

School of Education

Guidelines for Claimers and Approvers

Claimants

Before you start the process of making a claim you need to check the following things:

1. Please make sure you have all your supporting documentation for expenses and have scanned all your receipts (you can put all your receipts on one sheet, but this one sheet must be attached to each expenses item e.g. six items = six uploads). If you have a camera or phone with a camera you can photograph your receipts and submit the photo if you prefer.
2. Please ensure that the budget holder has given written permission and any references they require to make the claim e.g. if School conference claim use the School's reference number or if Grant use grant reference number. If you do make a claim and the budget holder has not given permission we may have to ask you to repay.
3. Please make sure that you use the correct "expense type" and that this is in line with the actual expenditure, if unsure please check with the School's Finance Office. For expense types look at Appendix 1 in this document at the back.
4. Please note that because this system is a web based system you can now instigate claims from anywhere in the world, which means that you can make sure that any advances given meet the deadlines and there is no reason not to claim within the three month claim period. This means if you are undertaking fieldwork you can claim your expenses on a weekly or daily basis and do not have to wait to return to the University.

Approvers

You are approving this because you are the line manager not because you are the budget holder. Your responsibility is to ensure that the claim is in line with University Expenses Policy, this outlines what people are entitled to claim for. Please note especially the rules on entertainment and ensure that the additional information is correctly entered (e.g. no First Class Travel or entertainment attendee ratios are incorrect). For all University rules and regulations on expenses please see:

<http://www.gla.ac.uk/services/finance/payandpensions/expensesprocedures/>

The claimant must make sure that the budget holder has agreed to these expenses before claiming and please ask them if you are concerned. They must provide receipts, and if a reference is given to allow them to claim these must be shown in the description section (see below).

You have a responsibility to reject these claims, if you think University rules have not been met or there is insufficient description provided by the claimer, including the correct reference numbers. Please read the whole of this document before you start approving any claims as there is relevant guidance throughout.

Core Expenses Guide

Core Expenses Guide

The purpose of this document is to provide a guide to using the Core Expenses system. It should be read as an aid to getting started with Core Expense. You should not proceed to using Core Expense without reading this guide.

Any questions or feedback regarding the content of this document should be sent to Jennifer Arthur, coding queries to either Eleanor Johnston or Rachel Thomas (Purchase Officers).

For any system queries please contact Jim Ross at telephone ext 5922 or email at jim.ross@glasgow.ac.uk

Core Expenses Guide

1.	Accessing the System	Page 1
2.	Before You Begin	Page 4
3.	Creating an Expense Report	Page 6
4.	Business Entertaining/Meals	Page 10
5.	Claiming Mileage	Page 14
6.	Foreign Currency Items	Page 16
7.	Adding Receipts	Page 19
8.	Your Expense Bank Account	Page 21
9.	Requesting a Business Expense Advance	Page 23
10.	Keeping track of your Expense Reports	Page 24
11.	Approving Expense Reports	Page 26
	Appendix I – Expense Items & Descriptions of Use	Page 31

Core Expenses Guide

1.0 Accessing the System to Make an Expenses Report (Claim)

- 1.01 Core Expenses is accessed from the **Employee Dashboard**. If you are manager and want to make a claim, your landing page, when first logging into **Core Portal**, will be the **Manager Dashboard**. In order to change the view to **Employee Dashboard** select the **CoreHR** label at the top left hand corner of your screen and from the drop down menu choose **Employee Dashboard**. Alternatively, the word **Dashboards** may appear on the lighter blue band below.

The screenshot displays the CoreHR system interface. At the top, there is a dark blue header with the 'COR@HR' logo on the left and a user profile for 'Ross James' on the right. Below the header, a navigation menu is visible, categorized into 'EMPLOYEE FEATURES', 'MANAGER FEATURES', and 'ADMIN FEATURES'. The 'Employee Dashboard' option under 'EMPLOYEE FEATURES' is highlighted with a red box. The 'Manager Dashboard' option under 'MANAGER FEATURES' is currently selected. The 'ADMIN FEATURES' section includes 'Admin Dashboard', 'Workflow', and 'CoreHR Back Office'. To the right of the navigation menu, there is a blue bar with the text 'Powered by core' and a dropdown menu labeled 'Other Products'. Below the navigation menu, the user's name 'James' is displayed in large text, followed by the text 'Pay And Pensions, Finance Office'. A 'My Details' button is located in the top right corner of the main content area.

Core Expenses Guide

1.02 You will be presented with the **Employee Dashboard**. From the tabs on the left hand side please select **Expenses**.

The screenshot displays the Employee Dashboard for Ross James. At the top left is a profile picture of Ross James, followed by his name and title: "Ross James, Head Of Pay And Pensions, Finance Office". A "My Details" button is located in the top right corner. On the left side, there is a vertical navigation menu with icons and labels for "Profile", "My Time", "Payment", and "Expenses". The "Expenses" tab is highlighted with a red border. The main content area is divided into several sections: "My Appointments" shows a list of appointments for "401228-1" in the "Finance Office" department, with a start date of "01 Aug 2010". "My Balances" shows "Annual Leave" of "10.00 days". "Important Dates" includes "Pay Day" on "JUN 28" (3 days to go) and "Time Off" on "JUL 12" (17 days to go). "Length of Service" is displayed as "11 Years 3 Months".

Ross James
Head Of Pay And Pensions, Finance Office

[My Details](#)

Profile

My Time

Payment

Expenses

My Appointments

401228-1 Head Of Pay And Pensions

Finance Office
Department

1
FTE

01 Aug 2010
Start Date

My Balances

Annual Leave
Head Of Pay And Pen...
10.00 days

Important Dates

JUN 28 Pay Day
3 days to go

JUL 12 Time Off
17 days to go

Length of Service
11 Years **3** Months

Core Expenses Guide

1.03 You have now accessed the Expenses area of the Portal.

The screenshot shows the user interface for Ross James, Head of Pay And Pensions, Finance Office. The interface is divided into several sections:

- Profile:** Ross James, Head Of Pay And Pensions, Finance Office. A "My Details" button is visible.
- My Expense Reports:** Includes a "Submitted" report for Friday, 05th Jul 2013. A table shows "Expense For July" with categories: Mileage (3.60), Subsistence (.00), and Other (26.00), totaling 29.60. A pie chart shows the status of these expenses: Paid (green), Resubmitted (blue), and Submitted (red).
- Expense Payments:** A table showing payments made on 3rd Jul 2013 (£ 1,053.20), 15th Mar 2013 (£ 23.60), and 16th Jan 2013 (£ 116.52).
- My Advances:** A section with a "No items to display..." message and a "+ New" button.
- My Car Details:** Shows the car registration "SA10 YCN" for a "Honda Civic - 1400cc". It includes "View", "Edit", and "Delete" buttons.

