



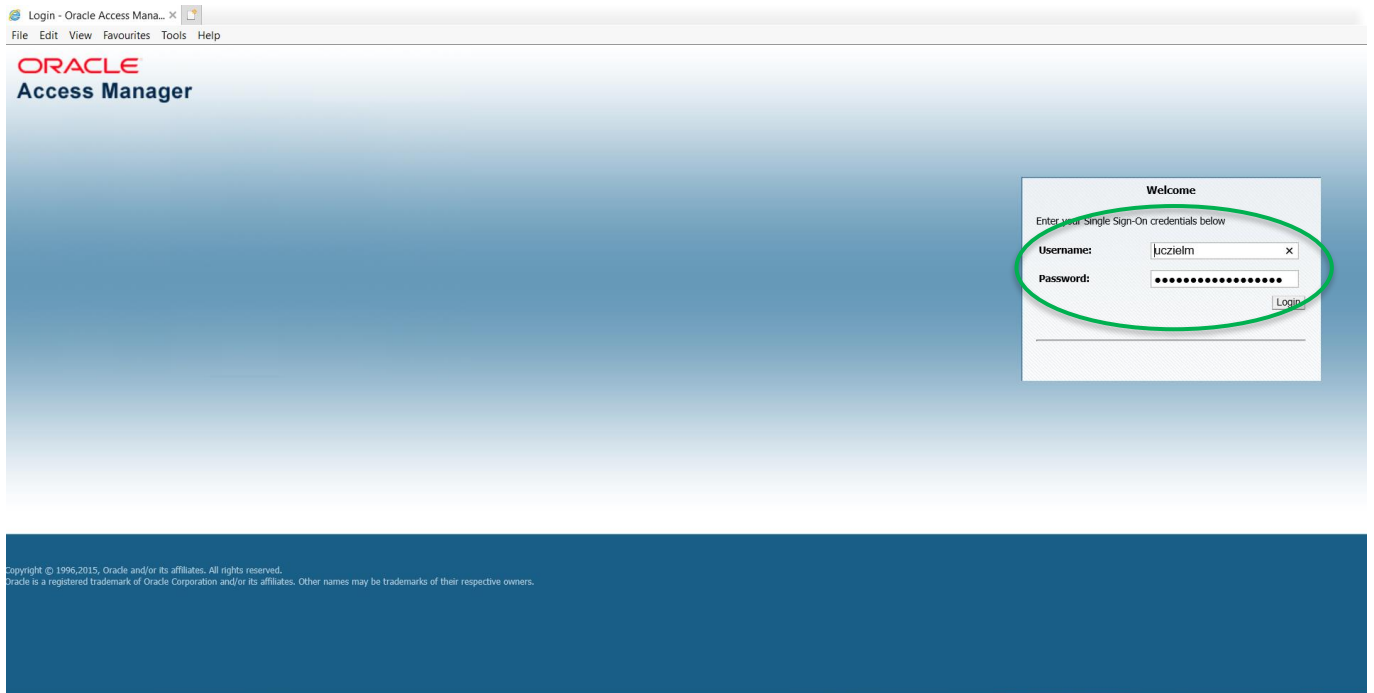
**Finance Transformer**  
**Digital Staff Expenses**  
**Season Ticket Loan Guide**

