

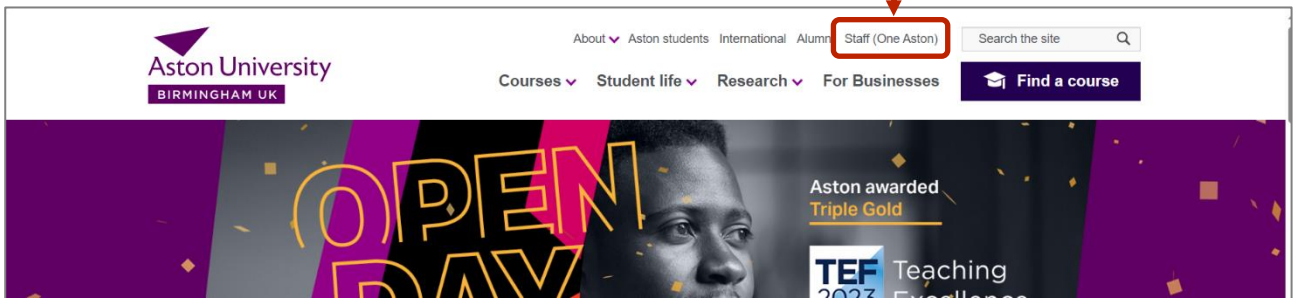
External Examiners Using Aston Staff Portal for Claiming Expenses

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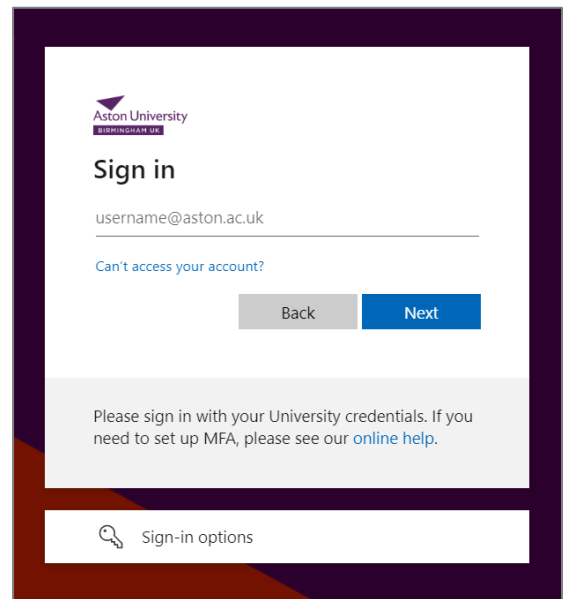
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Accessing the Aston Staff Portal

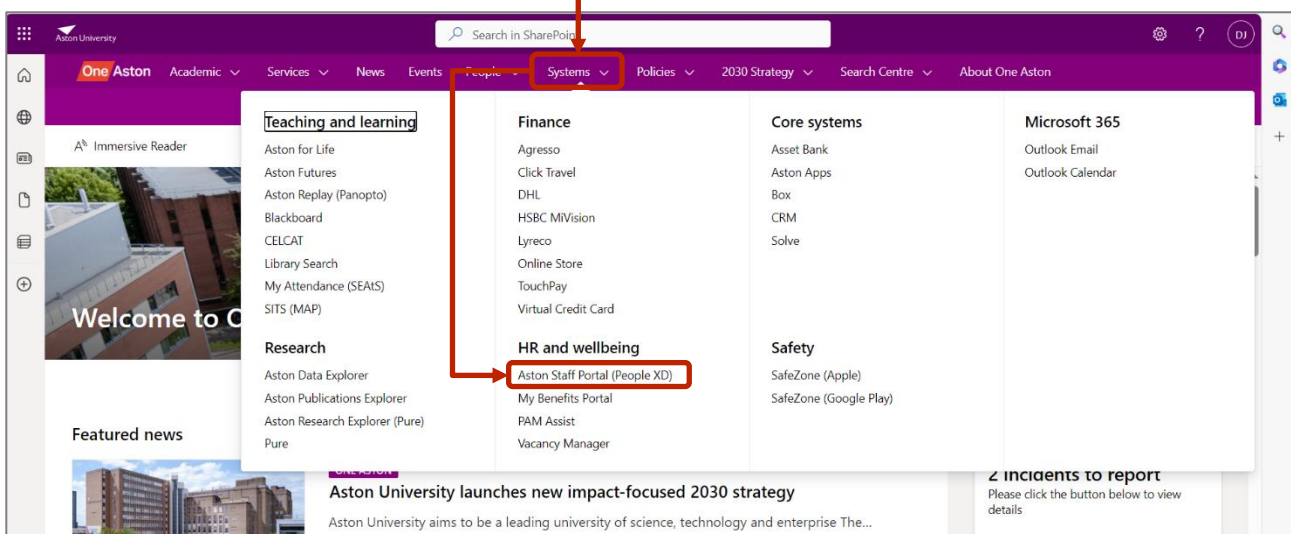
- From the Aston homepage (www.aston.ac.uk), Click on the link in the top right hand corner for 'Staff (One Aston)'. This is Aston's staff intranet.



