



Aston Staff Portal

Checking and Submitting your Expense Claim

1. Viewing and Amending your Expense Claim

You can make a new claim and submit it there and then, or you can save your claim at any point, and return to it later to complete and submit it.

Once you have saved your new claim, it will appear in your expenses tab as the latest claim. The claim has yet to be submitted, so it has a status of “New”

The screenshot shows the corehr interface for Margaret Simpson, a Zumba Instructor. The main section is titled "Expenses" and includes a "New" button and a "Manage" button. A table shows a submitted expense claim for "Testing For Ast-44" on Monday 23rd May 2016. The table lists Mileage (.00), Subsistence (.00), and Other (205.00), with a Total of 205.00. A donut chart shows the status of claims: Submitted (light blue), New (dark blue), and Approved (yellow). A "Remittances" section shows "No Remittances available".

Submitted Monday 23rd May 2016	
Testing For Ast-44	
Mileage	.00
Subsistence	.00
Other	205.00
Total	205.00

- Click the “Manage” button
- You can choose to view just the latest claim, or all of your previous claims

A close-up of the "Manage" button dropdown menu, showing two options: "This Expense" and "All Expense Claims".

- Clicking “All Expense Claims” opens the following screen

ID	Date Range	Description	Approver	Total	Status	Actions
1967	23 May 16 to 23 May 16	Testing For Ast-44	Personnel Test	205.00	Submitted	...
1966	23 May 16 to 23 May 16	Testing To Ast-44	Jason Price	23.50	Approved	...
1945	01 May 16 to 01 May 16	Overseas Travel	Jason Price	390.63	New	...
1874	05 May 16 to 11 May 16	Trip To International Dance Conference	Jason Price	.00	New	...
1873	04 May 16 to 04 May 16	Purchase Of Compact Disc - "30 Non-Stop Z...	Jason Price	5.99	New	...
1872	01 May 16 to 01 May 16	Attendance At Sports Conference	Jason Price	157.00	Approved	...

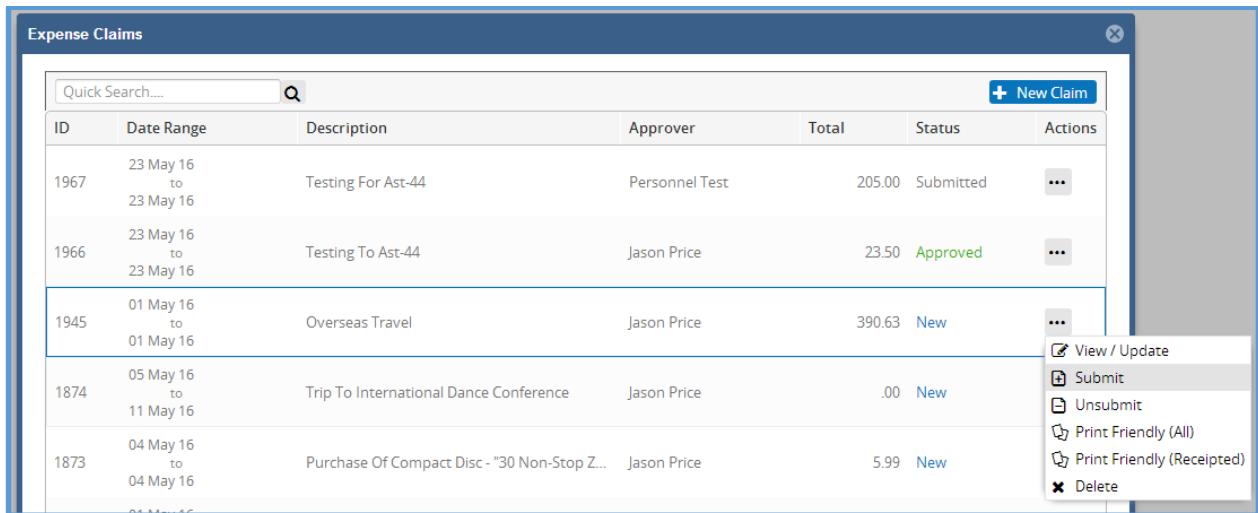
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All previous expense claims are displayed, with totals and statuses (new, submitted, approved & paid)

Clicking the Action button gives menu actions for each claim – view/update, submit, un-submit, view the print friendly version, or delete. Note that only new expense claims can be deleted, but submitted claims can be un-submitted, then deleted.

2. Submitting your Expense Claim

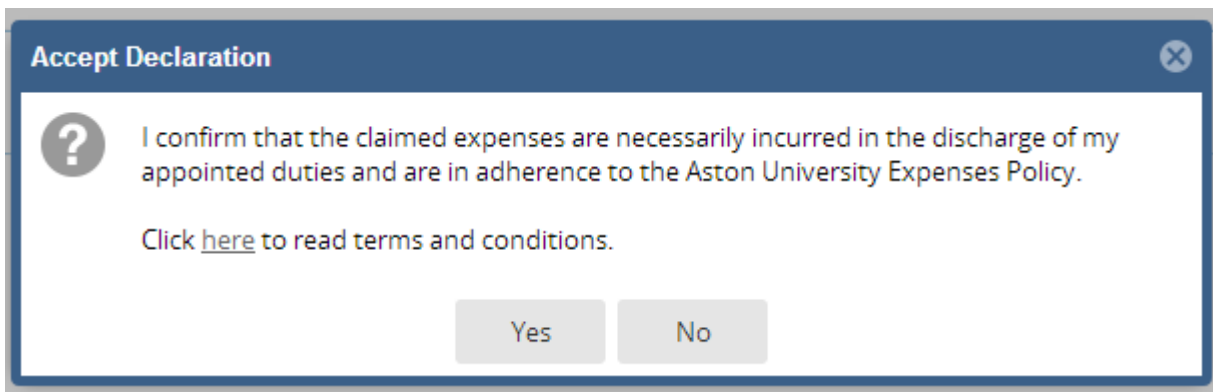
With your expense lines and receipts added, you can now submit your claim to your Departmental approver.



The screenshot shows a web application window titled "Expense Claims". At the top, there is a "Quick Search..." field and a "+ New Claim" button. Below is a table with the following columns: ID, Date Range, Description, Approver, Total, Status, and Actions. The table contains five rows of data. A context menu is open over the "Actions" column of the row with ID 1945, showing options: View / Update, Submit, Unsubmit, Print Friendly (All), Print Friendly (Receipted), and Delete.

ID	Date Range	Description	Approver	Total	Status	Actions
1967	23 May 16 to 23 May 16	Testing For Ast-44	Personnel Test	205.00	Submitted	...
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1873	04 May 16 to 04 May 16	Purchase Of Compact Disc - "30 Non-Stop Z...	Jason Price	5.99	New	...

- From Manage Expenses, select “submit” from the actions menu
- The Declaration window displays – click the link if you need to view the University’s expenses policies. You should only submit valid claims.
- Click “Yes” to submit.
- You will receive a pop-up message on screen to confirm that your claim has been successfully submitted.



The screenshot shows a dialog box titled "Accept Declaration". It contains a question mark icon, the text "I confirm that the claimed expenses are necessarily incurred in the discharge of my appointed duties and are in adherence to the Aston University Expenses Policy.", and a link "Click [here](#) to read terms and conditions." Below the text are two buttons: "Yes" and "No".

Once you have submitted your claim, you can un-submit it if it has not yet been approved. Simply go into manage all expenses claims, then select “un-submit” from the actions menu. You can delete expense claims whilst they are still in new status (this includes claims that have previously been submitted, then un-submitted).