At the bottom, there is a pagination control showing "Page 1 of 0" and a "No data to display" message.

This screen has various areas where you can view payments already made, initiate a new claim, register a car etc.

Core Expenses Guide

2. Before You Begin

A. Mileage

- 2.01 If you are intending to claim business mileage as a private car user then you must register your car in the system and provide details of your licence and insurance provider. To register your car, go to the **My Car Details** section of the screen and from the drop down menu select **Create Car**.



- 2.02 Please complete the requested details and click **Save** you will be unable to claim mileage until your car has been approved. Details of your car or van along with your licence and insurance details should be completed. Your car/van will be approved centrally.

Car Details: R299 FGE

Note: Each time you create/update an item, it will be sent for approval

Reg #	R299 FGE	Make/Model	Rover 214
Date First Registered	01/08/1999	Engine CC	1400
Type	Car	Approver	Biffy Saint Clair

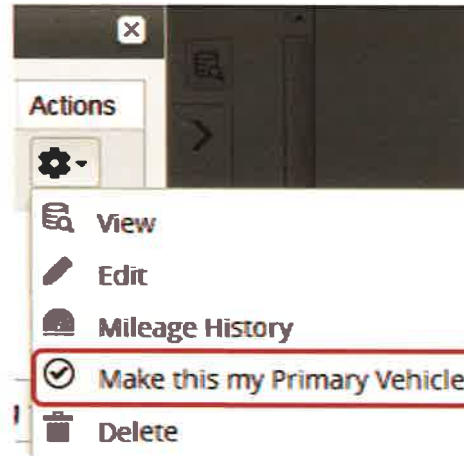
Licence Insurance MOT Odometer Tax

Expiry	12/03/2020	Type	Full
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Save Close

Core Expenses Guide

- 2.03 Once registered and approved you need to make your car your primary vehicle (even if you only have one car). Choose Make this my Primary Vehicle by clicking on the settings wheel icon underneath the Actions heading in the Manage My Vehicles section.



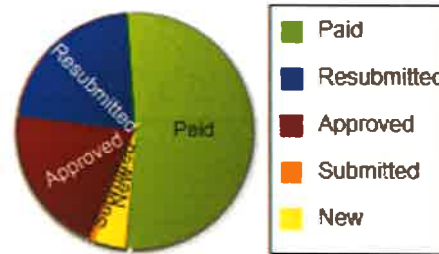
B. Receipts

- 2.04 Prior to creating your Expense Report it is recommended that you scan all your receipts and store them in an appropriately named folder in your computer or camera phone. Give each receipt a recognizable and unique filename. For input into the expenses system filenames must have no spaces. An example of an appropriate name would be *HotelReceiptLondonTrip*, *TaxiReceiptLondonTrip* or *2014040Taxi*

Core Expenses Guide

3. Creating an Expense Report

3.01 From the **Expenses** area select **+ New**



3.02 You will be presented with this screen where you will set up your **Expense Report** and claim **Expense Items**.

Expense Report

Dates: From To Description:

Car Reg:

Project Code:

Approver: Cost Centre:

Expense Type	Date From	Date To	From	To	Units	Value	Actions
You have not added any Expense Items yet...							

Core Expenses Guide

3.03 Before you can claim **Expense Items** you need to fully populate the header section of the **Expense Report** with the appropriate information.



Enter a meaningful **Description** for your Expense Report. This description will filter through to management reports produced in Agresso and is important for future reconciliation of claims to funders.


The description must be a full and comprehensive statement giving reasons for the travel e.g. what conference, if advisor group, which one, or where you went to and also any reference numbers that the budget holder will supply you with, to enable you to make a claim. Failure to give such detail will mean that you line manager will not be able to judge if this payment is in line with School policy.

E.g. Housing Conference in Paris 17-21 June 2013 School ref: 20131421

Expense Report

Dates	From	To	Description
Car Reg	Select...		
Project Code	Fin Office - Payroll		
Approver	Robert Fraser	Cost Centre	90203000 Us - Payroll

 Save  Submit

 **New Expense Item**

Expense Type	Date From	Date To	From	To	Units	Value	Actions
You have not added any Expense Items yet...							

Complete the **Dates From** and **To** boxes, these dates should cover all dates for which expenses were incurred and that you intend to claim for within the body of your report. Your report can be a single business trip or it may be a general report covering a defined period.

If you registered your car as your primary vehicle then that will pre-populate, otherwise, you should select from the drop down list.

Your five-digit **Financial Project Code** should be entered. NB - If you only ever use one financial project code then you will only ever need to complete this step once. Thereafter, the system will pre-populate the field for you. You can only use the financial project code that the budget holder has authorised you to use, if you are not the budget holder. If you use a financial project code without **prior approval** your School will ask you to either provide the correct project centre or else reimburse the amount. **(Please note the Research Project Code is not the same as the Financial Project Code)**

Core Expenses Guide

Cost Centre will be pre-populated, similar to Project Code after you have used the system once. Once complete press the **Save** button.

Your **Approver** should be pre-populated with the name of your line manager as held in the Core Personnel system.

3.03 Now that you have created your Expense Report you can add Expense Items – click **New Expense Item** to add items to your Expense Report.

3.04 A new screen is presented allowing you to enter the **Expense Details**

The screenshot shows the 'Expense Details' form with the following fields and options:

- is this an expense item with foreign details? (checkbox)
- Expense Type: dropdown menu with options: Air Travel (Code: 30), Business Meals (Code: 40), Car Parking (Code: 41), Conference/Course (Code: 50), Hotel & Other Accomodation (Code: 55), Incidental Overnight Expenses (Code: 60)
- Dates: input field
- Times: input field
- Location: dropdown menu (Select)
- Description: input field (Enter Description)
- Cost Centre & Proj: dropdown menu
- Project Code: dropdown menu (Fin Office - Payroll)
- Save button
- Total Claimed: 0.00
- # items: 0
- Page 1 of 2

3.05 Select your **Expense Type** from the drop down menu, please note this list has two pages and is organised alphabetically you may find that you need to find page two to find your Expense Type. At the back of this document is Appendix 1 which lists all the types and gives descriptions of use. For the purposes of this example I have chosen **Car Parking**.

3.06 Enter the value of the item claimed. In this example I have used £26.00

Core Expenses Guide

Expense Details

Is this an expense item with foreign details?

