

Aston Staff Portal

Making an Expense Claim

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Applicable Rates for Accommodation, Travel & Subsistence

Standard Day Rate Subsistence (meals and drinks, excluding alcohol)

The actual, reasonable costs of food and non-alcoholic drink up to a maximum as per the table below (Agreed by Audit Committee as at 31st August 2014). Receipts are not required, but there must be evidence (usually indicated by the travel arrangements) that the absence from the normal place of work encompasses the claimed -for meal break. Any cost incurred above the maximum will not be reimbursed.

Purpose	Duration	Maximum Reimbursable £	Expense Code	Aston Receipt Required?	External / Research Funding – Receipt Required ?
UK - Day rate subsistence	Up to 5 hours	4	1005	NO	YES
UK - Day rate subsistence	More than 5 hours and less than 9 hours	7	1009	NO	YES
UK - Day rate subsistence	More than 9 hours	15	1010	NO	YES
UK - Day rate subsistence	Evening meal only	25	1012	NO	YES
UK - Day rate subsistence	Full day rate including evening meal	35	1024	NO	YES
Overseas Day rate subsistence	Up to 5 hours	4	2005	NO	YES
Overseas Day rate subsistence	More than 5 hours and less than 9 hours	7	2009	NO	YES
Overseas Day rate subsistence	More than 9 hours	15	2020	NO	YES
Overseas Day rate subsistence	Evening meal only	25	2012	NO	YES
Overseas Day rate subsistence	Full day rate including evening meal	35	2024	NO	YES

Non - Standard Day Rate Subsistence (meals and drinks, excluding alcohol)

On occasion, you may find that your subsistence expenses incurred are greater than the standard day rates. The following expense codes should only be used in this case, and must be accompanied by receipts.

Purpose	Duration	Maximum Reimbursable £	Expense Code	Aston Receipt Required?	External / Research Funding – Receipt Required ?
UK - Day rate subsistence	Unrestricted	Uncapped	4356	YES	YES
Overseas Day rate subsistence	Unrestricted	Uncapped	4306	YES	YES

Applicable Rates for Accommodation

Hotel bookings should be made in advance through the University preferred supplier (Key Travel). Conferences with hotel accommodation included should be reviewed to ensure that they are delivering value for money. The maximum reimbursable hotel accommodation costs are detailed below. Where accommodation is booked by staff, receipts are required.

Purpose	Duration	Maximum Reimbursable £	Expense Code	Aston Receipt Required?	External / Research Funding – Receipt Required ?
London Hotel Accommodation	Overnight stay	150	3001	NO	YES
UK Hotel Accommodation (Outside London)	Overnight stay	100	3002	NO	YES
Overseas Hotel Accommodation	Overnight stay	150	3003	NO	YES
UK Hotel Accommodation	Overnight stay	Uncapped	4350	YES	YES
Overseas Hotel Accommodation	Overnight stay	Uncapped	4300	YES	YES

Travel

1. The necessary cost of business travel by rail and air, and accommodation costs associated with business travel, must be booked via the University preferred supplier (Key Travel). This is a very easy process which does not require purchase orders to be raised. In exceptional circumstances (e.g. an urgent requirement to travel or inability to access the approved travel provider in time to make the booking) another travel agent can be used. If another travel agent is used because a cheaper journey can be obtained, then a quote from the preferred travel agent must be attached to the expenses claim.
2. Where travel is booked directly by staff, receipts are required.
3. Minor business travel expenditure such as parking, road tolls and tube fares can be claimed without a receipt as long as it is clear on the expenses claim form that the expense has been necessarily incurred.
4. Mileage rate: £0.45 per mile (for the first 10, 00 miles).

Entertainment and Hospitality Expense Items

In addition to the general procedures on expenses all payments or reimbursements that include the cost of entertaining must provide the following details:

- The names of all attendees, including University staff; and
- The organisation each attendee represents; and
- The purpose of the entertainment (for example, “negotiation of contract”, “business acquisition”, “research project”, “student placements”).

These details should be entered in the description field for this expense item – see section 1 – making an expenses claim.

Foreign Currency

If your expenses were incurred in a foreign currency, please refer to the guidance on using the currency converter at the end of this document.

