense Claim: Claim Lines

Receipt-Based Expenses [180.00] | Mileage Expenses [0.00]

Receipt-Based Expenses [180.00]

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.

Line	Date	Amount Claimed	Receipt Currency	Exchange Rate	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/> 1	01-Mar-2020	20.00	EUR	1	Meals - Dinner Overseas (Subsistence)	Dinner at conference	20.00	Details
<input type="checkbox"/> 2	01-Mar-2020	150.00	EUR	1	Conference Fees - Overseas	Conference fee	150.00	Details
<input type="checkbox"/> 3	02-Mar-2020	10.00	EUR	1	Meals - Breakfast Overseas (Subsistence)	Breakfast at conference	10.00	Details
<input type="checkbox"/> 4			GBP					Details
<input type="checkbox"/> 5			GBP					Details
<input type="checkbox"/> 6			GBP					Details
<input type="checkbox"/> 7			GBP					Details
<input type="checkbox"/> 8			GBP					Details
<input type="checkbox"/> 9			GBP					Details
<input type="checkbox"/> 10			GBP					Details
Total							180.00	

11. Mandatory fields are marked *. Click **Return** when completed:

Cash and Other Claims: Details for Line 1

Indicates required field

* Expense Type: Meals - Dinner Overseas (Subsistence) | * Justification: Dinner at conference

* Start Date: 01-Mar-2020

* Receipt Amount: 20.00

* Receipt Currency: EUR - Euro | Merchant Name:

* Exchange Rate: | Original Receipt Missing

Reimbursable Amount: GBP

[Duplicate](#) [New](#) [Remove](#) Line 1 of 1 [Next](#) [Return](#)

12. This returns to the Claim Lines screen. The reimbursable amount following currency conversion (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 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)	Details
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					
Total							157.89	

Next

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

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.

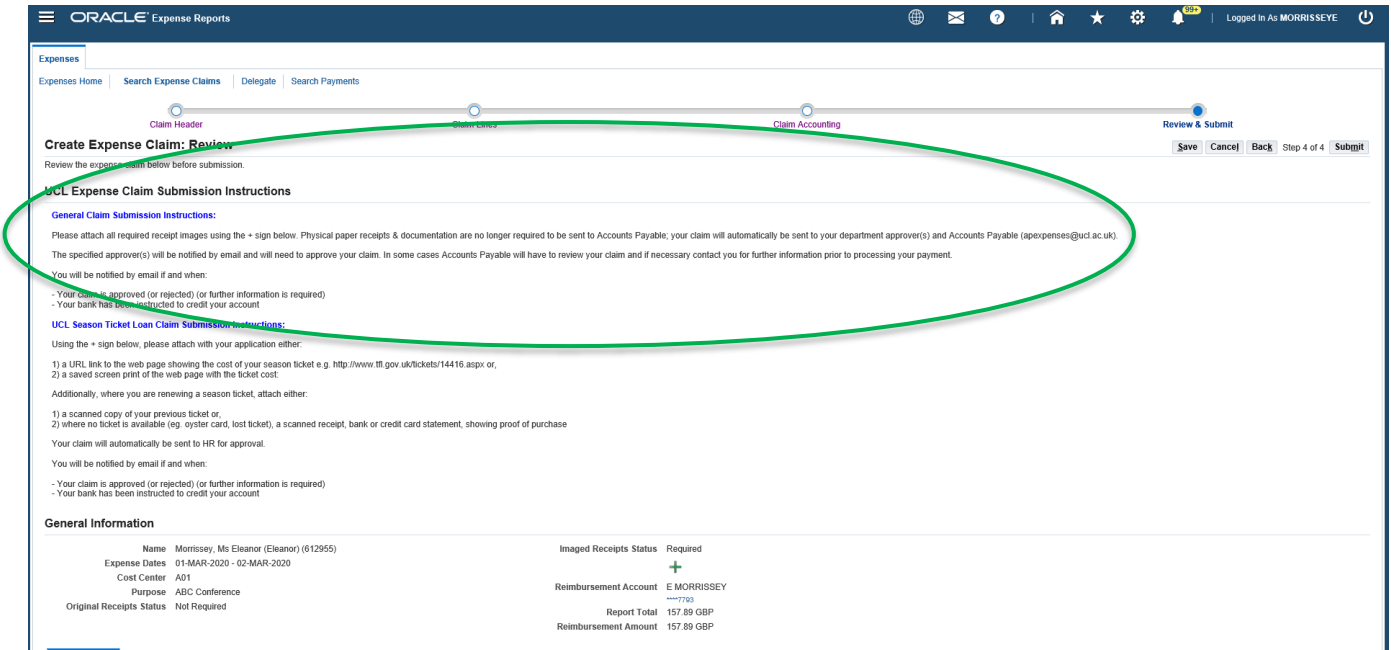
TIP You can only update expense lines with project-enabled expense types.

