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:
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. Click **Create Expense Claim**:

5. 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 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:

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

![Expense Report Screenshot](image-url)
8. This returns to the Claim Lines screen. Click **Next**:

![Claim Lines Screen](image1)

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

![Accounting Screen](image2)
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