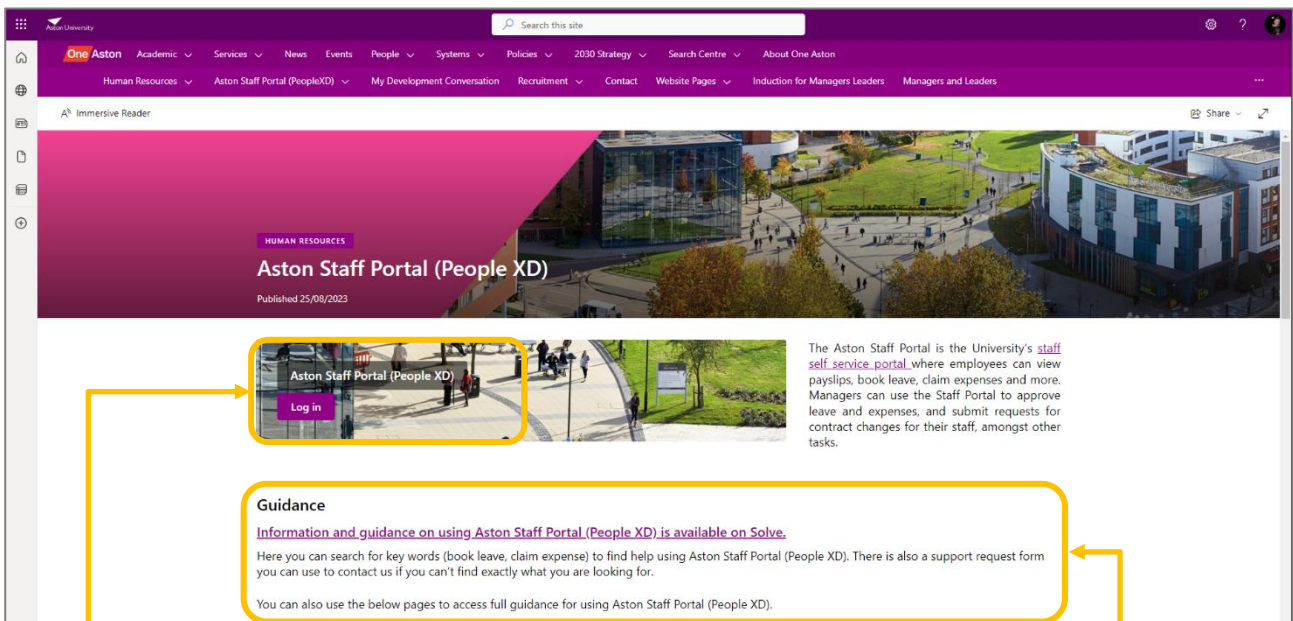
- If you haven't already signed into your Aston staff network account, you will be prompted to at this point.
- You may need to either sign out of your home institution's MS365 account first, or open this link in an incognito browser to login.
- You will need to login to your Aston staff network account as `username@aston.ac.uk` (e.g. smithj@aston.ac.uk) rather than your email address (e.g. j.smith@aston.ac.uk)



- Within One Aston, go to Systems > HR and Wellbeing > Aston Staff Portal (People XD)



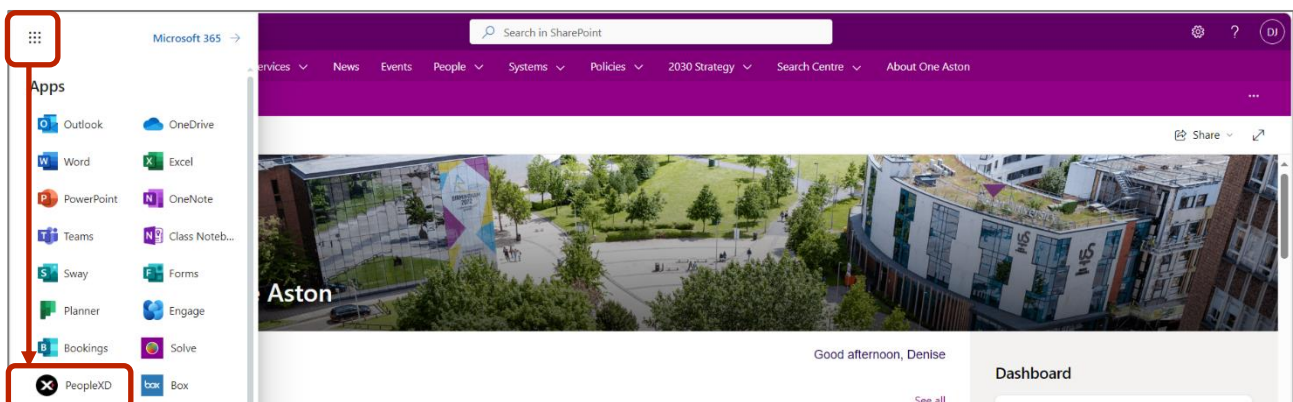
- This will take you to the Aston Staff Portal landing page in One Aston, where you can log in to the Aston Staff Portal view guidance for using the Aston Staff Portal, and any updates and important notices.



Use the log in option to access the Aston Staff Portal

Scroll down on the page for guidance and updates.

- You can also use click on the App Launcher button (top left of screen) in One Aston and select People XD. This will bypass the Aston Staff Portal landing page for viewing guidance and is a shorter route.



If you have difficulties logging in to One Aston with your Aston staff network account details, or have accidentally locked yourself out, contact solve@aston.ac.uk in the first instance.

Onboarding

When you first log in to the Aston Staff Portal you will enter on the onboarding screen. You will come to this screen each time you log into Aston Staff Portal, until you have completed the onboarding checklist. This involves checking and adding to the personal information Aston University holds on you.

Onboarding Search Dashboards or Widgets GC

Welcome ASK A QUESTION

Here we are going to take you through the steps required to complete the onboarding process. Please complete the checklist below; this will involve adding important information to your HR record.

Your Information

| | |
|-----------------------|--|
| Department | Your Start Date |
| School Office - ABS | 01-MAY-19 Was less than 2 months ago. |
| Your Division | Profile Completeness |
| Aston Business School | 33% |

Checklist

| Step | Status |
|--------------------------------------|-------------|
| Login for the first time | Completed |
| Update Equal Opportunity Information | Not Started |
| How to claim your expenses | Started |

➤ Click on the action buttons at the side of each step in turn and review or amend your details as appropriate. When you have saved any changes the status will turn to Completed.