Select Claim Lines: **Update Allocations** | Revert | My Allocations | Apply

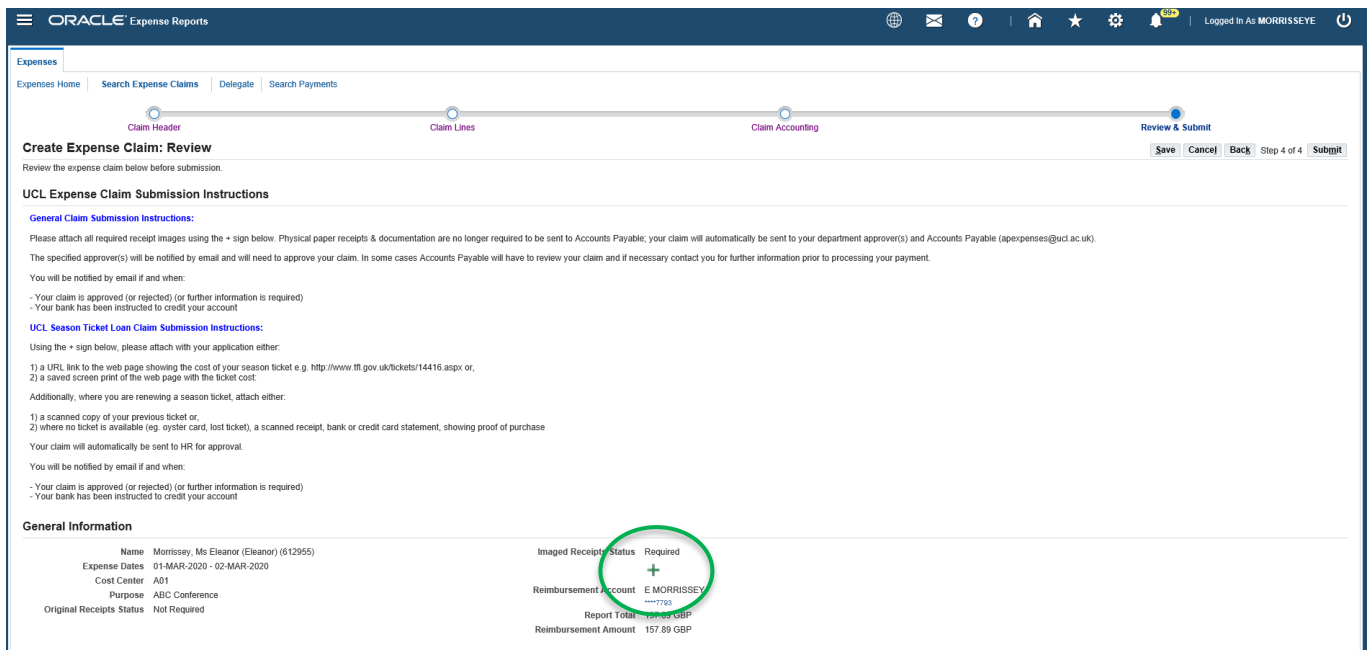
Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (GBP)	Merchant Location	Justification	Project	Task	Award
1	Cash Receipt	01-Mar-2020	Meals - Dinner Overseas (Subsistence)	20.00 EUR	17.54		Dinner at conference	501903 DBS FCAA	100 UCL	156780 UCL Core
2	Cash Receipt	01-Mar-2020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

Next

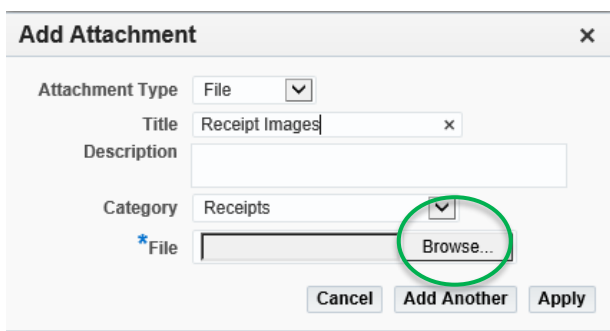
14. Review the claim submission instructions relating to general expense claims:



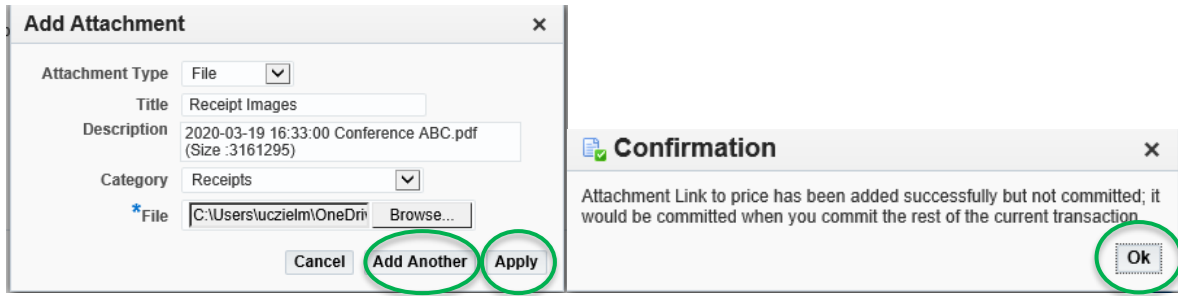
15. Click the + sign to attach the receipt images required for your claim detailed in the instructions. Please see [Creating Receipt Images - OneDrive for Business Guide](#) for best ways to create files to attach to claims:



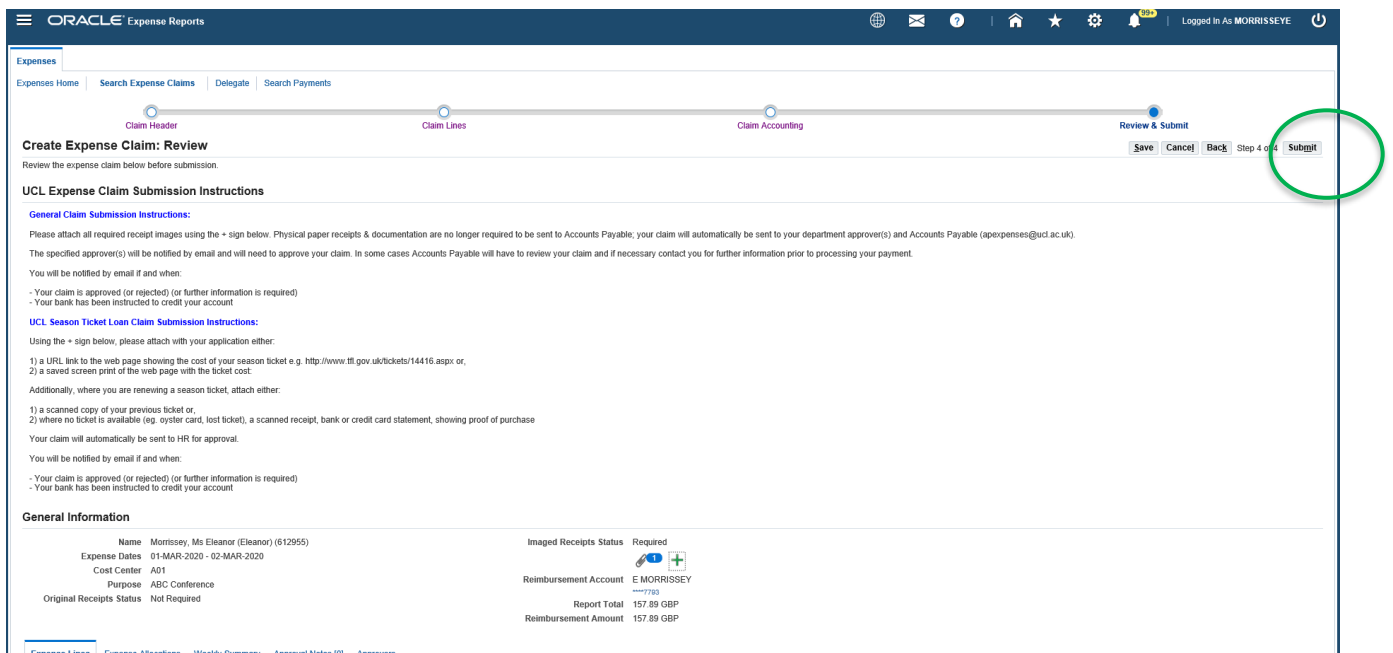
16. Enter a description of the document and click Browse to find the file within your desktop documents. Prior to attaching receipt images, please ensure they are of itemised receipts, not credit card slips and that they are legible:



17. 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**:



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



19. It will be confirmed that the claim has been submitted. The relevant approver(s) (depending on project code used) 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.