## Introduction

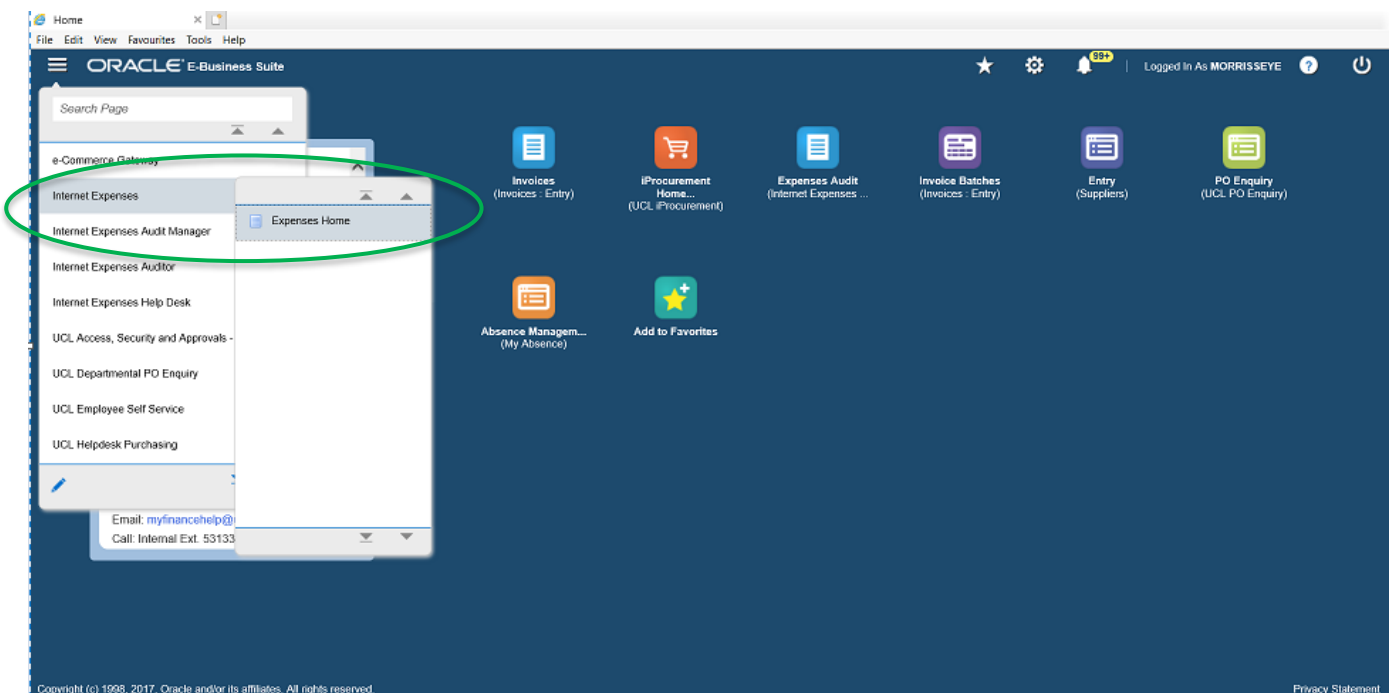
Following the introduction of Digital Staff Expenses from 27 March 2020, there is a change to where document images relating to season ticket loans are attached in iExpenses. This document provides a step by step guide to entering a season ticket loan expense claim using the new process. Further guidance can be found at [Creating Receipt Images - OneDrive for Business Guide](#).

## Season Ticket Loan 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:



- 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. Click **Create Expense Claim**:

The screenshot shows the Oracle Expense Reports interface. At the top, there's a navigation bar with 'Expenses Home', 'Search Expense Claims', 'Delegate', and 'Search Payments'. Below this, the 'Expenses Home' section is visible, featuring a 'Submitted Expense Claims' table and an 'Update Expense Claims' section. A red tip message is present: 'Please note the supported browsers for use with Internet Expenses are Internet Explorer, Chrome and Safari. The more recent versions of Firefox are NOT compatible and using them will cause issues when entering claim lines.' The 'Create Expense Claim' button is circled in green.

Claim Number	Submission Date	Status	Days Inactive	Current Approver	Receipts Status	Claim Total (GBP)	Purpose	Duplicate	Withdraw
No results found.									

Claim Number	Submission Date	Status	Claim Total (GBP)	Purpose	Update	Duplicate	Delete
UCLXEXP448246	01-Mar-2020	Withdrawn	100.00	test			
UCLXEXP435896	01-Mar-2020	In Progress	100.00	test			
UCLXEXP448254	13-Jan-2020	Withdrawn	100.00	Test			
UCLXEXP447284	30-Nov-2019	Withdrawn	100.00	Test			
UCLXEXP448244	31-Oct-2019	In Progress	100.00	test			

- Enter the purpose of the claim as **Annual Season Ticket Loan** and change the template from UCL Expense Claim to **UCL Season Ticket Loan**. Click the **Next** button:

The screenshot shows the 'Create Expense Claim: Claim Header' form. The 'Claimant' field is filled with 'Morrissey, Ms Eleanor (Eleanor) (612955)'. The 'Purpose' field is 'Annual Season Ticket Loan' and the 'Expense Template' is 'UCL Season Ticket Loan'. The 'Reimbursement Currency' is 'Pound Sterling'. The 'Reimbursement Account' is 'E MORRISSEY \*\*\*\*7793'. The 'Next' button is circled in green.