Checklist

| Step | Status |
|--------------------------------------|-----------|
| Login for the first time | Completed |
| Update Equal Opportunity Information | Completed |
| How to claim your expenses | Completed |

I have carefully reviewed and completed all items listed above to the best of my knowledge.

COMPLETE ONBOARDING

➤ When each onboarding step is completed, you will have a 'Complete Onboarding' option at the bottom of the screen. Tick the box to say you have completed all items first.

The Employee Dashboard

Once you have logged in to Aston Staff Portal (and completed onboarding) you will be taken to your **Employee Dashboard**. Here's what you can do from the Employee Dashboard.

The screenshot shows the Employee Dashboard interface. On the left is a navigation menu with the following items: Welcome, Leave Requests, Payment, My DC, Expenses, Training, and Timesheets. The main content area is divided into three sections: 'My Week' (a calendar view for 13-May-19 to 19-May-19 showing 7.18 hours for Mon-Fri), 'My Appointments' (a table with one entry for 'Cleaner In Charge'), and a search bar at the top right. Callout boxes provide instructions: 'Minimise / maximise the left menu' points to the hamburger menu icon; 'Access your Profile' points to the user profile card; 'View your payslips' points to the 'Payment' menu item; 'Claim your expenses' points to the 'Expenses' menu item; 'Notifications you need to read or action' points to the notification bell icon; and 'Access your Profile, Upload a photo or Log out' points to the user profile icon.

Minimise / maximise the left menu

Access your Profile

View your payslips

Claim your expenses

Notifications you need to read or action

Access your Profile, Upload a photo or Log out

Employee Dashboard

Search Dashboards or Widgets

JM Jorah Mormont 1006778

Employee Dashboard

Welcome

Leave Requests

Payment

My DC

Expenses

Training

Timesheets

Aston University

My Week

13-May-19 - 19-May-19

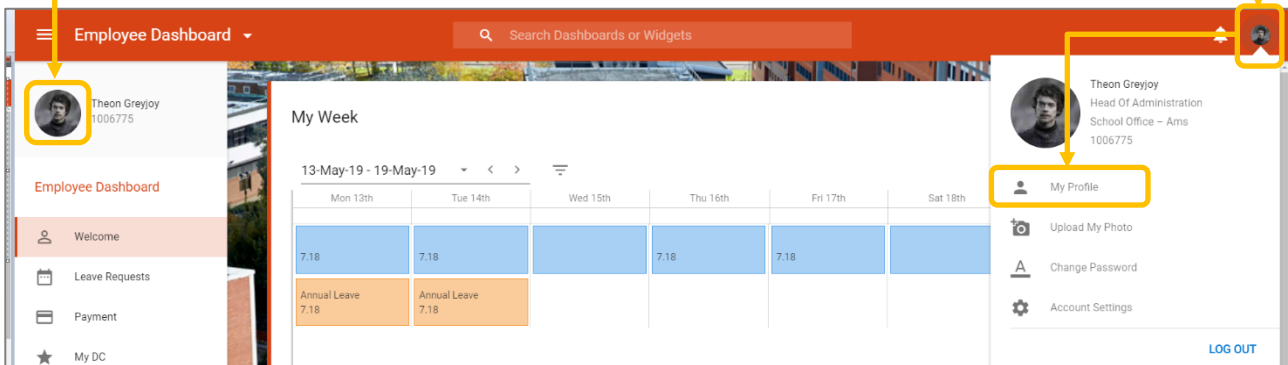
| Mon 13th | Tue 14th | Wed 15th | Thu 16th | Fri 17th | Sat 18th | Sun 19th |
|----------|----------|----------|----------|----------|----------|----------|
| 7.18 | 7.18 | 7.18 | 7.18 | 7.18 | | |

My Appointments

| Position | Department | FTE | Start Date |
|-------------------------------|------------------------|-----|-------------|
| Cleaner In Charge 516588-1 | Estates & Capital D... | 1 | 15-Apr-2019 |

Accessing your Profile

To view your Profile click on your initials or photograph (if you have uploaded one) and select My Profile.



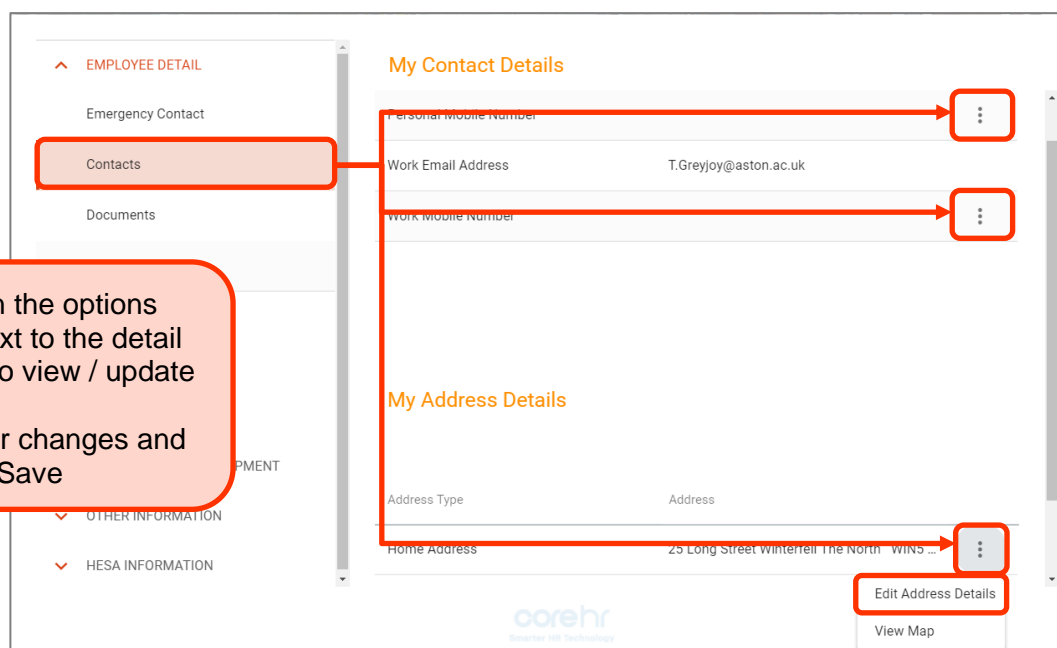
In your Profile screen there are a number of options down the left hand side that you can expand, view and amend. The relevant ones for external examiners are all covered in this guide.