Making a Claim for Expenses in GBP

- Login to Portal in the normal way
- On the Employee Dashboard, click on the Expenses tab

The screenshot shows the COREHR portal interface for Margaret Simpson. The top navigation bar includes the COREHR logo, a search bar, and a user profile. Below the navigation bar are three dashboard selector buttons: Employee Dashboard (highlighted with a red box), Manager Dashboard, and Administrator Dashboard. The main content area displays the user's profile, a sidebar with navigation options (Welcome, Leave Requests, Payment, Expenses (highlighted with a red box), Training), and a central 'Expenses' section. The 'Expenses' section includes a table of a new expense claim for 'Purchase Of Compact Disc - 30 Non-Stop Zumba Clas...' with a total of 5.99, a donut chart showing 'Submitted' and 'New' categories, and a 'Remittances' section with no available remittances. A 'My Trip Destinations' map is also visible.

Category	Amount
Mileage	.00
Subsistence	.00
Other	5.99
Total	5.99

Managers please note – you will enter the portal on the manager’s dashboard by default, and will need to switch to the employee dashboard using the dashboard selector in the COREHR logo (see screenshot - top left of the screen)

RECEIPTS


Before you begin making your claim, please check on the preceding pages to see if your claim will require a receipt. Please note that ALL expenses claimed against external and research funding within project codes 50000 to 69999 MUST be accompanied by receipts. Any claim which requires a receipt and does not have one, will be rejected by your manager. Where receipts are required and have not been attached, and the manager has mistakenly approved the claim, these claims will be rejected by Payroll.

Please note that receipts should be scanned / photographed so that they are legible, to comply with external funding requirements.

Scanning and saving copies of your receipts before you begin making the claim will ensure that you can complete the transaction quickly and easily.

The screenshot shows the 'corehr' interface for Margaret Simpson, a Zumba Instructor in Human Resources. The page is titled 'Claims' and features a navigation sidebar with options like 'Welcome', 'Leave Requests', 'Payment', 'Expenses', and 'Training'. The main content area displays an 'Expenses' section with a table for a submitted claim on May 19, 2016, titled 'Attendance At Sports Conference'. The table lists Mileage (.00), Subsistence (.00), and Other (157.00), with a total of 157.00. A 'Submitted' status is indicated. To the right, there are buttons for '+ New' and 'Manage'. A 'Remittances' section shows 'No Remittances available'. A 'Profile Completeness' bar is at 60%. Three callout boxes highlight key actions: 'MAKE A NEW EXPENSE CLAIM HERE' (pointing to the '+ New' button), 'VIEW / UPDATE EXISTING CLAIMS HERE' (pointing to the 'Manage' button), and 'VIEW YOUR EXPENSE PAYMENTS HERE' (pointing to the 'Remittances' section). A large callout box at the bottom right contains a three-step instruction: 1. Make a new expenses claim, and add expense items and receipts. 2. Amend existing claims, view statuses, unsubmit or delete. 3. View and print details of your remittances.

Submitted Thursday 19th May 2016	
Attendance At Sports Conference	
Mileage	.00
Subsistence	.00
Other	157.00
Total	157.00

- Click on the new claim button 
- A new expense claim displays
- Enter the date(s) that the claim refers to
- Enter a description for this group of expenses
- Select the appropriate approver for your claim
- **(*Please note:** With immediate effect any expense approval requests that are against an Erasmus project code should be forwarded onto Jessica Neumann in the International Office by your Manager for processing,. Erasmus project codes can be identified from the Cost Centre which is H12 (Erasmus) and the project codes will all be indexed 'H12-' on the trip detail.)
- The Cost Centre defaults to your home cost centre

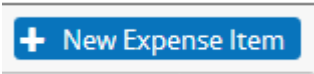
- Click the Project Code drop down button, and type in your cost centre – the list of available project codes for your cost centre is displayed

Please note all expenses items will be grouped for payment to the same Project Code. If claims are to be charged to different project codes separate claims must be submitted.

- Select the appropriate project code
- Save the claim header – a pop up message will confirm your save.

Note – the cost centre and project code is set on the expense claim header – it cannot be changed after it has been saved. All expenses claimed on this claim must relate to the cost centre and project code input on the claim header.

