Finance Transformer

Digital Staff Expenses

General Expense Claim Guide

Introduction

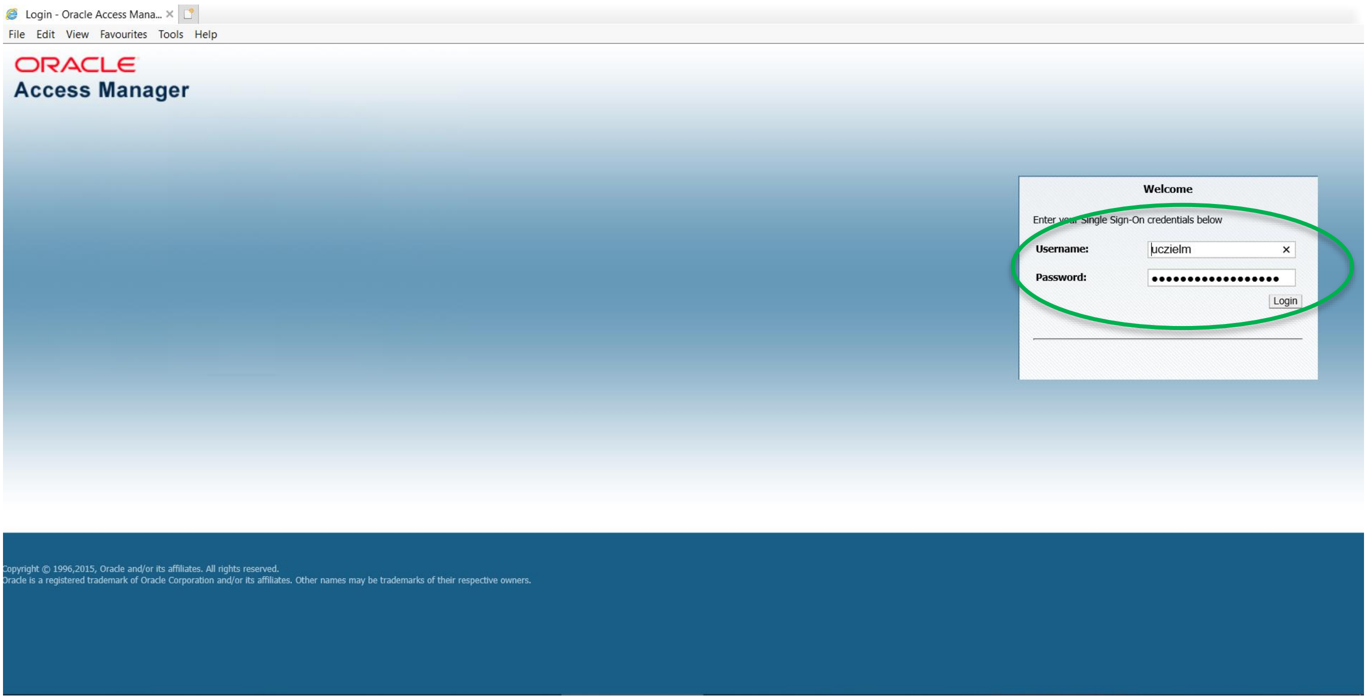
From 27 March 2020, staff across UCL will be able to follow a fully paperless process for the submission of expense claims in iExpenses. This enhancement will enable claims to be submitted and processed using receipt images only and will remove the need to submit paper receipts to Accounts Payable.

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.