NB: Bank details cannot be updated using the Staff Portal. If you want to change your bank details, please email payroll@aston.ac.uk

View and Update Contacts

You can view and update your home address, telephone numbers and personal email address through the Staff Portal.

NB: You **will not** be able to amend your Aston work email address.



- Click on the options button next to the detail you want to view / update
- Make your changes and Save

Viewing & Updating Diversity Details

View and update your diversity information. There are two parts to this; background and disability.

The screenshot shows a web interface with a sidebar on the left containing menu items: EMPLOYEE DETAIL, DIVERSITY, CONTRACT, TIME MANAGEMENT, LEARNING AND DEVELOPMENT, OTHER INFORMATION, and HESA INFORMATION. The 'DIVERSITY' section is expanded, and 'Background' is selected. The main content area is titled 'Background' and contains a 'Personal Details' section with the following fields: Gender (Male), Is your current gender identity the same as t... (Yes (Same As Gender At Birth)), Sexual Orientation (Heterosexual), Date Of Birth (05-Feb-1975), Diversity section with Ethnicity (Other White Background) and Nationality (British), and Citizenship (National Identity 1). A 'SAVE' button is located at the bottom right of the form.

➤ Click on the appropriate section, update your details and click on Save.

The screenshot shows the same web interface as above, but with 'Disability' selected in the sidebar. The main content area is titled 'Disability' and contains a 'General Details' section with the following fields: Disabled (No), Type of Disability, Disability 1, Disability 2, and a checkbox for Registered Disabled. A 'SAVE' button is located at the bottom right of the form.

Making Expense Claims through Aston Staff Portal

You will **only** be able to use the Staff Portal to claim your expenses after you have had your full right to work check. Please allow up to 5 days after your full right to work check for the Portal to be available for this.

Any expense claims submitted **and** approved by the 15th of the month will be paid on the 26th of the same month. Please be aware that the cut off date may be earlier for months with University holidays such as Easter or Christmas.

The Expenses Tab in Portal – at a glance

➤ From the Employee Dashboard, click on the Expenses tab

The screenshot shows the 'Employee Dashboard' for Tynon Lannister. The 'Expenses' tab is selected in the sidebar. The main content area displays an 'Expenses' widget for 'Course Materials - 17-...' with a status of 'Submitted'. A table lists expenses: Mileage (.00), Subsistence (.00), Other (15.00), and Total (15.00). A donut chart shows the status distribution: New (green), Approved (blue), and Submitted (red). The 'ACTIONS' menu is open, showing options: 'New Expense Claim', 'Manage Current Expense Claim', and 'Manage All Expense Claims'. A 'Remittances' widget shows 'NOTHING TO SEE HERE' with a 'VIEW HISTORY' button.

This information relates to your last entered expense claim

Once your expenses have been paid, your remittance advices will show here

➤ Click on the Action button; three options become available:

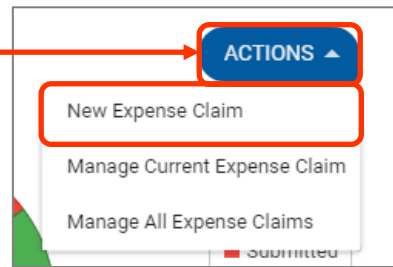
New Expense Claim. Create a brand new expense claim.

Manage Current Expense Claim. Carry on adding to / amending your most recently saved expense claim.

Manage All Expense Claims. View a list of all saved and submitted expense claims. You can then choose to view, update, submit / unsubmit, print or delete your expenses claim (dependant on its status)

Creating a New Expense Claim

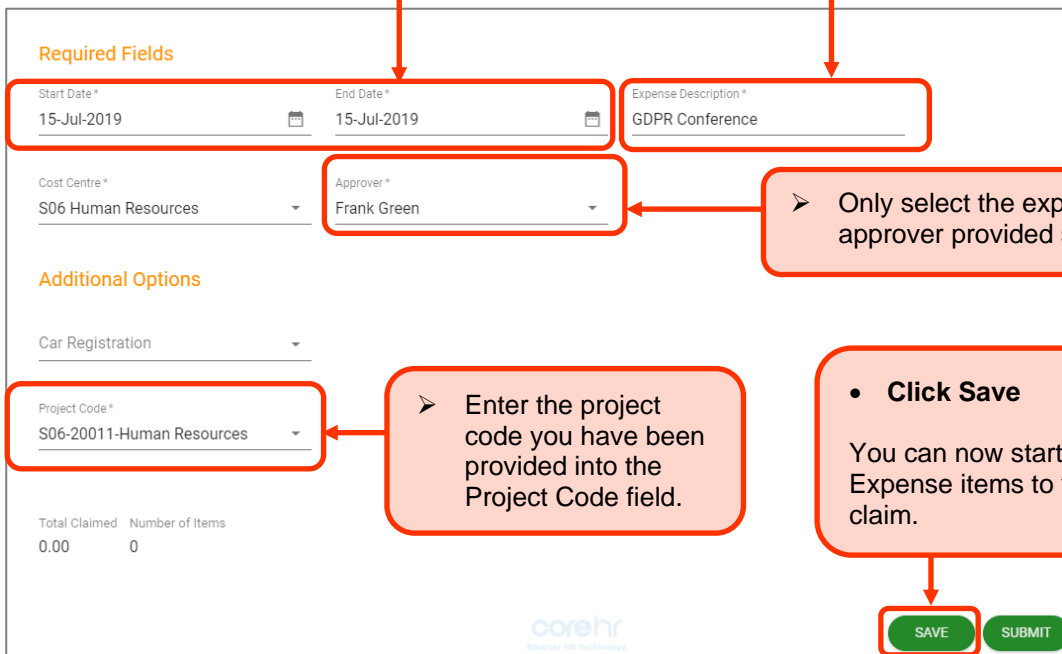
- Click on the action button, and then select New Expense Claim.