Expense Type: Car Parking Value: 26 Location: Select Select

Dates: 17/06/2013 21/06/2013 Description: Enter Description

Times: From To

Cost Centre & Project Codes

Cost Centre: 90203000 Us - Payroll Project Code: Fin Office - Payroll

Save Save & Add New

0.00 0
total claimed items

- 3.07 The **Dates** entered on expense item must fall within the period entered in the Expense Report header section. Use the pop-up calendar to select the appropriate dates.
- 3.08 **Times** are available for personal use only and are not essential in order to submit an Expense Report.
- 3.09 Location '**From**' and '**To**' is mandatory information where travel is involved however some claims will only require the first of these populated e.g. an overnight stay at a hotel.
- 3.10 **Description** is a mandatory field and sufficient information must be provided in order to ensure that your approver can understand the reason for your claim.
- 3.11 If there is a requirement to charge costs to an alternative **Financial Project Code/Cost Centre** you can amend these at this stage of the process. Choose an alternative from the drop down provided.
- 3.12 To add further items to your claim select **Save & Add New** or if you have completed your claim choose **Save**
- 3.13 When your claim is complete and all receipts (Section 7 Adding Receipts) and additional information (see Section 4 Entertaining) has been attached press **Submit** to send your claim to your approver.

Core Expenses Guide

4 Entertaining/Meals

4.01 When claiming for entertaining or meals taken with others you must choose the Expense Type called **Business Entertaining/Meals**.

The screenshot shows the 'Expense Details' form. The 'Expense Type' dropdown menu is open, and 'Business Entertaining/Meals' (Code: 40) is highlighted with a red box. Other options include Air Travel (Code: 30), Car Parking (Code: 47), Conference/Course (Code: 38), Hotel & Other Accomodation (Code: 55), and Incidental Overnight Expenses (Code: 51). The form also includes fields for Location, Description, Project Code (set to 'Fin Office - Payroll'), and a summary showing a total claimed of 500.00 for 1 item.

4.02 Complete the screen as per section 3 of this guide.

4.03 For business entertaining and meals bought for others **Additional Information** needs to be provided, detailing all attendees (including self, all University of Glasgow Staff, external attendees and students) at the event. (This replaces the Hospitality Form that you used to complete)

4.04 From the **Expense Report** screen click on the settings wheel icon underneath the Actions heading at the right hand side of your expense item and choose Additional Information.

New Expense Item							
Expense Type	Date From	Date To	From	To	Units	Value	Actions
Business Entertaining...	Mon 01st Jul 2013	Mon 01st Jul 2013	Beatson Institute			500.00	<ul style="list-style-type: none">UpdateReceiptsAdditional InformationDelete

Core Expenses Guide

4.05 A new dialogue box opens called **Additional Information**

Date From	Date To	Location	Purpose	Attendee	Actions
No information found...					

Add Additional Info **Close**

4.06 Choose **Add Additional Info** to provide details of the event and attendees.

Add Additional Info

Date From: 01/07/2013 Date To: 01/07/2013

Location: The Bothy Purpose: Lunch with suppliers

Attendee: James Ross Position: Head of Pay & Pensio

Organisation: Select...

- External - Third Party Company
Code: 2
- Internal - University Of Glasgow
Code: 1



Save **Close**



4.07 All fields are mandatory and must be completed.

Core Expenses Guide

- 4.08 **Date From** and **Date To** will be auto-populated from your claim, you can over-ride these if required.
- 4.09 In the **Location** field you should enter the name of the establishment where the event or meal took place.
- 4.10 You must provide a reason for the event/meal in the **Purpose** field.
- 4.11 Against **Attendee** you must enter the name of the individual.
- 4.12 Against **Position** enter the job role of the individual.
- 4.13 At **Organisation** you must enter whether the individual is a University of Glasgow employee or whether they belong to an external company.
- 4.14 Press **Save**

Please remember if you do not follow the prescribed attendee ratio of 3 University Staff to 1 External Third Party, you will be taxed automatically on the whole meal on this claim, as it will be viewed as a taxable benefit.

Date From	Date To	Location	Purpose	Attendee	Actions
Mon 01st Jul 2013	Mon 01st Jul 2013	The Bothy	Lunch with suppl...	James Ross	 

 Add Additional Info |  Close

- 4.15 Choose **Add Additional Info** to provide details of further attendees. The **Dates**, **Location** and **Purpose** data already entered will be retained by the system. You need then only enter the details of the individual.

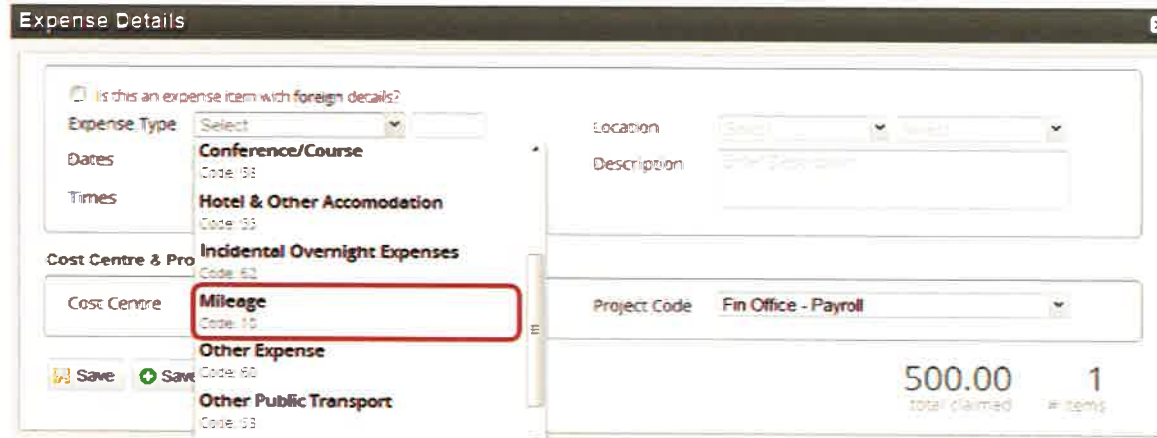
Core Expenses Guide

4.16 When **all attendees** have been recorded press **Close**.

Core Expenses Guide

5. Claiming Mileage

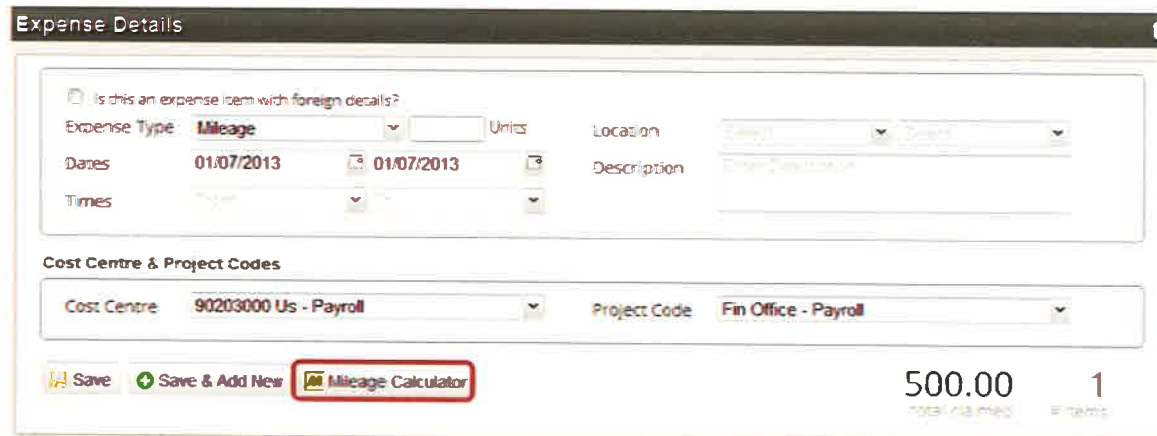
5.01 When claiming for business mileage you must choose the Expense Type called **Mileage**.