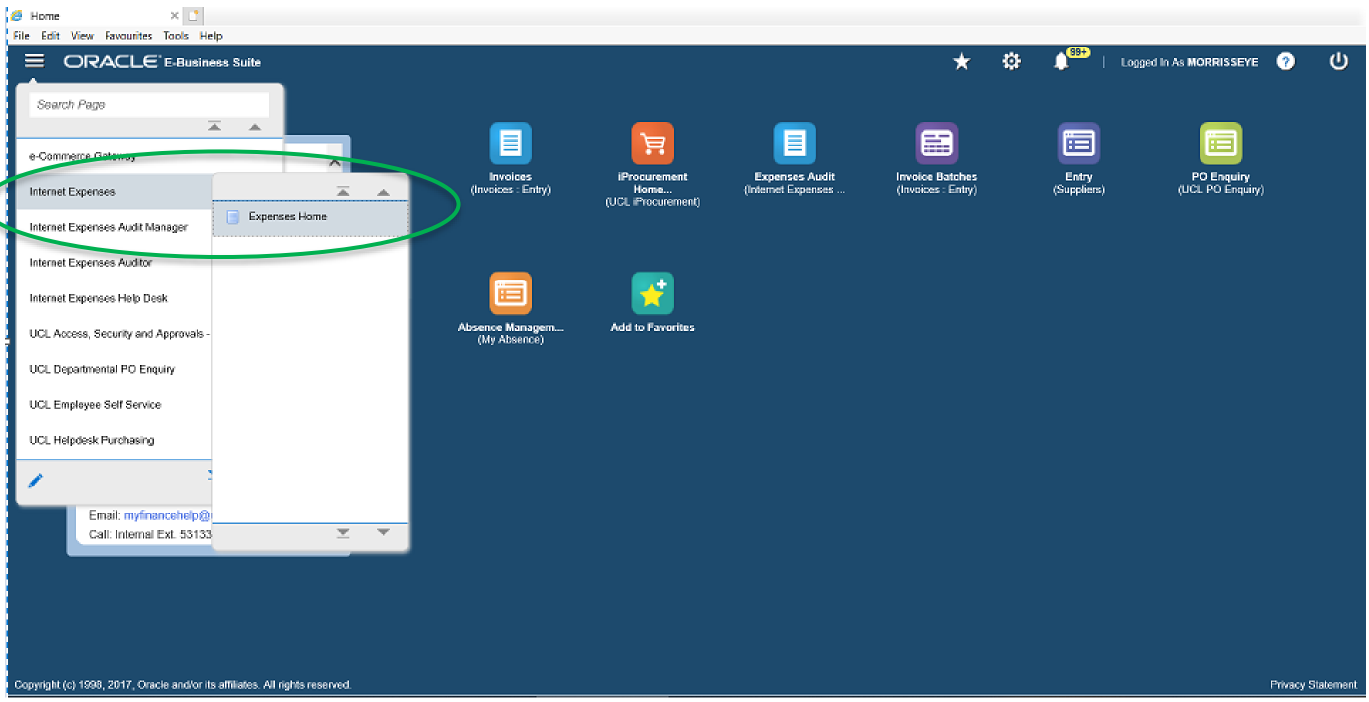
Expense Claim Process

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:

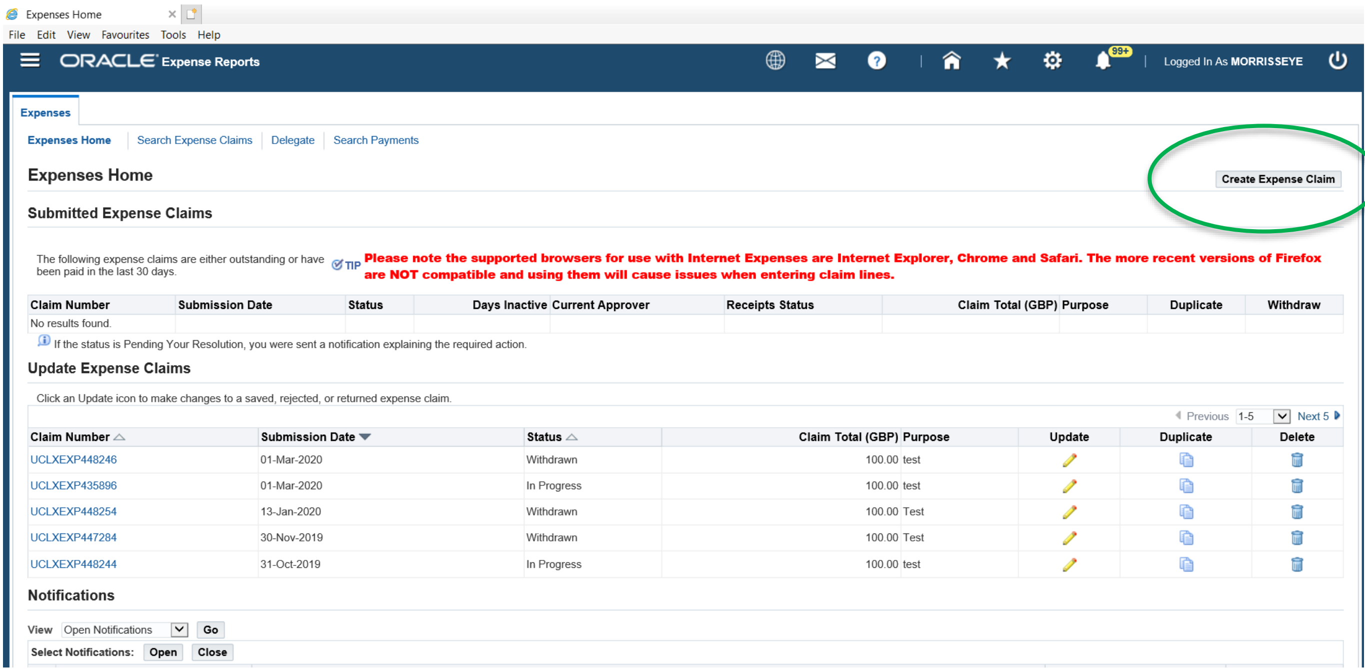


3. From the MyFinance homepage, select **Expenses Home** from the menu:



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.