The Reimbursement Account field indicates how you will be paid your Season Ticket Loan lump sum. It will default to the same bank account into which your UCL salary is paid.

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

6. Enter the **date** of your claim, the total **loan amount** and select **Season Ticket Advance**. Click **Details** tab:

**Oracle Expense Reports**

Expenses Home | Search Expense Claims | Delegate | Search Payments

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

Save | Cancel | Back | Step 2 of 4 | Next

**Season Ticket Loan**

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	Loan Amount	Expense Type	Reimbursable Amount (GBP)	Details
1	18-Mar-2020	2468	Season Ticket Advance		<a href="#">Details</a>
2					<a href="#">Details</a>
3					<a href="#">Details</a>
4					<a href="#">Details</a>
5					<a href="#">Details</a>
6					<a href="#">Details</a>
7					<a href="#">Details</a>
8					<a href="#">Details</a>
9					<a href="#">Details</a>
10					<a href="#">Details</a>
Total				0.00	

Select Claim Lines: Duplicate | Remove | Show Receipt Currency

7. Enter details of journey in **From** and **To** fields. Agree to the terms and conditions by entering **Yes**. Click **Return**:

**Oracle Expense Reports**

Expenses Home | Search Expense Claims | Delegate | Search Payments

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Duplicate | New | Remove | **Return**

\* Indicates required field

\* Expense Type: Season Ticket Advance  
 \* Start Date: 18-Mar-2020  
 Daily Rate: 2,468.00  
 Number Of Days: 1  
 \* Receipt Amount: 2,468.00  
 \* Receipt Currency: GBP - Pound Sterling  
 Exchange Rate: 1  
 Reimbursable Amount: 2,468.00 GBP

Justification:   
 Merchant Name:   Original Receipt Missing

**Additional Information**

\* Travelling From: Zone 5 - Edgware  
 \* Travelling To: Zone 1 - Kings Cross  
 \* T&C Agree: Yes

Yes, I agree to the terms and conditions at: [http://www.ucl.ac.uk/hr/docs/season\\_tickets\\_bicycle\\_loans.php](http://www.ucl.ac.uk/hr/docs/season_tickets_bicycle_loans.php)

8. This returns to the Claim Lines screen. Click **Next**:

**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**

**Season Ticket Loan**

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	Loan Amount	Expense Type	Reimbursable Amount (GBP)	Details
1	18-Mar-2020	2,468.00	Season Ticket Advance	2,468.00	
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total</b>				2,468.00	

Select Claim Lines: Duplicate Remove Show Receipt Currency

9. From the Accounting screen, click **Next** (the project code, task and award is pre-populated as loans are charged to a central code):

**ORACLE Expense Reports**

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.

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

Select Claim Lines: 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
All					2,468.00			A01 Season Ticket Loan Control	UCL Balance Sheet account
1	Cash Receipt	18-Mar-2020	Season Ticket Advance	2,468.00	GBP 2,468.00				

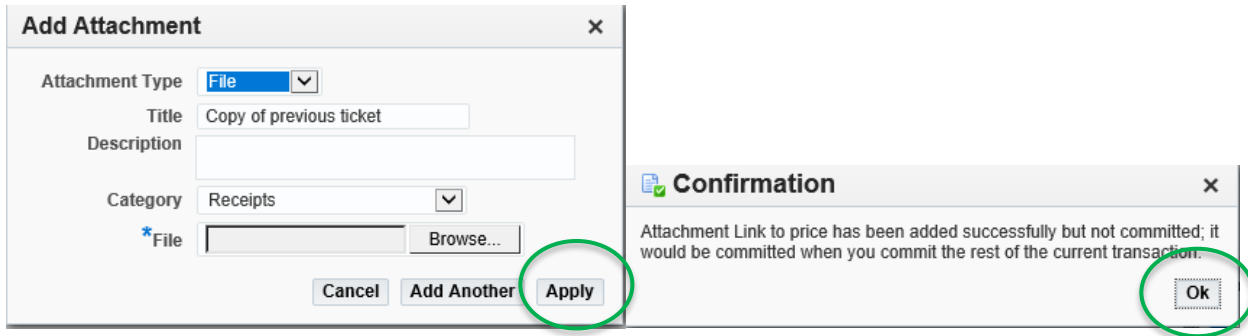
TIP If you are completing a Season Ticket Loan claim then you do not need to make any changes to this page and can proceed to the review and submit stage by clicking the Next button. In all other cases you will need to decide what project to charge your claim lines to.