The screenshot shows the 'Expense Details' form. The 'Expense Type' dropdown menu is open, displaying several options: 'Conference/Course' (Code: 58), 'Hotel & Other Accomodation' (Code: 59), 'Incidental Overnight Expenses' (Code: 62), 'Mileage' (Code: 10), 'Other Expense' (Code: 60), and 'Other Public Transport' (Code: 53). The 'Mileage' option is highlighted with a red box. The 'Cost Centre' field is set to '90203000 Us - Payroll' and the 'Project Code' is 'Fin Office - Payroll'. The total claimed amount is 500.00 and there is 1 item.

5.02 Enter the number of miles for your journey, round any part-miles up to the nearest whole number.

5.03 When you select **Mileage** an additional button called **AA Mileage Calculator** is made available for selection.



The screenshot shows the 'Expense Details' form with the 'Expense Type' set to 'Mileage'. The 'Dates' field is set to '01/07/2013' to '01/07/2013'. The 'Cost Centre' is '90203000 Us - Payroll' and the 'Project Code' is 'Fin Office - Payroll'. The 'Mileage Calculator' button is highlighted with a red box. The total claimed amount is 500.00 and there is 1 item.

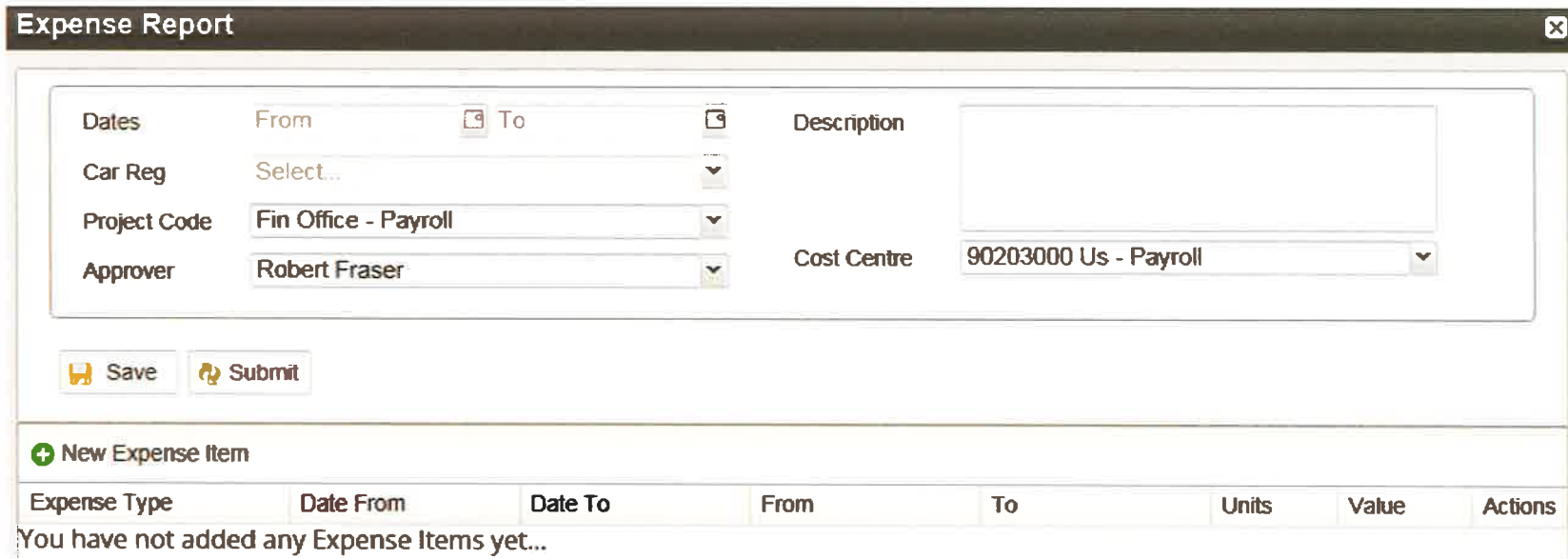
Core Expenses Guide

- 5.04 If you do not know the mileage detail of your journey clicking on the **AA Mileage Calculator** will take you to the website of the AA where you can use the AA route planner which will calculate mileage distances between two place-names or post codes.
- 5.05 Input the **Dates** of your travel, in most instances the **From** and **To** date will be the same.
- 5.06 Input the **From** and **To Location** of your trip. There is no facility to record return travel. Each leg of a return journey should be recorded separately.
- 5.07 Enter a **Description** of your trip; sufficient information must be provided in order to ensure that your approver can understand the reason for your claim/travel, this should include purpose of trip and also why public transport was not used.
- 5.08 You can now **Save** your report of if you have additional items or mileage to claim choose **Save & Add New**

Core Expenses Guide

6. Foreign Currency Items

- 6.01 Reports containing items in foreign currency follow the same system as domestic claims. Set up your Report Header as you would've done in section 3.03



The screenshot shows the 'Expense Report' form. It includes fields for 'Dates' (From and To), 'Description', 'Car Reg' (Select...), 'Project Code' (Fin Office - Payroll), 'Approver' (Robert Fraser), and 'Cost Centre' (90203000 Us - Payroll). There are 'Save' and 'Submit' buttons. Below the form is a '+ New Expense Item' button and a table with columns: Expense Type, Date From, Date To, From, To, Units, Value, and Actions. The table contains the text 'You have not added any Expense Items yet...'.

- 6.02 Select **New Expense Item** from the Core Expense main menu and enter the details of your trip



The screenshot shows the 'Expense Details' form. A red box highlights the question 'Is this an expense item with foreign details?' with a checkbox. Other fields include 'Expense Type', 'Location', 'Dates' (01/07/2013), 'Times', and 'Description'.

- 6.03 The first item on this screen asks the question **Is this an expense item with foreign details?** Click in the box – it is important to remember to do this now as adding it later will remove subsequently entered data and you will have to re-enter it all again.