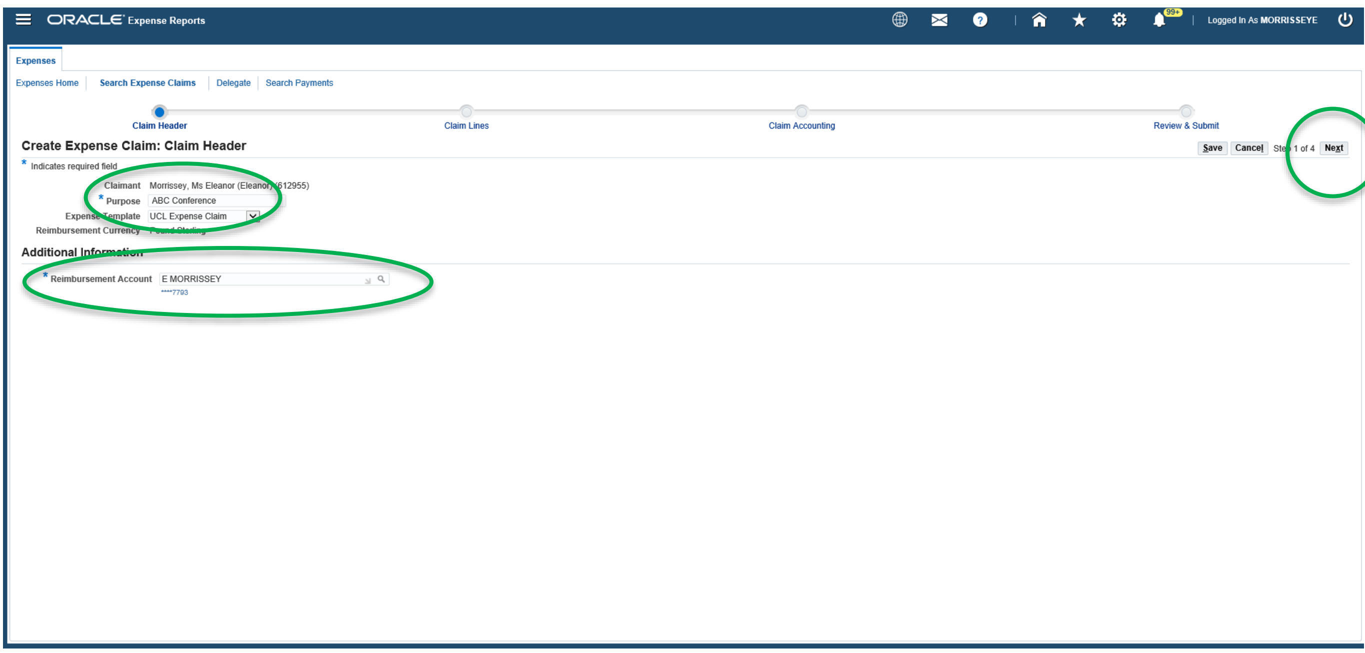
5. Click **Create Expense Claim**:



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

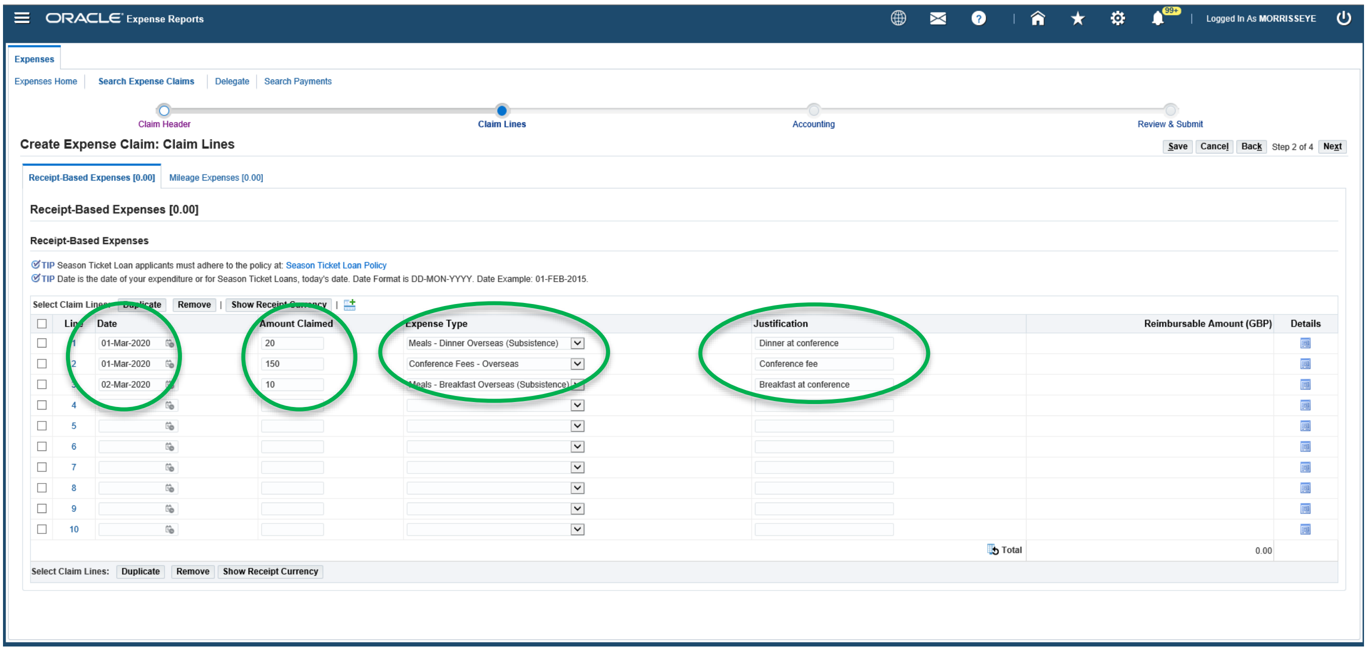
The Reimbursement Account field indicates how you will be paid for your expenses. It will default to the same bank account into which your UCL salary is paid and the last 4 digits of that account number will be displayed.

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.