10. Review the claim submission instructions relating to season ticket loans:

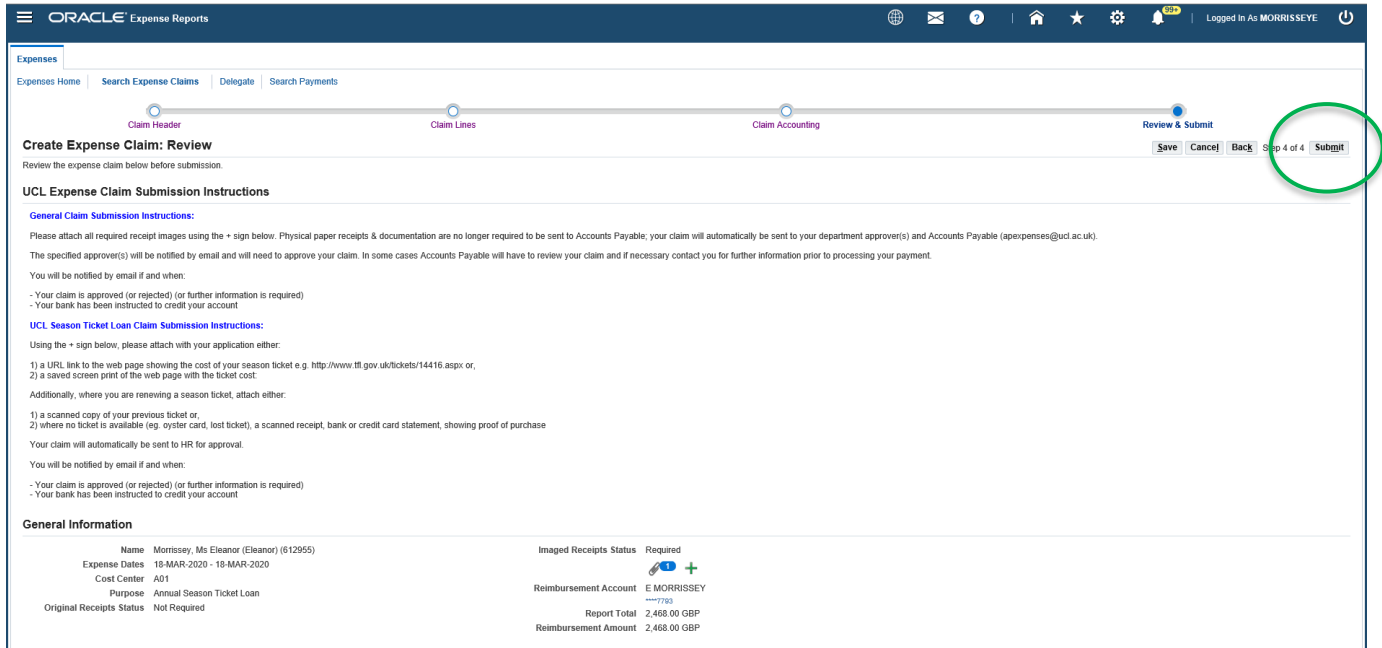
11. Click the + sign to attach the documents required for your claim detailed in the instructions. Further guidance can be found at [Creating Receipt Images - OneDrive for Business Guide](#):

12. Enter a description of the document and click Browse to find the file. Or change from File to URL where applicable:

13. When all relevant documents/links have been applied, click **Apply**. A message will appear, click **OK**:



14. Click **Submit**:



15. It will be confirmed that the claim has been submitted. The claim will now be sent via system workflow 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