Core Expenses Guide

- 6.04 Select your **Expense Type** from the drop down menu.
- 6.05 Enter the value of the item claimed. In this example I have used 26.00 – this figure will be the same as that in your foreign currency receipt (please note if you have a multi-docket receipt for a single item, do not enter a line for each docket, just enter the total and enter the receipts).



The screenshot shows the 'Expense Details' form with the following fields and values:

- Is this an expense item with foreign details?
- Expense Type: **Tax - Non U.K.** (dropdown)
- Value: **26.00**
- Dates: **01/07/2013** (start) and **01/07/2013** (end)
- Location: **Belgium** (From) and **Belgium** (To)
- Description: **Enter Description** (text input)
- Times: (empty dropdown)

- 6.06 The **Dates** entered must fall within the period entered in the Expense Report header section. Use the pop-up calendar to select the appropriate dates.
- 6.07 **Times** are available for personal use only and are not essential in order to submit an Expense Report.
- 6.08 Location '**From**' and '**To**' is mandatory information where foreign currency is involved and the same location should be populated in both From and To locations. Below I have entered Belgium Brussels and now an exchange rate appears above the **Value**



The screenshot shows the 'Expense Details' form with the following fields and values:

- Is this an expense item with foreign details? **EUR: GBP 1.00**
- Expense Type: **Tax - Non U.K.** (dropdown)
- Value: **26.00**
- Dates: **01/07/2013** (start) and **01/07/2013** (end)
- Location: **Belgium Brussels** (From) and **Belgium Brussels** (To)
- Description: **Enter Description** (text input)
- Times: (empty dropdown)

- 6.09 **Description** is a mandatory field and sufficient information must be provided in order to ensure that your approver can understand the reason for your claim.
- 6.10 If there is a requirement to charge costs to an alternative **Project Code/Cost Centre** you can amend these at this stage of the process. Choose an alternative from the drop down provided.

Core Expenses Guide

Expense Details
✕

Is this an expense item with foreign details? 30.9.01.1111

Expense Type	Taxi - Non U.K.	26.00	Value	Location	Belgium Brussels	Belgium Brussels
Dates	01/07/2013	01/07/2013		Description	Taxi from Brussels airport to hotel & venue	
Times						

Cost Centre & Project Codes

Cost Centre	Project Code
90203000 Us - Payroll	Fin Office - Payroll

Save Save & Add New Currency

500.00

total claimed = items

- 6.11 To add further items to you claim select **Save & Add New** or if you have completed your claim choose **Save**
- 6.12 The value of the claimed item has been converted from 26 Euros to 23.26 GBP there is no need for users to attempt to convert currencies

+ New Expense Item							
Expense Type	Date From	Date To	From	To	Units	Value	Actions
Taxi - Non U.K.	Mon 01st Jul 2013	Mon 01st Jul 2013	Belgium Brussels	Belgium Brussels		23.26	⚙️ -

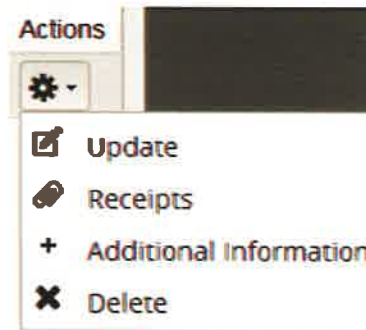
- 6.13 When your claim is complete and all receipts (Section 7) and additional information (Section 4) has been attached press **Submit** to send your claim to your approver.

Core Expenses Guide

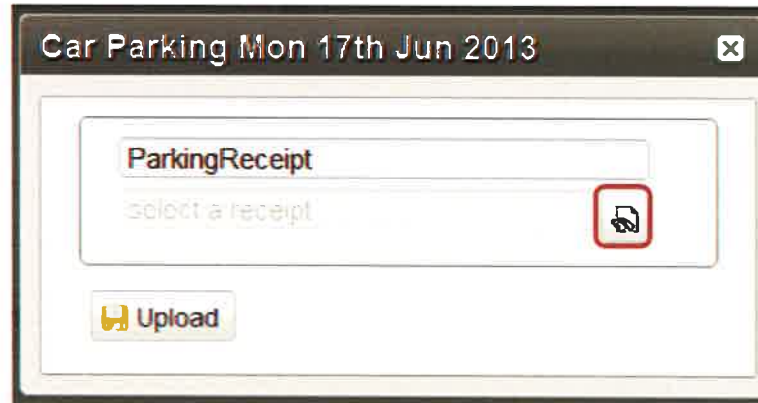
7. Adding Receipts

7.01 Once your claim is complete you are ready to **Add Receipts** to your claim.

7.02 Click on the “settings” wheel icon underneath the Actions header at the right hand side of your report. From the menu below select **Receipts**