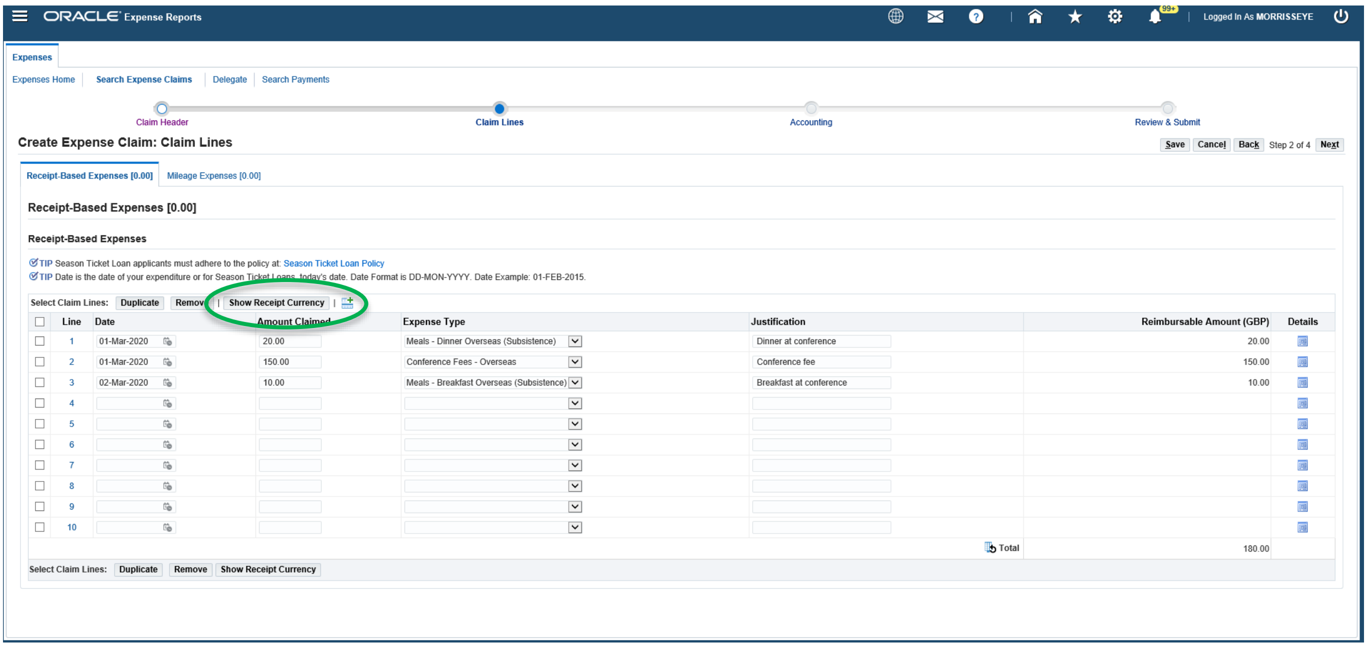


7. The **Claim Lines** screen will be displayed. Each line of your claim should represent each associated receipt. (This guide shows you a standard expense claim, for mileage claims, please see [Mileage Claims in iExpenses)](Mileage Claims in iExpenses).

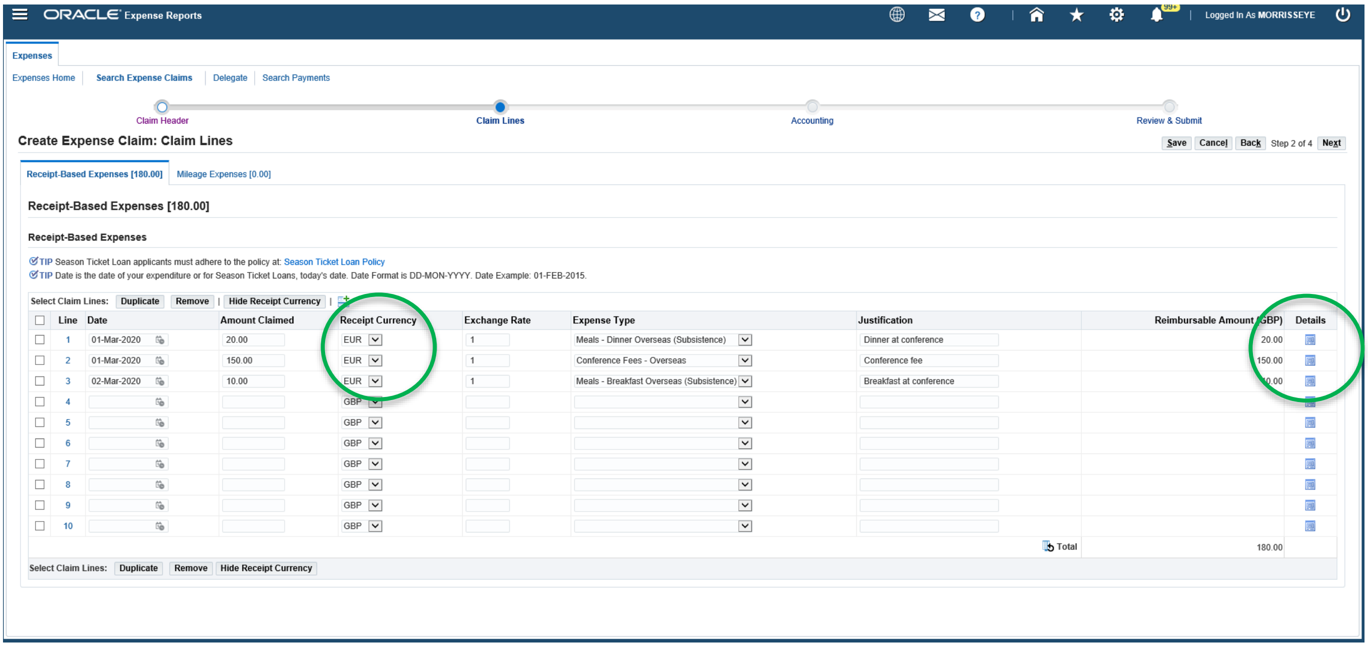
8. Enter all the lines associated with your claim. Enter the **date**, **amount**, **expense type** and **justification** for each line.