- With the header saved, you can add individual expense items – click the “new expense item” button

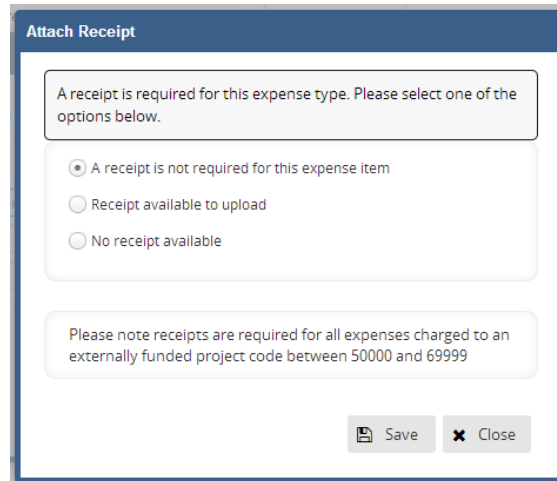


- In the Expense Details screen, click on expense type to open the drop down menu and select the expense type, or begin to type in the description.

If the expense type **does not require a receipt**, you can simply proceed to -

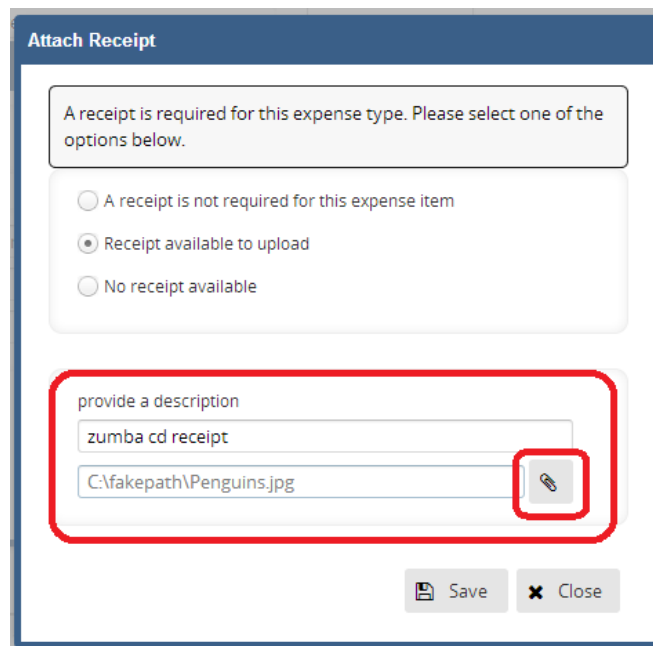
- Enter the value (£ or number of units - if claiming mileage, enter the number of miles, and the system will calculate the total value using the agreed mileage rate).
- Enter a description for this expense item
- Enter locations, where applicable
- Click “Save” or “Save and add another” to add a new expense item

If the expenses type **requires a receipt**, the system will present the receipt pop up as soon as you select the expense type.



You have three options as follows –

1. Assert that a receipt is NOT required and click “save”. Please check with your Expense Approver before selecting this option that they will be happy to approve your claim without receipts.
2. Select “receipt available for upload”. This enables a file search that you can use to find the file to upload – click the paperclip to open the file browser – find the file, enter a description for the receipt, and click save.



3. Select “No receipt available” – you will be prompted to enter a reason. Please be aware that your expense Approver and/or Payroll may reject your claim if a receipt is required. Click save.

Expense Details

Is this an expense item with foreign details?

Expense Type: Consumables: General Value: 5.99 Location: From To

Dates: 04/05/2016 04/05/2016 Description: CD of Zumba exercise music

Times: From To

▼ Cost Centre & Project Code

0.00 total claimed 0 # items

... Save + Save & Add New Receipts

When you have processed your receipt, you will be returned to the expense item screen.

- Enter the value (£ for this expense type)
- Enter a description for this expense item
- Enter locations, where applicable
- Click “Save” or “Save and add new” to add a new expense item

The “save” and “save and add new” options are now accessed via the small button at the bottom right of the expense item screen. Note that if you did not add receipts at the first stage, you can select receipts from this menu and this will launch the “attach receipts” pop up window.

- Click “save” when you have finished adding expense lines
- The expense claim displays

At this point, you can select from the actions menu to the right of your expense items, and add receipts, additional information, edit the expense amount, or delete the item altogether. Once you are happy with your claim, you can click “submit”. The claim will be sent to your Departmental Expenses Approver.