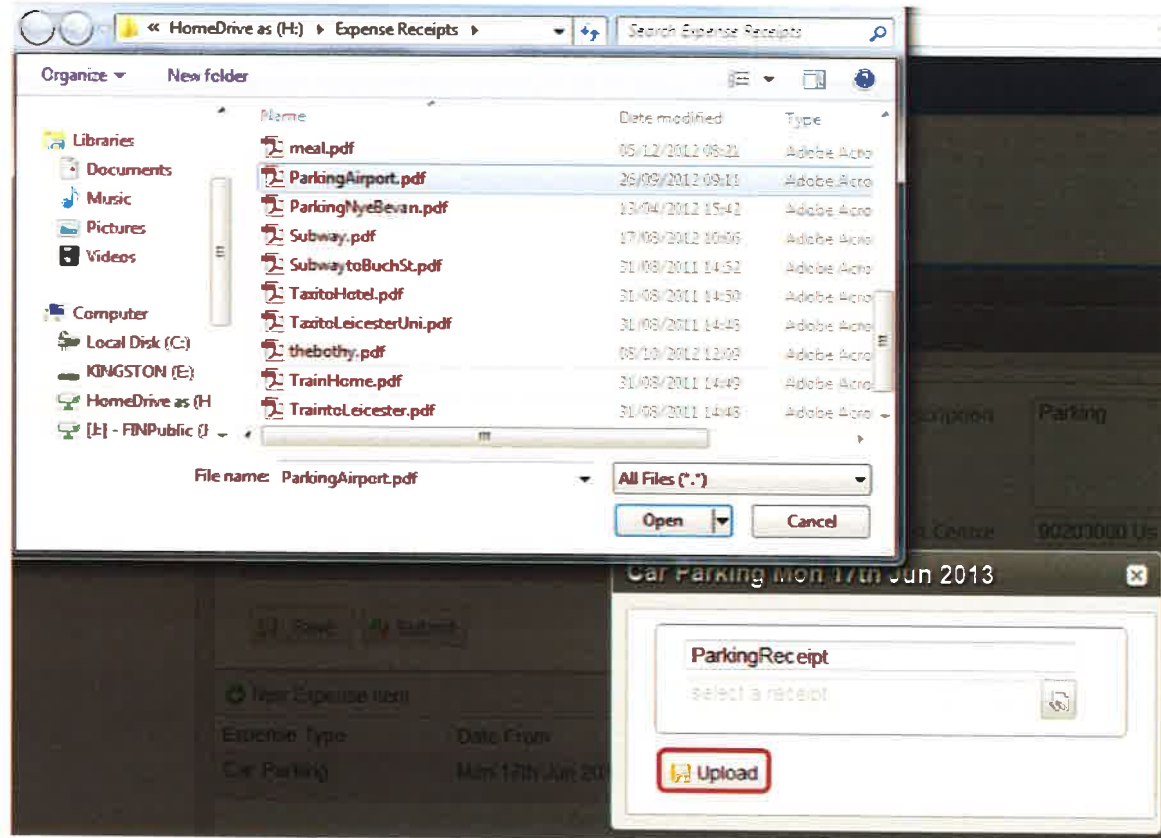


7.03 Give you receipt a name (if you want you can put all your receipts on one A4 page if small and just use this file repeatedly).



Core Expenses Guide

- 7.04 Select the appropriate receipt from your computer by choosing the icon highlighted above.
- 7.05 Choose the file from your computer and click **Upload**



- 7.06 You have successfully added your receipt to your claim.

Core Expenses Guide

8. Your Expenses Bank Account

- 8.01 Your **Expenses Bank Account** will initially be the same account that we use to pay your salary into. Some users may find it easier to manage their affairs by having a separate account for their expenses.
- 8.02 You can change you **Expenses Bank Account** from the **Payment** tab on the **Employee Dashboard** or by clicking the **My Details** button at the top right of the **Employee Dashboard**



- 8.03 From the **My Details** screen choose **Bank Detail** which is found in the **Employee Detail** menu
- 8.04 To change your **Expenses Bank Account** click on the **Magnifying Glass** at the right hand side of the screen

The screenshot shows the "My Bank Detail" interface. On the left is a sidebar menu titled "Employee Detail" with options: Next of Kin, Contacts, Dependents, Diversity, Documents, and Bank Detail (highlighted with a right arrow). The main content area has a title "My Bank Detail" and an information box with a blue 'i' icon. Below this is a table with columns: Account Type, Bank Detail, Sort Code, and Account Number. The table contains two rows: "Core Expense" and "Core Pay", both with the same bank details. The "Account Number" column shows "*****765" for both, and a magnifying glass icon is visible next to each account number.

Account Type	Bank Detail	Sort Code	Account Number
Core Expense	Lloyds T S B Plymouth, P.O. Box 22. 8 Roy...	309668	*****765
Core Pay	Lloyds T S B Plymouth, P.O. Box 22. 8 Roy...	309668	*****765

Core Expenses Guide

- 8.05 Type your bank's 6-digit **Sorting Code** - as you type, the system will try to find your branch.

The screenshot shows a form titled "Bank Account Information". It has several fields and a dropdown menu. The "Sort Code" field is currently set to "4045". A dropdown menu is open, showing several options with their corresponding bank names and sort codes. The options are:

- Sort Code: 404505, Upton-Upon-Severn, Bank Name: H.S.B.C., Sort Code: 404507
- Sort Code: 404508, Uxbridge, 41 High Street, 41 High Street, Ub8 1by, Bank Name: H.S.B.C., Sort Code: 404509
- Sort Code: 404509, Glasgow, H.S.B.C. H.S.B.C. G2, Bank Name: H.S.B.C., Sort Code: 404509

Other fields include "Account Number", "Confirm Account Number", "Building Society Reference", and "Confirm Building Society Reference". There is also a "Declaration" checkbox and "Save" and "Close" buttons.

- 8.06 Enter your 8-digit **Account Number** and then place your cursor in the **Confirm Account Number** and re-enter your 8-digit account number
- 8.07 If you are using a building society and they have provided a reference number then enter this in the **Building Society Reference** field and then re-enter it in the **Confirm Building Society Reference** field
- 8.08 When you have completed and checked your entry click to confirm your agreement to the **Declaration** and press **Save**
- 8.09 Before you can progress further you will be required to submit your GUID password
- 8.10 Enter your password and press **Confirm**

The screenshot shows a dialog box titled "Reauthenticate". It has a close button (X) in the top right corner. Below the title bar is a text input field containing the placeholder text "enter password". To the right of the input field is a "Confirm" button with a checkmark icon.

- 8.11 You have now updated your Expenses Bank Account – this will remain separate from any changes to your **Pay Bank Account**

Core Expenses Guide

9. Requesting a Business Expense Advance

9.01 This functionality is under development and will follow soon

Core Expenses Guide

10. Keeping track of your Expense Reports

- 8.01 The **Expenses** landing page offers users the ability to keep track of expense reports that have been saved, submitted or paid. Saved reports can be further edited before being submitted for approval.

My Expense Reports

New Monday 05th Jul 2013

Xasx

Mileage	.00
Subsistence	.00
Other	523.26
Total	523.26

Expense Payments

05th Jul 2013	£ 1,053.20	>
15th Mar 2013	£ 23.60	>
10th Jan 2013	£ 116.52	>

Legend:

- Paid (Green)
- Resubmitted (Blue)
- Submitted (Brown)
- New (Orange)

- 8.02 To edit an **Expense Report** choose **Manage** and choose **All Expense Reports**

- 8.03 You can update reports with a status of **New** if a report has been **Submitted** but not yet **Approved** you can choose to **Unsubmit** it. This will change the status back to **New**. You cannot **Unsubmit** an **Approved** report




ID	Date Range	Description	Approver	Total	Status	Actions
2224	Mon 01st Jul 2013	Xasx	Robert Fraser	523.26	New	⚙️ -
2223	Mon 01st Jul 2013	Cas	Robert Fraser	.00	New	⚙️ -
2221	Mon 01st Jul 2013	Cas	Robert Fraser	100.00	New	⚙️ -
2177	Mon 01st Jul 2013	Expense For July	Robert Fraser	29.60	Submitted	⚙️ -

- 8.04 Clicking on the **Expense Payments** icon will allow you to view **Expense Reports** that have already been paid.