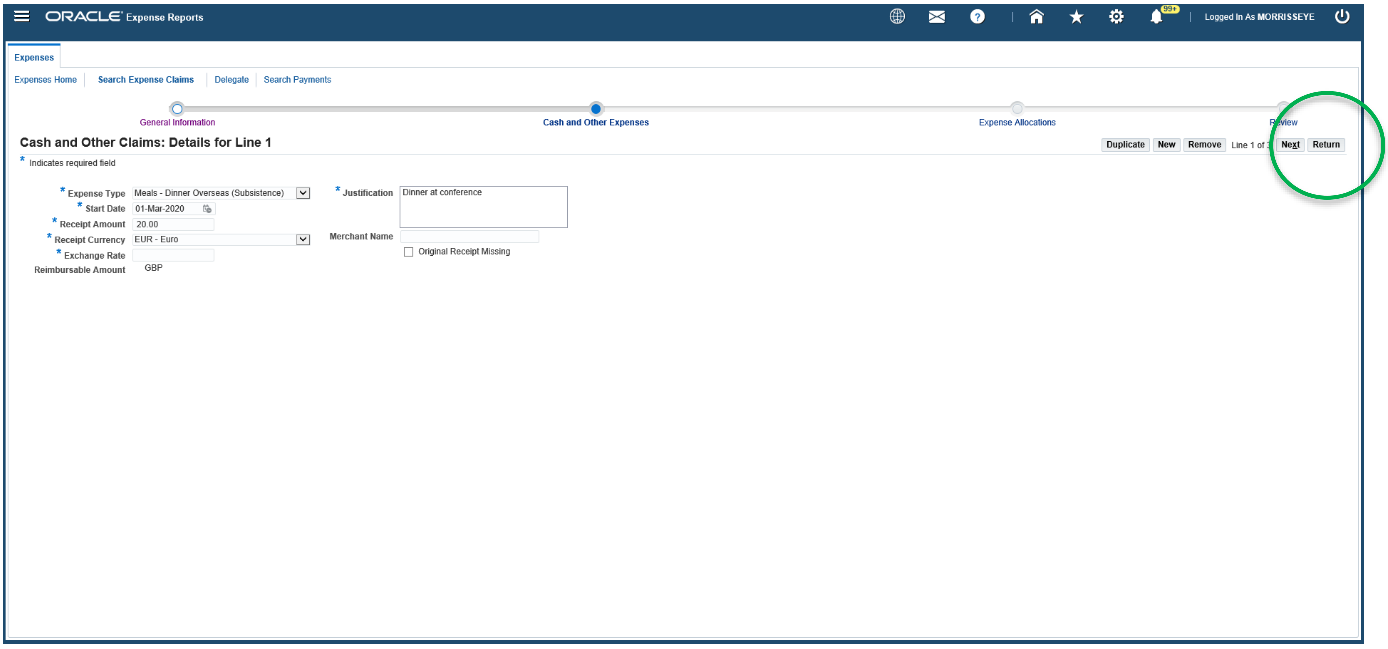
9. If your receipt is in another currency, click **Show Receipt Currency.**



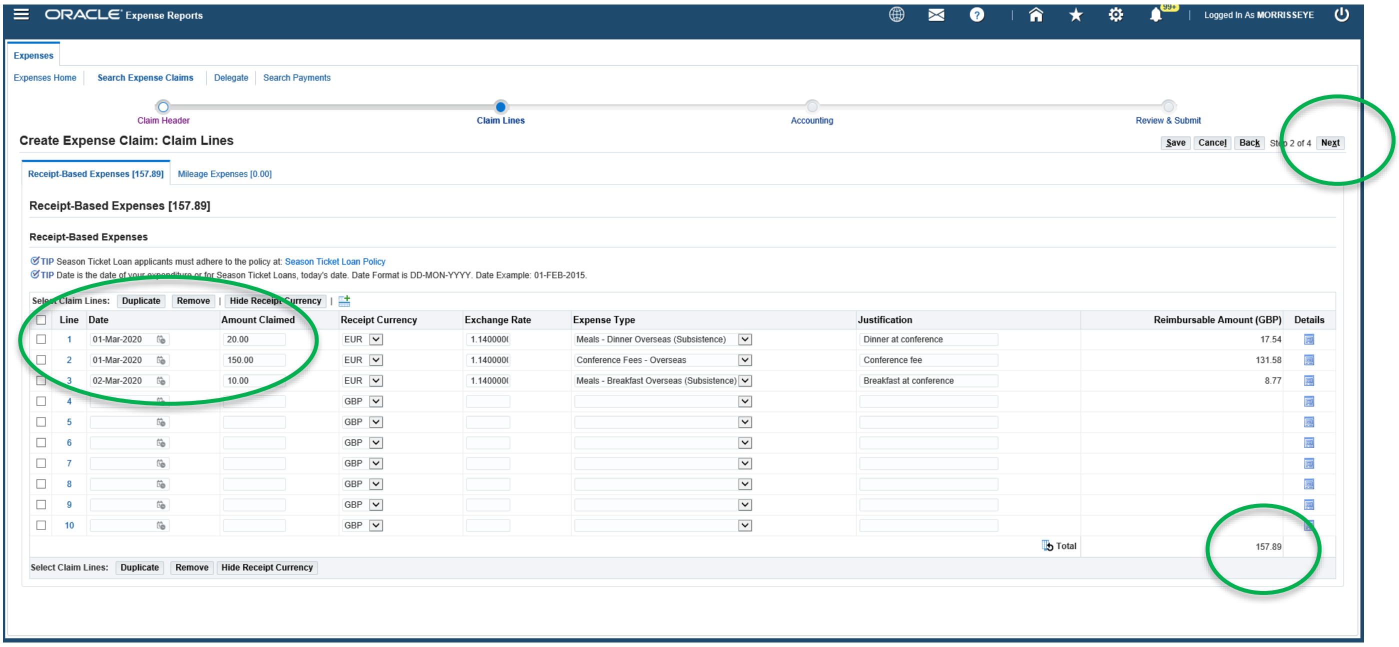
10. Select the relevant currency if applicable. Click **Details** tab of each line to ensure that any mandatory information has been included:



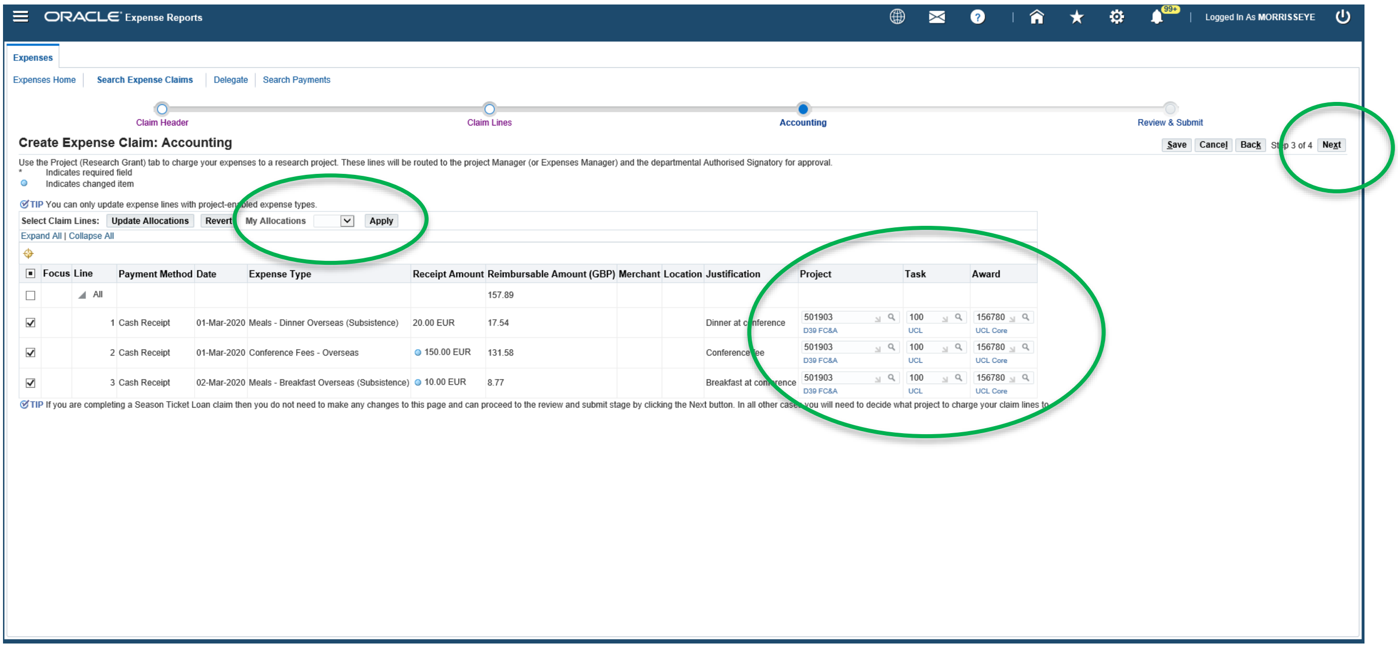
11. Mandatory fields are marked *. Click **Return** when completed:



