e-Expenses
Quick Guide for Claimants

1 - Introduction

e-Expenses is an electronic expense claim entry and processing system for employees. You enter your claim and submit it for electronic approval straight from your computer. The e-Expenses workflow is a simple four-stage process:

**Workflow**

<table>
<thead>
<tr>
<th>Input</th>
<th>Approve</th>
<th>Check</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant input</td>
<td>Email sent: Claimant has the option to prompt the Approver/Budget Holder or choose an alternative and re-submit</td>
<td>Email sent: Claimant has the option to prompt the Checker</td>
<td>Fully certified by 5pm on a working Friday</td>
</tr>
<tr>
<td>Printed Expense Form (PDF) and all receipts</td>
<td>Approver/Budget Holder: Approver/Budget Holder certifies</td>
<td>Checker: Checker certifies</td>
<td>Credit claimant’s bank account by the following Friday</td>
</tr>
<tr>
<td></td>
<td>No action after 5 days</td>
<td>No action after 10 days</td>
<td></td>
</tr>
</tbody>
</table>

2 - Access and Navigation

e-Expenses is accessed via Internet Explorer 8 (IE8). Other browsers may be compatible, however the University only supports IE8. If you do not have IE8 or are outside the University network log onto the secure Remote Mobile Access Service (RMAS) and access e-Expenses via IE8.

To access e-Expenses type the following into the URL bar in IE8 ...

[https://selfservice.leeds.ac.uk](https://selfservice.leeds.ac.uk)

... and enter the same ‘User ID’ and ‘Password’ you use to log onto the University network. You will be greeted with your Employee Self-Service (ESS) homepage.

All claims fully certified (authorised by your Approver/Budget Holder\(^1\) and Checker\(^2\)) by 5pm on a working Friday will be credited to your bank account by the following Friday\(^3\).

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\(^1\) Approver/Budget Holder - The first person who reviews your claim (for reasonableness/purpose), going forward we will simply refer to them as the Approver

\(^2\) Checker - The second person who reviews your claim, usually the Faculty or Service Finance Office

\(^3\) A minority of claim types require NI/Tax to be deducted and will be paid monthly through Payroll
Navigation is reasonably intuitive and gets easier with practise, key buttons used:

- **Next Step** to move to the next screen
- **Previous Step** to move to the previous screen
- **Search** to search for data (names, cost assignments, etc)
- **Accept** to confirm a data entry
- **Check** to validate what you have entered
- **Delete** to remove a selected entry

To move between screens you can click any of the following active (not greyed out) icons displayed at the top of the screen:

![Screen Navigation Icons]

**3 - Create Expense Claim**

From the ‘Homepage’ screen select ‘Create Expense Claim.’ On the new page select the ‘Claim Type Selection’ drop-down menu and choose either ‘Travel and Subsistence’ or ‘Non Travel’ depending upon the nature of your claim and click **Next Step**.

**Quick tip - Be prepared**

In order to complete your expense claim you will need to:

1. know your Approver. You cannot certify your own claim, it must be authorised by an appropriate member of staff who is able to confirm that it is a reasonable expense incurred on University business;
2. know the ‘Cost Assignment’ your claim is being charged against; and
3. have a printer and all paper receipts (not required for ‘Mileage’ claims).

*Note: If you are unsure of your Approver or Cost Assignment, please clarify with your Faculty or Service Finance Office before proceeding.*

**Quick tip – Get some extra onscreen help**

Right click your mouse within the claim entry screen and select ‘Display Quick Help’ to activate additional assistance useful for first time users.