Complete the header (top section) of your expense claim

- Enter the dates you are claiming for. All claims must be in the past.

- Give your expense claim a description

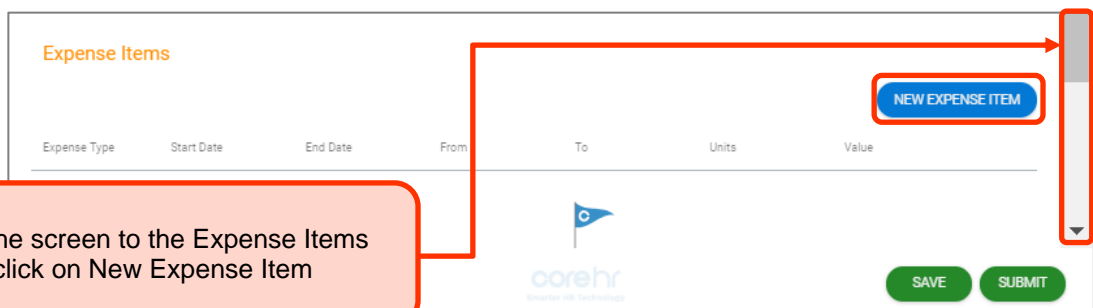


A screenshot of the 'Required Fields' section of an expense claim form. The form includes fields for 'Start Date' (15-Jul-2019), 'End Date' (15-Jul-2019), 'Expense Description' (GDPR Conference), 'Cost Centre' (S06 Human Resources), and 'Approver' (Frank Green). Below these are 'Additional Options' including 'Car Registration' and 'Project Code' (S06-20011-Human Resources). At the bottom, there are 'Total Claimed' (0.00) and 'Number of Items' (0) fields. A 'corehr' logo is visible at the bottom center. Two callout boxes point to the 'Approver' and 'Project Code' fields, and another points to the 'SAVE' button.

- Only select the expense approver provided separately

- **Click Save**
You can now start to add Expense items to your claim.

- Scroll down the screen to the Expense Items section, and click on New Expense Item



A screenshot of the 'Expense Items' section of the form. It features a table with columns for 'Expense Type', 'Start Date', 'End Date', 'From', 'To', 'Units', and 'Value'. A blue button labeled 'NEW EXPENSE ITEM' is located in the top right corner of the table area. Below the table, there are 'corehr' logo and 'SAVE' and 'SUBMIT' buttons. A callout box points to the 'NEW EXPENSE ITEM' button.

Add Expense Items to your claim (in GBP)

In the expense item form complete the following fields:

- Select the **Expense Type**. You can start typing in the Expense Type box to bring back results. A full list of Expense Types is available on the Portal guidance pages and at the back of this guide.
- **Whether a receipt is available to upload or not.**
 - This will be visible for all Expense Types other than Mileage.
 - Some items can be claimed without a receipt, refer to the Expenses Type list.
- Enter a short **description for your receipt** (if attaching a receipt)
- **Upload your receipt** (if attaching a receipt)
- The **value** of your item
- **Location from and to** (where applicable)
- The **start and end date** (by default this will populate from the claim header, change as necessary)
- **A detailed expense item description**

The screenshot shows the 'Expense Detail' form. A yellow callout box points to the 'ACTIONS' button in the top right corner, stating: 'If you need to view your receipt click on the Actions Button.' A red callout box highlights the main form fields: 'Expense Type' (Car Parking/Tolls Over £10), 'Receipt available to upload' (Receipt available to upload), 'Description*' (Receipt), 'Receipt' (Parking receipt.docx), 'Value' (15), 'From Location', 'To Location', 'Start Date*' (15-Jul-2019), 'End Date*' (15-Jul-2019), and 'Expense Item Description' (Parking receipt for GDPR conference). A red callout box at the bottom points to the 'SAVE' and 'SAVE AND ADD NEW' buttons, stating: 'Click Save or Save and Add New (expense item details).'

Expense Detail
Employee Dashboard > Expenses > Claims > Expense Claim (Item: 78170) > Expense Detail

If you need to view your receipt click on the Actions Button.

Expense Item

Expense item with foreign details

| | | | |
|----------------------------|-----------------------------|-------------------------------------|----------------------|
| Expense Type | Receipt available to upload | Description* | Receipt |
| Car Parking/Tolls Over £10 | Receipt available to upload | Receipt | Parking receipt.docx |
| Value | From Location | To Location | |
| 15 | | | |
| Start Date* | End Date* | Expense Item Description | |
| 15-Jul-2019 | 15-Jul-2019 | Parking receipt for GDPR conference | |
| Start Time | End Time | | |

Click Save or Save and Add New (expense item details).

SAVE SAVE AND ADD NEW

Submitting your expense claim

Important notes on receipts

- **Only one document can be uploaded to each expense item**, although you can add multiple items to an expense claim.
- If you want to add multiple receipts to an expense item you will need to first scan all the receipts into one document before attaching.
- If you try to attach more than one document to an expense line, only the last uploaded one will be saved
- We recommend you keep your paper receipts until your expenses have been paid.

- Add multiple Expense Items until your claim is finished
- Check your expense claim. *You will need to use the scroll bar to go up and down the screen*
- Submit your expense claim. This will go to the designated approver. You will receive an email to confirm submission, and also when your approver approves or rejects your expense claim.
- You may also want to Save your expenses claim and add more items to it later.