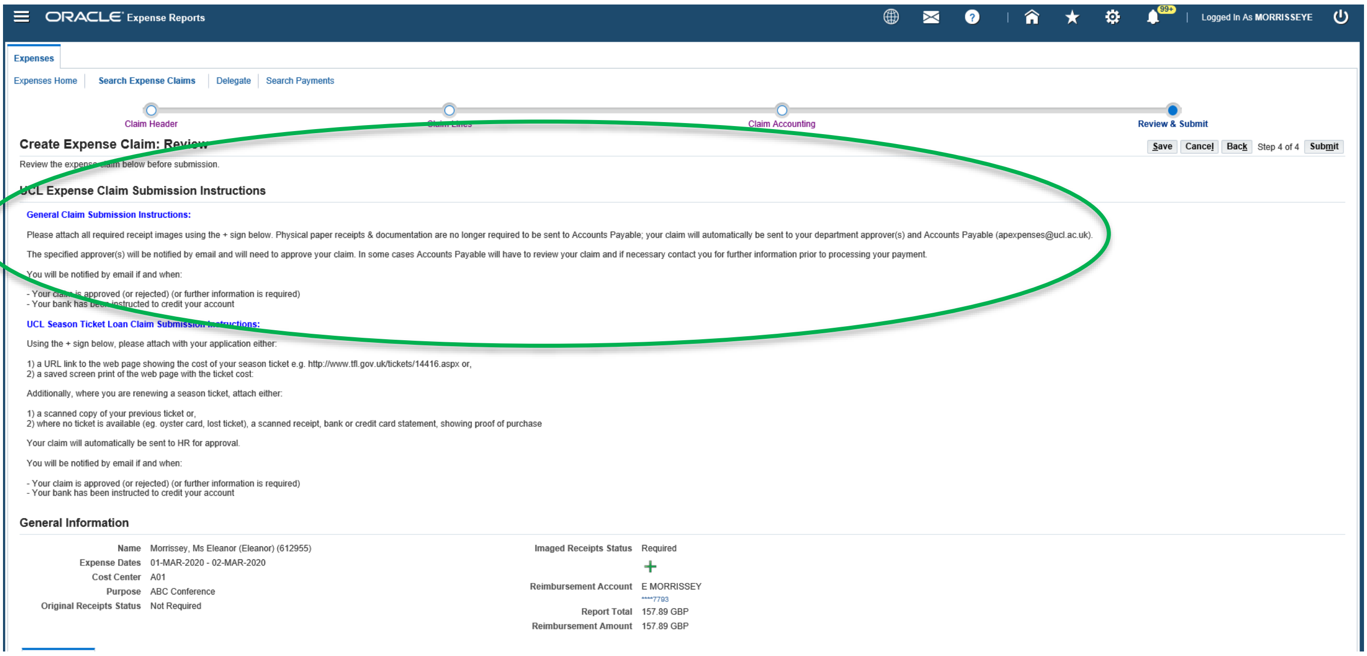
12. This returns to the Claim Lines screen. The reimbursable amount following currency conversion (if applicable) will be displayed. Click **Next**:



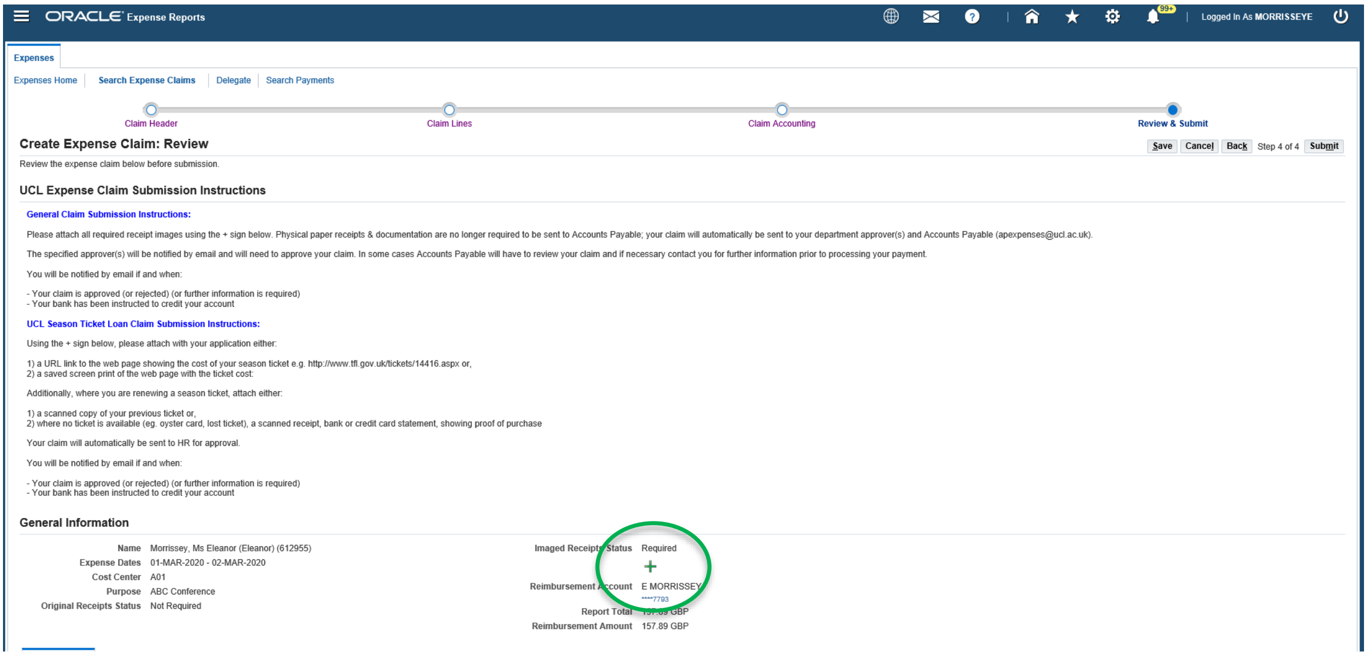
13. From the Accounting screen, enter the **Project**, **Task** and **Award** to be charged. Or use favourite project code(s) set up under preferences using My Allocations. To set up and use favourite code(s), see guidance at [Setting up Favourite Projects in iExpenses]() and [Using Favourite Projects in iExpenses](). Click **Next**.