Expense Claim (Item: 1873)

Dates: 04/05/16 04/05/16 Description: Purchase Of Compact Disc - "30 Non-Stop Zumba Classics"

Cost Centre: S54 Sports & Recreation Project Code: S54-25025-Sports & Rec - R

Approver: Jason Price

▼ Additional Options

5.99 total claimed 1 # items

Submit Save

Expense Type	Date From	Date To	From	To	Units	Value	Actions
Consumables: Gene...	Wed 04th May 2016	Wed 04th May 2016				5.99	... View / Update Receipts Additional Information Delete

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Making a Claim for Overseas Travel & Subsistence using the Currency Converter

CORE Expenses includes a **currency converter** to help in claiming your expenses incurred overseas. The following pages explain how to claim expenses using foreign currency.

Before proceeding with a claim, you will need to know the exchange rate that you received when exchanging currency for the trip, or the exchange rate offered by your bank / credit card provider.

1. In the expense details screen, there is a tick box at top left – tick this if you are going to claim in foreign currency.
2. Complete your expense item entry by entering the value of the expense (in the foreign currency).
NB: The “from” and “to” locations must be entered, and these **cannot** be the same
3. Use the ... option to select Currency.

Expense Details

this expense item is being claimed in a foreign currency? EUR @

Expense Type	Overseas Subsistence Bt...	16	Value	Location	France Paris	France E/Where
Dates	03/08/2016	25/08/2016		Description	Subsistence during conference	
Times	From	To				

▼ Cost Centre & Project Code

20.00 total claimed 1 # items

...
Save
+ Save & Add New
Currency
Receipts

4. Enter your currency rate. The currency will pick up from the location you have entered in your expense, you need to enter the exchange rate. For example, if on the day £1 was equal to €1.20, enter 1.20. Click Save.

Currency

Currency: Euro 1.2

Reason: Enter Reason...

Save Close

You will now be taken back to the expense details screen, and the currency rate will be visible:

The screenshot shows the 'Expense Details' form. At the top, there is a checked checkbox 'This expense item is being claimed in a foreign currency:' followed by a text field containing 'EUR @ 1.2', which is highlighted with a red rectangular box. Below this, the form contains several input fields: 'Expense Type' (Overseas Subsistence Bt...), 'Value' (16), 'Location' (France Paris), and 'Description' (Subsistence for conference). There are also date pickers for 'Dates' (03/08/2016 to 25/08/2016) and 'Times' (From/To). At the bottom, a section titled 'Cost Centre & Project Code' shows '20.00 total claimed' and '1 # items'.

Please note that the currency rate will remain active on all subsequent expense items for this claim, so you do not have to re-enter the exchange rate every time. If you wish to revert to pounds – i.e to enter an expense item for UK rail fare on your return trip, simply untick the foreign details tick box to disengage the currency converter on that expense item.

5. Click Save, or click Save and Add New if you wish to continue adding expense items.

When you have saved the expense item, you will see that the amount claimed has been converted to pounds, using the exchange rate that you entered.

The screenshot shows the 'Expense Claim (Item: 5856)' form. It includes fields for 'Dates' (03/08/16 to 25/08/16), 'Description' (Conference), 'Cost Centre' (S07 Organisational Development), 'Approver' (Ann Hartley), and 'Project Code' (S07-20186-Staff Development General). Below these is an 'Additional Options' section showing '33.33 total claimed' and '2 # items'. There are 'Submit' and 'Save' buttons. At the bottom, a table lists expense items. The second row, 'Overseas Subsisten...', is highlighted with a red border. The table has columns: Expense Type, Date From, Date To, From, To, Units, Value, and Actions.

Expense Type	Date From	Date To	From	To	Units	Value	Actions
Taxi Fares	Wed 03rd Aug 2016	Wed 03rd Aug 2016	Birmingham	Airport		20.00	...
Overseas Subsisten...	Wed 03rd Aug 2016	Thu 25th Aug 2016	France Paris	France E/Where		13.33	...

Complete your claim as per the main instructions, and don't forget to submit your claim once finished.

Very Important Note about Exchange Rates

Looking at the screenshot above, you can see that the exchange rate used is the “Euros to the Pound” rate, and not the “Pounds to the Euro” rate, (which would be 0.78).

You can check that you’ve got the right rate by using Google. Simply enter “pound dollar”, “pound euro” etc, and the current rate will be shown at the top of the search results – see screenshots on the following page.

Checking that you are using the correct exchange rate using Google

Enter the names of the currencies in the search box, Pound first.