*Note: Simply hold your mouse over the green underlined field labels to display extra onscreen help.*

**General Data**

Information entered here should be relevant to the whole claim. You must complete all mandatory fields marked with a *

**Date(s) and Times of Travel**

It is necessary to enter the date(s) and times of travel for all travel & subsistence claims and for some non-travel claims where the expense type’s duration is more than one day e.g. a conference. Enter the date and time of departure in the “From Date” fields and the date (DD.MM.YYYY) and time (00:00) of return in the “To Date” fields. Note that times must be captured in 24hr format e.g.

```
From Date: 20.02.2013 09:45
To Date: 22.02.2013 19:30
```

**Departure and Destination**

For ‘Travel and Subsistence’ only claims, the ‘Departure’ and ‘Destination’ fields are to assist with Carbon Emissions reporting. Enter a location (e.g. Leeds) and this will be saved as a favourite. In future, click on the **icon next to the field and simply choose from your favourite locations.**
Approver
You can either search for your Approver (Budget Holder) or simply type their personnel number into the 'Approver' field.

See ‘Quick tip’ to the right on saving approvers as favourites

To search click on the icon next to the Approver field and a search box will appear:

Quick tip - Save time, search using wildcard asterisks
If you do not know the correct spelling you can replace part of the name with * as illustrated here (e.g. ‘Phil*’ will find anyone whose name begins with ‘Phil’ such as Phillip, Phillipa, etc)

Search for your Approver by entering their ‘Last name’ and ‘First name’ as illustrated above and clicking ‘Start Search.’ Results will be displayed as follows:

Quick tip - Conserve time, save your Approvers as favourites
You can save your Approvers as favourites as follows:

- at the search facility stage illustrated above, simply right click on the name found and select ‘Add to Personal Value List’ as below;

- when you have at least one Approver stored as a favourite, the way you pick your Approver gets much easier. Click on the icon next to the Approver field and choose from your favourites as below; and

- to search for a new Approver select and proceed as before.

Purpose of Claim
This is a free text field, please enter full details of the reason for your claim in order to help your Approver assess whether the amount claimed is reasonable and that the expense was incurred on University business.
Cost Assignment

The ‘Cost Assignment’ refers to the Account code (sometimes referred to as the Cost Object). This includes a Cost Centre, Internal Order, Research Grant, Capital Project or Development account. Below is a table outlining the appropriate column headings to select depending on which account code you wish to use:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description and example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Centre</td>
<td>A six digit account code e.g. 123456</td>
</tr>
<tr>
<td>Order</td>
<td>This refers to the an Internal Order which has an eight digit account code e.g. 12345678</td>
</tr>
<tr>
<td>WBS Element</td>
<td>This refers to the project code, this could be a Research Grant or a Capital Project. It has a 12 character (alpha numeric) code and is displayed in the following format: XX.XXXX.123456. An example of a Research Grant might be, RG.MECH.123456 (or a Capital Project CP.XXXX.123456 or Development accounts DV.XXXX.123456). In this example the ‘RG’ represents ‘Research Grant’ ‘MECH’ represents the department and ‘123456’ is the Grant number.</td>
</tr>
</tbody>
</table>

Select Create Cost Assignment

The ‘Cost Assignment’ selection screen will be displayed:

The ‘Cost Assign (%)’ field will default to 100

Enter your chosen Cost Assignment into the appropriate field

If you need to assign your claim to more than one ‘Accounting Object’ you will need to change the ‘Cost Assign (%)’ as appropriate and click Accept and New Entry and repeat the above process for the following entry. Please ensure that all the percentages add back to 100%.

Note: If you are unsure of your Cost Assignment, please clarify with your Faculty or Service Finance Office.

Mileage

The ‘Mileage’ section is for ‘Travel and Subsistence’ claims where you have made a journey by car or other private vehicle and are claiming for fuel. Receipts are not required to support ‘Mileage’ claims

The default settings for mileage have been set to reflect the vast majority of claims [i.e. Car/Van Non-Home to Work at a rate of 40p per mile]

4 - Enter Receipts

Receipts are not mandatory for Mileage only claims.

If you have any receipts relating to your claim, enter the details here. Otherwise press Next Step and continue to the ‘Review and Send’ page.