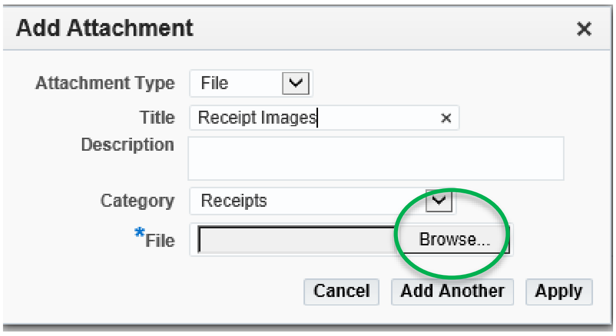
14. Review the claim submission instructions relating to general expense claims:



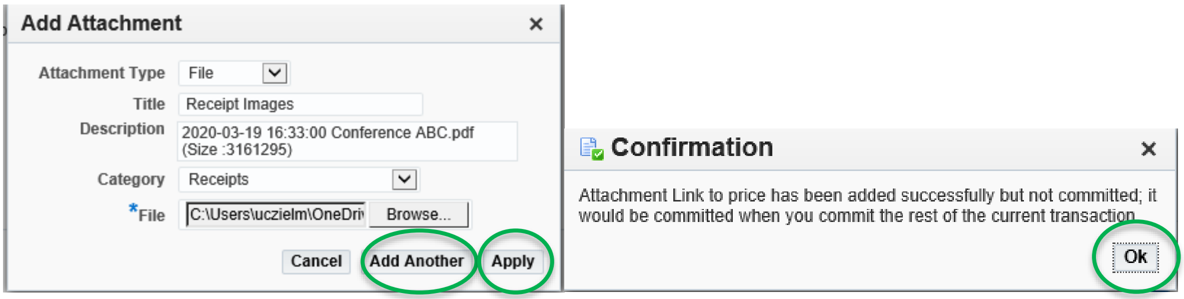
15. Click the + sign to attach the receipt images required for your claim detailed in the instructions Please see [Creating Receipt Images - OneDrive for Business Guide] for best ways to create files to attach to claims:



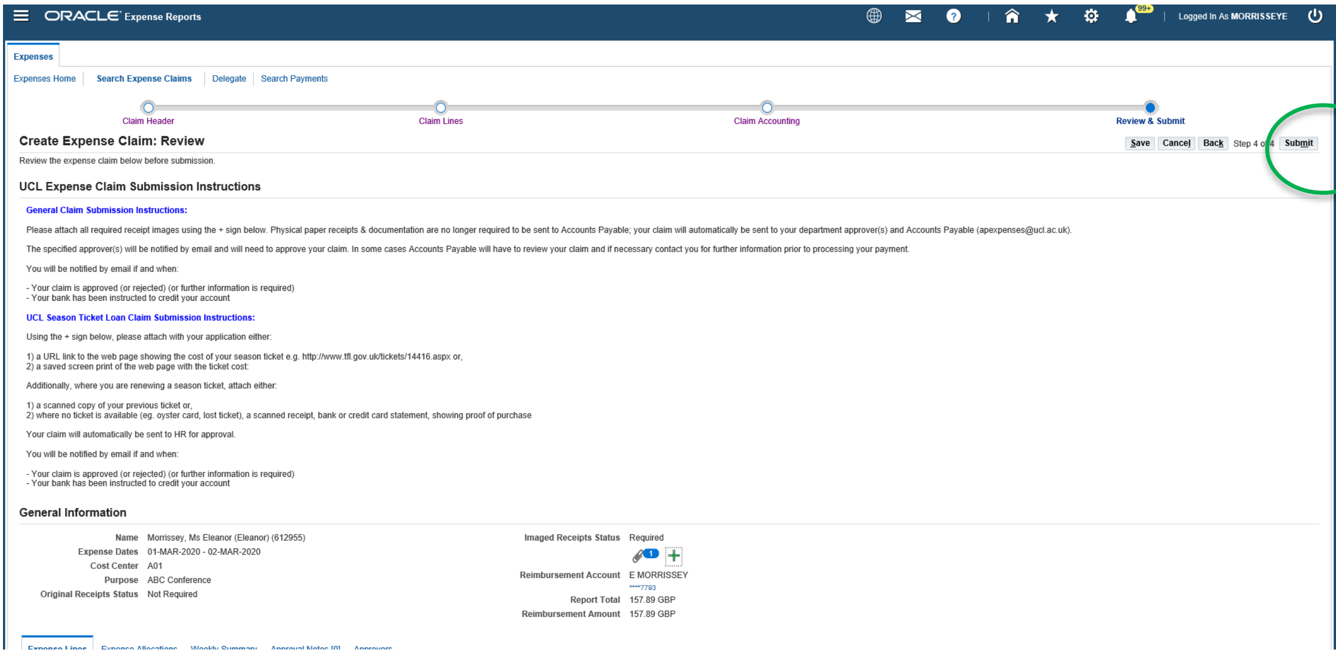
16. Enter a description of the document and click Browse to find the file within your desktop documents. Prior to attaching receipt images, please ensure they are of itemised receipts, not credit card slips and that they are legible:



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.