The screenshot shows the 'Expense Claim (Item: 78170)' form. It is divided into several sections:

- Required Fields:** Contains 'Start Date*' (22-Apr-2019), 'End Date*' (23-Apr-2019), 'Expense Description*' (Equality & Diversity Conferene Londo...), 'Cost Centre*' (S06 Human Resources), and 'Approver*' (Arya Stark).
- Additional Options:** Contains 'Car Registration' and 'Project Code*' (S06-20011-Human Resources).
- Summary:** Shows 'Total Claimed' as 65.50 and 'Number of Items' as 2.
- Expense Items:** A table with columns: Expense Type, Start Date, End Date, From, To, Units, Value. It lists 'Car Parking/Tolls...' (25.00) and 'Mileage' (40.50). A 'NEW EXPENSE ITEM' button is at the top right of the table.
- Actions:** 'SAVE' and 'SUBMIT' buttons are at the bottom right.

Callouts provide the following information:

- Expense Header – The general details of your claim.** (Points to the Required Fields section)
- Use the scroll bar to move between the header and your expense items.** (Points to the vertical scrollbar)
- Expense Items – The specific details of your claim, with receipts attached.** (Points to the Expense Items table)
- Use the action button to make changes to an expense item if needed.** (Points to the vertical ellipsis menu icon in the table)
- Saving your claim will allow you to add more expense items before you submit it.** (Points to the SAVE button)
- Submit your expense claim** (Points to the SUBMIT button)

Viewing/Updating your Expense Claims

If you have saved your expense claim and want to add to it, make changes before you submit, or just view a submitted expense claim you will need to:

- Go to the Expenses Tab in the Aston Staff Portal
- Click on Actions, and then Manage All Expense Claims

The screenshot shows the 'Employee Dashboard' for Tyron Lannister. The 'Expenses' tab is active, displaying a table for 'Equality & Diversity Co...' with the following data:

| Item | Value |
|--------------|--------------|
| Mileage | .00 |
| Subsistence | 9.00 |
| Other | 37.11 |
| Total | 46.11 |

The 'ACTIONS' menu is open, showing options: New Expense Claim, Manage Current Expense Claim, and Manage All Expense Claims. A 'NEW EXPENSE CLAIM' button is also visible.

- In the list of expense claims, select the action button next to the relevant claim and select View/Update

The 'Expense Claims' list shows the following data:

| ID | Start Date | End Date | Expense Description | Approver | Total | Status | Actions |
|-------|-------------|-------------|-------------------------------|------------|-------|-----------|--------------------------------------|
| 78449 | 22-Apr-2019 | 23-Apr-2019 | Equality & Diversity Confe... | Arya Stark | 46.11 | New | View/Update |
| 78431 | 14-May-2019 | 14-May-2019 | Course materials | Arya Stark | 15.00 | Submitted | Submit |
| 78430 | 04-Mar-2019 | 04-Mar-2019 | Training course | Arya Stark | 34.75 | New | Print Friendly (All) |
| 78429 | 04-Feb-2019 | 05-Feb-2019 | HEA Conference London | Arya Stark | 52.50 | Approved | Print Friendly (Receipted) Delete |

The 'Expense Claim (Item: 78170)' form displays the following details:

Required Fields:

- Start Date*: 22-Apr-2019
- End Date*: 23-Apr-2019
- Expense Description*: Equality & Diversity Conference London...
- Cost Centre*: S06 Human Resources
- Approver*: Arya Stark

Additional Options:

- Car Registration: [Dropdown]
- Project Code*: S06-20011-Human Resources

Total Claimed: 46.11 | Number of items: 3

Expense Items:

| Expense Type | Start Date | End Date | From | To | Units | Value | Actions |
|----------------------------|-------------|-------------|----------------------|-----------------------|-------|---------------------------|---------|
| Car Parking/Tolls Over £10 | 22-Apr-2019 | 23-Apr-2019 | | | | 25.00 | ⋮ |
| Mileage | 22-Apr-2019 | 23-Apr-2019 | Home | Birmingham Airport | 20 | 9.00 | ⋮ |
| Overseas Travel Rail | 22-Apr-2019 | 23-Apr-2019 | Switzerland Zurich * | Switzerland E/Where * | | 12.11 (15.50 CHF @ 1.27) | ⋮ |

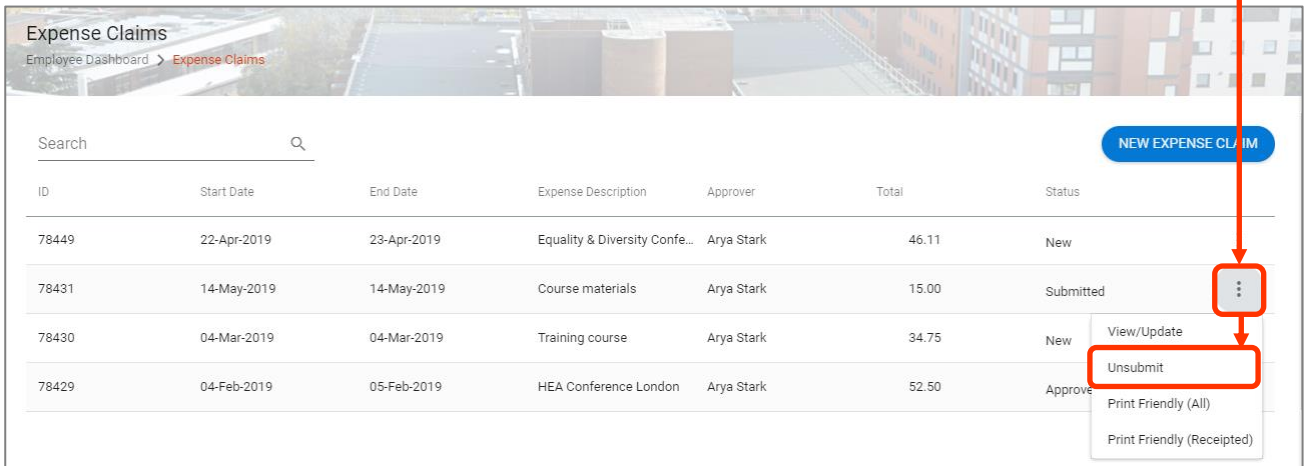
Buttons: SAVE, SUBMIT

Use the scroll bar to move between the header and your expense items.