To enter receipts, press Add Receipt and this will this will enable you to select an appropriate ‘Expense Type’ from the drop down list.

Click under the ‘Expense Type’ column to display the list. It is important that you choose the correct option here since this choice will drive subsequent questions. Some examples of ‘Expense Types’ are below...

- ACCOMM -Hotel-London Rate
- ACCOMM -Hotel-UK
- AIR FARES-Overseas
- AIRPORT TAX-EU FP7 only
Receipt Amount £
Enter your ‘Receipt Amount’ in pounds sterling. When converting from a foreign currency your Checker may require proof of exchange rate.

Receipt Date
Enter the date shown on the receipt you are entering in the appropriate field. Note that the default date displayed in the Receipt Date field is the date of claim entry. You must change this date if the date shown on your receipt is different.

If you have only one receipt, click **Accept** to confirm.

If you have additional receipts, click **Accept and New Entry** to confirm data entry and create a new row.

If you wish to charge certain receipts to a specific Cost Center, Order or WBS Element use the **Change Cost Assignment** icon which is displayed when entering the receipt under the ‘Description’ field.

Click here and select an Expense Type from the list
Enter the Receipt Amount here
Enter the actual Receipt Date here

When all your receipts have been accepted press **Next Step**.

VAT Status
If you have a VAT receipt and e-Expenses recognises that it may be either fully or partially recoverable (i.e. a UK hotel bill with VAT separately identified) you should categorise the ‘VAT Status’ so the University can recover the VAT. To do this, simply quick-pick from the drop-down box as appropriate:

1) No VAT charged (no VAT recovery possible) [the default position]
2) I have a VAT receipt but my expense relates to teaching activities or grant funded research (no VAT reclaim possible)
3) I have a VAT receipt and my expense relates to gen admin activities (VAT is partially recoverable)
4) I have a VAT receipt and my expense relates to commercially funded research or consultancy work (VAT is recoverable)

Quick tip - Helpful VAT Status terminology

**Teaching activities** means the provision of education through courses, workshops and conferences. It also includes student support services such as student admin or student counselling.

**Grant funded research** is research funded by grants from government bodies, research councils, charities and the EU.

**Commercially funded research** is where we enter into a contract to make a supply of research to a UK or overseas commercial organisation.

**Consultancy work** is where we make supplies of goods or services which are not research or teaching to a third party. This will include consultancy, testing or analysis and the sale of goods.

5 - Review and Send (to submit your claim)

Select **Save and Send for Approval** and click **Next Step** to submit your claim.
6 - Print Expense Form

After you have submitted your claim electronically, you need to print an ‘Expense Form’ and send it with any paper receipts to your Faculty or Service Finance office.

Note: Please ask your Faculty or Service Finance office if there are any local deadlines for receipt of this paperwork each week or if there is a preferred method of sending the paperwork safely to your Checker.

After you have submitted your e-Expense claim a Print Expense Form icon will be displayed. Click this icon to display the ‘Expense Form’. Move your mouse pointer to the bottom of the window and the following pdf option bar will allow you to print your ‘Expense Form’:

7 - Amend Expense Claims

If your claim has been rejected during the workflow process you can amend and resubmit it. From the ESS homepage click on ‘My Expense Claims’ and select the appropriate claim by clicking anywhere on the row and then clicking Change.

Note: If you amend your claim, it will be resubmitted to your Approver and the workflow is restarted.

8 – Help and Support

My Expense Claims (accessed via the ESS homepage)
Select ‘My Expense Claims’ to display claims dating back 12 months. You can view, print, amend, copy (use as a template for new claims) and delete claims.

Universal Worklist (accessed via the ESS homepage)
For Claimants - to display claims input via a Proxy.
For Approvers and Checkers - to certify/reject claims.

Online Guides and LUTube Videos
www.leeds.ac.uk/finance/e-expenses_staff

Desktop Anywhere
https://access.leeds.ac.uk