Core Expenses Guide

8.05 Previously paid reports are listed with the most recent at the top

Claim No	Payment Run	Date Processed	Payment Method	Bank Details	Payment Value	
4531	110000	3 Jul 2013	Credit Transfer	404509 <small>Sort Code</small> XXXXX-689 <small>Account No</small>	£ 1,053.20	
4521	60047	15 Mar 2013	Credit Transfer	404509 <small>Sort Code</small> XXXXX-689 <small>Account No</small>	£ 23.60	
4484	60039	18 Jan 2013	Credit Transfer	404509 <small>Sort Code</small> XXXXX-689 <small>Account No</small>	£ 116.52	

Page 1 of 3 Displaying 1 - 3 of 9

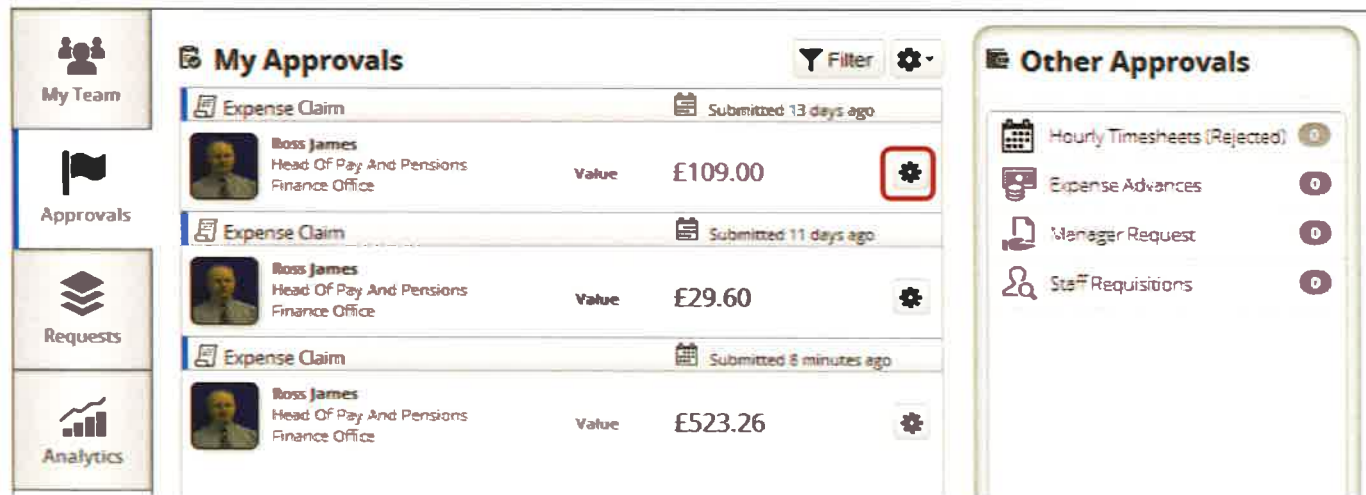
8.06 Click on the Magnifying Glass icon to see the detail of the report – you can Print these if you require







Reference	Date From	Date To	Description	Currency	Amount
4531	15-May-13	15-May-13	Rail Travel (Incl Subway/Tube) (0 Units)	Pound Sterling@1	2.60
4531	17-Apr-13	17-Apr-13	Rail Travel (Incl Subway/Tube) (0 Units)	Pound Sterling@1	63.00
4531	18-Apr-13	18-Apr-13	Rail Travel (Incl Subway/Tube) (0 Units)	Pound Sterling@1	63.00
4531	20-May-13	20-May-13	Other Expense (0 Units)	Pound Sterling@1	100.00
4531	28-May-13	28-May-13	Incidental Overnight Expenses (0 Units)	Pound Sterling@1	5.00
4531	28-May-13	28-May-13	Car Parking (0 Units)	Pound Sterling@1	43.00
4531	28-May-13	28-May-13	Mileage (0 Units)	Pound Sterling@1	0.00
4531	28-May-13	30-May-13	Air Travel (0 Units)	Pound Sterling@1	230.00
4531	28-May-13	30-May-13	Hotel & Other Accommodation (0 Units)	Pound Sterling@1	250.00
4531	30-May-13	30-May-13	Mileage (16 Units)	Pound Sterling@1	0.00
4531	12-Jun-13	12-Jun-13	Rail Travel (Incl Subway/Tube) (0 Units)	Pound Sterling@1	96.00
4531	14-Jun-13	14-Jun-13	Hotel & Other Accommodation (0 Units)	Pound Sterling@1	67.00
4531	14-Jun-13	14-Jun-13	Tax (0 Units)	Pound Sterling@1	13.00
4531	14-Jun-13	14-Jun-13	Conference/Course (0 Units)	Pound Sterling@1	100.00
4531	03-Jun-13	03-Jun-13	Car Parking (0 Units)	Pound Sterling@1	20.60
Total Pay					1053.20

Core Expenses Guide

11. Approving Expense Reports

- 11.01 If you are a line manager it is likely that you will need to **Approve an Expense Report** at some point. You will be usually asked to approve an expense report when you receive an e-mail, which will have a hyperlink to Core Portal.
- 11.02 Your landing page, when first logging into **Core Portal**, will be the **Manager Dashboard**. Within the **Manager Dashboard** choose the **Approvals** tab at the left-hand side.



My Approvals			
Expense Claim	Submitted 13 days ago		
 Ross James Head Of Pay And Pensions Finance Office	Value	£109.00	
Expense Claim	Submitted 11 days ago		
 Ross James Head Of Pay And Pensions Finance Office	Value	£29.60	
Expense Claim	Submitted 8 minutes ago		
 Ross James Head Of Pay And Pensions Finance Office	Value	£523.26	

Other Approvals

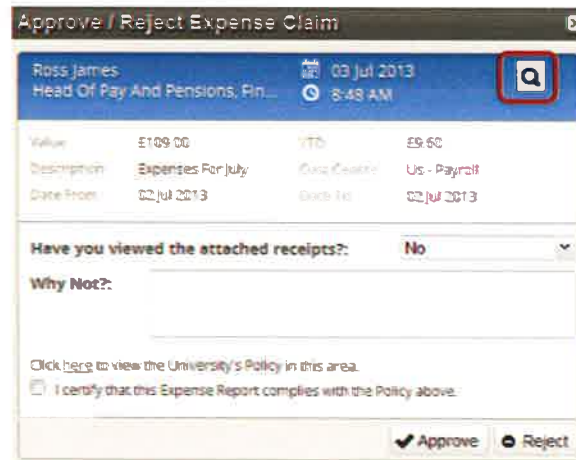
- Hourly Timesheets (Rejected) 0
- Expense Advances 0
- Manager Request 0
- Staff Requisitions 0

- 11.02 Choose a Report to Approve by clicking on the settings wheel icon to the right of the report

Core Expenses Guide

- 11.03 This will bring up a summary of the Report where the Approver will later confirm the expenses are valid, you must check the detail before you approve as the University see it as your responsibility to ensure that the expenses have met University and School regulations on expenses. See hyperlink for University regulations

<http://www.qia.ac.uk/services/finance/payandpensions/expensesprocedures/>



Approve / Reject Expense Claim

Ross James
Head Of Pay And Pensions, Fin... 03 Jul 2013
8:43 AM

Value:	£109.00	YTD:	£9.60
Description:	Expenses For July	Cost Centre:	US - Payroll
Date From:	02 Jul 2013	Date To:	02 Jul 2013

Have you viewed the attached receipts?: No

Why Not?:

Click [here](#) to view the University's Policy in this area.