- Make your changes and then either Submit or Save your claim.

Unsubmitting a Claim

If you have submitted an expense claim but notice that you have made a mistake, you can still make a change to your claim up until the point it is approved. To do this, in the list of expense claims select the action button next to the claim you wish to view or update and select Unsubmit.



Expense Claims
Employee Dashboard > Expense Claims

Search

NEW EXPENSE CLAIM

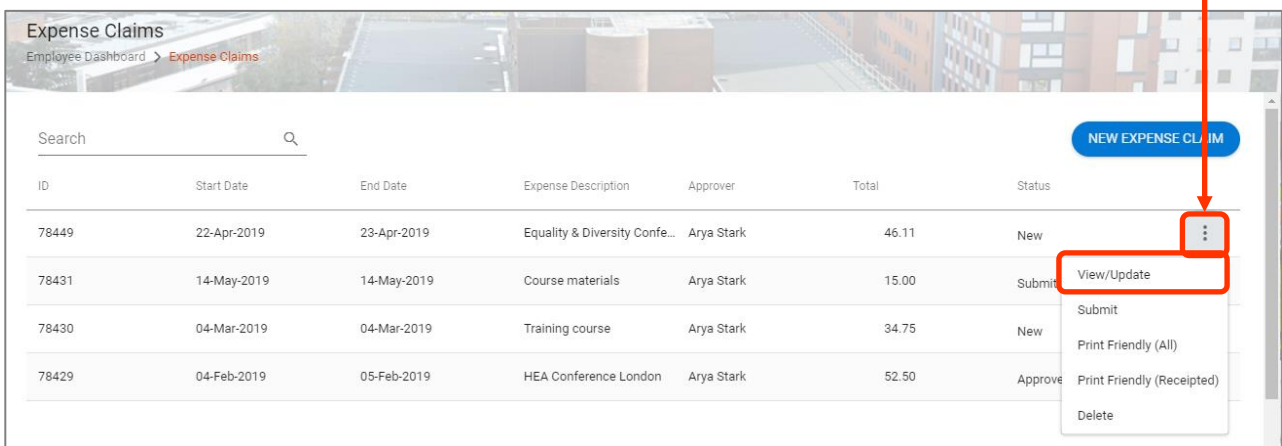
| ID | Start Date | End Date | Expense Description | Approver | Total | Status |
|-------|-------------|-------------|-------------------------------|------------|-------|-----------|
| 78449 | 22-Apr-2019 | 23-Apr-2019 | Equality & Diversity Confe... | Arya Stark | 46.11 | New |
| 78431 | 14-May-2019 | 14-May-2019 | Course materials | Arya Stark | 15.00 | Submitted |
| 78430 | 04-Mar-2019 | 04-Mar-2019 | Training course | Arya Stark | 34.75 | New |
| 78429 | 04-Feb-2019 | 05-Feb-2019 | HEA Conference London | Arya Stark | 52.50 | Approved |

View/Update
Unsubmit
Print Friendly (All)
Print Friendly (Received)

Resubmitting an expense claim

If you unsubmitted a claim to make changes, or have had a claim rejected by your manager you will need to re-submit it for payment.

To do this in the list of expense claims, select the action button next to the relevant claim and select View/Update.



Expense Claims
Employee Dashboard > Expense Claims

Search

NEW EXPENSE CLAIM

| ID | Start Date | End Date | Expense Description | Approver | Total | Status |
|-------|-------------|-------------|-------------------------------|------------|-------|-----------|
| 78449 | 22-Apr-2019 | 23-Apr-2019 | Equality & Diversity Confe... | Arya Stark | 46.11 | New |
| 78431 | 14-May-2019 | 14-May-2019 | Course materials | Arya Stark | 15.00 | Submitted |
| 78430 | 04-Mar-2019 | 04-Mar-2019 | Training course | Arya Stark | 34.75 | New |
| 78429 | 04-Feb-2019 | 05-Feb-2019 | HEA Conference London | Arya Stark | 52.50 | Approved |

View/Update
Submit
Print Friendly (All)
Print Friendly (Received)
Delete

Now follow the instructions for Viewing/Updating your Expense Claims to edit and submit your claim.

Viewing Payment Details

From the Payments tab in the Staff Portal you have several options

NB: Bank details cannot be updated using the Staff Portal. If you want to change your bank details, please email payroll@aston.ac.uk

Employee Dashboard

Tyrrion Lannister
G000001

Employee Dashboard

- Welcome
- Leave Requests
- Payment**
- My DC

My Week

13-May-19 - 19-May-19

| Mon 13th | Tue 14th | Wed 15th | Thu 16th | Fri 17th | Sat 18th | Sun 19th |
|----------|----------|----------|----------|----------|----------|----------|
| 7.18 | 7.18 | 7.18 | 7.18 | 7.18 | | |

➤ From the **Employee Dashboard** select the **Payment** tab

Employee Dashboard

Tyrrion Lannister
G000001

Employee Dashboard

- Welcome
- Leave Requests
- Payment**
- My DC
- Expenses
- Training
- Timesheets

Click here to view and print any payslip

My Payslips

26th April 2019

26th March 2019

26th February 2019

25th January 2019

21st December 2018

26th November 2018

Total Earnings *****

Total Deductions *****

Net Pay *****

Click here to view and print your selected payslip.

VIEW ALL

DISPLAY PAY SUMMARY

My Bank Accounts

Pay *****GB VIEW

P60 Documents

2018-2019

VIEW ALL

VIEW

Click here to **view and print your most recent P60.** You can also select older P60's.

Viewing and Printing your Payslips

From the Payment Tab, select either your most recent or a historic payslip to view it. A password authentication box will appear, enter your University Password to view your payslip.

Confirm Password

Password*
 👁

Please confirm your password

CANCEL OK

The details will become visible once the password has been entered.

➤ to view the payslip select **Full Payslip**.

My Payslips

VIEW ALL

| | | |
|--------------------|------------------|------------------|
| 26th April 2019 | | |
| 26th March 2019 | Total Earnings | £1,940.39 |
| 26th February 2019 | Total Deductions | £368.97 |
| 25th January 2019 | Net Pay | £1,571.42 |
| 21st December 2018 | | |
| 26th November 2018 | | |

FULL PAYS Lip

Click here to download and then **print** your payslip

Full Payslip
RATE CURRENT
DOWNLOAD PDF

Mr Tyrion Lannister
 Casterly Rock
 Westeros

W15 GOT
 Uk
 Cost Centre: Medical School

Personnel No: G000001
 NI number: AB123456C
 Pay Group: Monthly Aston University

Payslip Date: 25-Jan-19
 Pay Period: Jan-2019

| Gross Earnings | | | | Details | | | |
|----------------------------|--------|-------|-----------------|---------------|-----------|------------|---------------------|
| Description: | Hours: | Rate: | Value: | Pay Grade: | Grade 06 | Point: | 20 |
| SALARY | | | 2,064.25 | Rate Current: | 24,771.00 | | |
| Scottish Widows Flexi | | | -123.86 | Tax Code: | 1071L | Tax Basis: | Week 1 NI Letter: A |
| Total Pay: | | | 1,940.39 | | | | |
| Gross Pay for PAYE: | | | 1,940.39 | | | | |

| Deductions | | | Cumulatives (Year-to-date) | | | |
|--------------|--------------|---------------|----------------------------|-----------|---------------------|----------|
| Description: | This Period: | Year to Date: | Gross Earnings: | 16,919.74 | Pre Tax Deductions: | 0.00 |
| Tax | 209.40 | 1,756.80 | Taxable Pay: | 16,919.74 | Employee NI: | 1,272.23 |
| | | | Tax: | 1,756.80 | | |

Appendix 1: Expense Types and whether receipts are needed

Wherever possible, external examiners should ask their contact in departments to book travel and accommodation through Key Travel.

Travel

| Expense Type | Expense Code | Receipt required? |
|------------------------------|--------------|-------------------|
| Mileage (UK) | 3000 | No |
| Car Parking/Tolls under £10 | 4362 | |
| Car Parking/Tolls over £10 | 4363 | Yes |
| Air Fares (UK) | 4351 | |
| Rail (UK) | 4355 | |
| Vehicle Hire (UK) | 4357 | |
| Taxi Fares (UK) | 4360 | |
| UK Travel Other | 4353 | |
| Overseas Travel: Air Fares | 4301 | |
| Overseas Travel Other | 4303 | |
| Overseas Travel Rail | 4305 | |
| Overseas Travel Vehicle Hire | 4307 | |

Subsistence

| Expense Type | Expense Code | Maximum Reimbursable | Receipt Required? |
|--|--------------|----------------------|-------------------|
| UK Travel General Subsistence | 4356 | Uncapped | Yes |
| UK Subsistence up to 5 hours | 1025 | £5 | No |
| UK Subsistence btw 5 and 10 hours | 1026 | £10 | |
| UK Subsistence 10+ hours | 1027 | £15 | |
| UK Subsistence Full Day & Evening Meal | 1028 | £25 | |
| Overseas Travel General Subsistence | 4306 | Uncapped | Yes |
| Overseas Subsistence up to 5 hours | 2025 | £5 | No |
| Overseas Subsistence btw 5 and 10 hours | 2026 | £10 | |
| Overseas Subsistence 10+ hours | 2027 | £15 | |
| Overseas subsistence Full Day & Evening Meal | 2028 | £25 | |

Accommodation

| Expense Type | Expense Code | Maximum Reimbursable | Receipt Required? |
|--|--------------|----------------------|-------------------|
| Family and Friends Allowance (Taxable Benefit) | 4560 | £25 | No |
| Accommodation (UK) | 4350 | Uncapped | Yes |
| UK Travel Accommodation London | 3001 | £150 | No |
| UK Travel Accommodation Outside London | 3002 | £100 | No |
| Overseas accommodation | 4300 | Uncapped | Yes |
| Overseas accommodation | 3003 | £150 | No |

Other expense types

| Expense Type | Expense Code | Receipt required? |
|---------------------------------------|--------------|-------------------|
| Books Print | 3022 | Yes |
| Carriage/Delivery Charge | 4201 | |
| Computer Consumables | 3054 | |
| Conference Fees | 4502 | |
| Consumables: General | 3509 | |
| Equipment: Other | 7011 | |
| Exam Fees | 4504 | |
| Hospitality + Entertainment: External | 3035 | |
| Hospitality + Entertainment: Internal | 3036 | |
| Legal Services | 4509 | |
| Postage | 4204 | |
| Recruitment Removal Expenses | 3044 | |
| Software Licences | 3055 | |
| Stationary | 4008 | |
| Subscription | 4550 | |
| Telephones Mobiles | 4102 | |
| Telephones: Special Lines | 4104 | |
| Training Course | 4515 | |
| UK Personal Incidental Expenses | 3004 | |
| Overseas Personal Incidental expenses | 4309 | |