I certify that this Expense Report complies with the Policy above:

Approve Reject

- 11.04 Click on the Magnifying Glass icon to review the detail of the Report

Core Expenses Guide

Trip Plan

Trip ID:	2165	Claimant:	Ross James (199727)
Date From:	2nd July 2013	Date To:	2nd July 2013
Time From:	N/A	Time To:	N/A
Position:	GRADE9 Grade 9	Project:	90203000 Us - Payroll
Scale Class:	A	Engine CC:	1400
Car Reg:	SA10 YON	Status:	Resubmitted
Travelled With:	N/A	Approver:	Robert Fraser (179899)
Description:	Expenses For July		



Further Analysis Detail

Project: **Fin Office - Payroll 41746**

Receipt Items/Expense Detail Total

This claim contains 1 items.

Expense Type	Date From	Date To	From Location	To Location	Units	Item Reason	Project	More Info	Item Total
Air Travel	02/07/13 - N/A	02/07/13 - N/A	Glasgow Airport	London Heathrow	N/A	Flight to London ref WP1	90203000 Us Payroll		109.00

Please note that the overall description of the expense, and why the expense was undertaken, is held in the top section. The description line will also contain information about budget holder approval codes, that the claimant was asked to provide, showing that they have a right to make a claim.

- 11.05 The detail, including receipts, behind the Report is displayed and from this screen Approvers can use the icons in the **More Info** column
- 11.06 To view the receipt associated with the line item click on the small Magnifying Glass in "More Info" analytics icon to view any changes to the Project

Core Expenses Guide



- 11.07 When satisfied that the Report is valid close the Report Detail screen by clicking at the top right hand corner
- 11.08 Confirm that you have checked the receipts by choosing **Yes** from the drop down menu or provide an explanation **Why Not** in the box provided. An expense claim with no receipts should only be approved for extreme reason and they must detailed here.

Approve / Reject Expense Claim ✕

Ross James
Head Of Pay And Pensions, Fin... 📅 03 Jul 2013 🔍
🕒 8:48 AM

Value	£109.00	YTD	£9.60
Description	Expenses For July	Cost Centre	Us - Payroll
Date From	02 Jul 2013	Date To	02 Jul 2013

Have you viewed the attached receipts?: No Yes No

Why Not?:

[Click here](#) to view the University's Policy in this area.

I certify that this Expense Report complies with the Policy above.

Core Expenses Guide

- 11.09 Check the certification box to confirm that the expenses are valid and comply with University Policy and press Approve
- 11.10 The Expense Report has been **Approved**
- 11.11 **If the report is invalid in anyway including an invalid description, or your have concerns please use the reject button and complete an explanation of why you rejected the claim.**

Core Expenses Guide

Appendix 1

<i>Expense Code</i>	<i>Name</i>	<i>Description of Use</i>	<i>General Ledger Account Code</i>
10	Mileage	Enter the number of miles travelled in a private vehicle	7460 – Mileage (privately Owned Vehicles)
20	Rail Travel (Inc Subway)	Use to reclaim expenses incurred on rail travel within the UK	7441 – Rail Travel – UK
21	Rail Travel (Inc Subway)	Use to reclaim expenses incurred on rail travel outside of the UK when your receipt is not in Sterling	7442 – Rail Travel – Non UK
26	Bank/Other Financial Charge	Use to reclaim bank charges incurred as a result of business related financial loss	7485 – Other staff expenses
30	Air Travel	Use to reclaim expenses incurred on air travel within the UK	7447 – Air travel – UK
31	Air Travel	Use to reclaim expenses incurred on air travel outside the UK when your receipt is not in Sterling	7448 – Air Travel – Non UK
35	Other Travel Costs	Use to reclaim other travel costs associated with business travel – please ensure that descriptions given are sufficient to properly describe the expense item	7465 – Other Travel Costs
36	Other Travel Costs	Use to reclaim other travel costs associated with business travel outside the UK when your receipt is not in Sterling – please ensure that descriptions given are sufficient to properly describe the expense item	7466 – Other travel Costs – Non UK
40	Business Entertaining/Meals	Use when claiming for an event with more than one participant. This can be as part of a wider event or a business meal with a collaborative colleague etc.	7480 – Entertainment/Hospitality
45	Subsistence (Meals/Snacks)	Use when claiming meals or snacks taken as part of a trip on University business. If the claim includes food for University colleagues and it is as part of a business trip please complete the Additional Information form.	7420 – Travel & Subsistence – UK Only
46	Subsistence (Meals/Snacks)	Use when claiming meals or snacks taken as part of a trip on University business. If the claim includes food for University colleagues and it is part of business trip please complete the Additional Information for.	7430 – Travel & Subsistence – Other EC states
47	Car Parking	Use to reclaim expenses incurred for car parking charges whilst on University business. NB you cannot claim for parking fines.	7465 – Other Travel Costs

Core Expenses Guide

51	Taxi	Use to reclaim expenses incurred on taxi journeys whilst on University business	7445 – Taxi UK
52	Taxi	Use to reclaim expenses incurred on taxi journeys whilst on University business when your receipt is not in Sterling	7446 – Taxi Non UK
53	Other Public Transport	Use to reclaim expenses incurred on any public transport not mentioned above whilst on University business	7443 – Public Transport UK
54	Other Public Transport	Use to reclaim expenses incurred on any public transport not mentioned above whilst on University business when your receipt is not in Sterling	7444 – Public Transport – Non UK
55	Hotel	Use to reclaim hotels and other accommodation expenses incurred whilst on University business	7438 – Hotel & Other Accommodation - UK
56	Hotel	Use to reclaim hotels and other accommodation expenses incurred whilst on University business when your receipt is not in Sterling	7439 – Hotel & Other Accommodation – Non UK
58	Conference/Course	Use to reclaim expenses incurred on the cost of conference or course fees and external meetings	7240 – Conference/Courses and Meetings
60	Other Expense	Use to reclaim expenses that are not specified above – these would be exceptional items and clear descriptions must be provided. This item has an upper limit of £100	7485 – Other Staff Expenses
62	Incidental Overnight Expenses	Use to reclaim expenses incurred during an overnight stay in the UK whilst on University business e.g. purchase of a newspaper, telephone calls home. This item has an upper limit of £5	7485 – Other Staff Expenses
63	Incidental Overnight Expenses	Use to reclaim expenses incurred during an overnight stay outside of the UK whilst on University business e.g. purchase of a newspaper, telephone calls home. This item has an upper limit of £10	7485 – Other Staff Expenses