Creating a Travel and Expenses Claim for an Employee

A Guide for Line Managers

As a line manager you are responsible for creating and managing expense reports for employees who have incurred expenses due to business travel, and ensuring they are accurately completed.

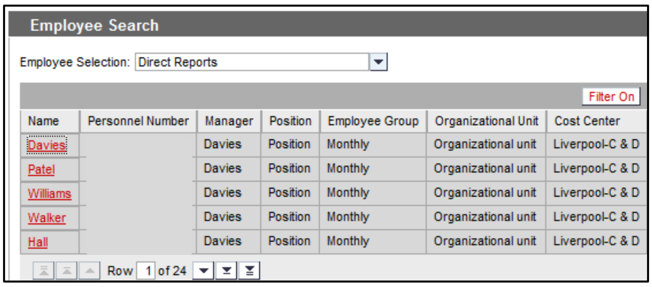
Note: Future dated claims cannot be entered for mileage and expenses which have not yet been incurred. If you are entering claims for a monthly period, you will need to update the end date within the General Data screen when you access the claim.

Selecting an Employee

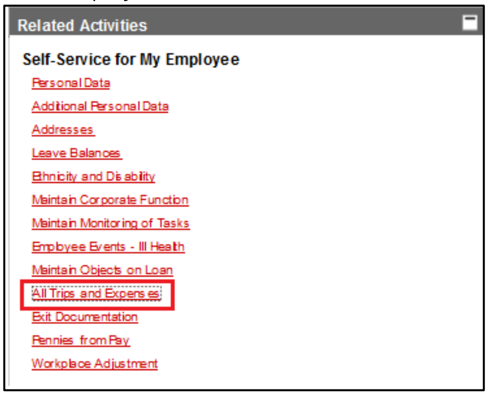
For line managers:

Navigate to: Manage My Team > My Team > Employee Information

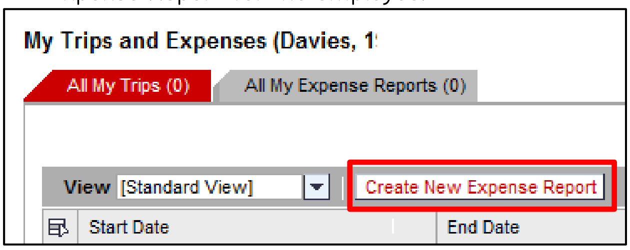
1. Firstly, you need to choose the relevant employee by clicking on their name within the 'Employee Search' section of the case.



2. Once you have selected the employee use the 'All Trips and Expenses' option under 'Self-Service for My Employee'

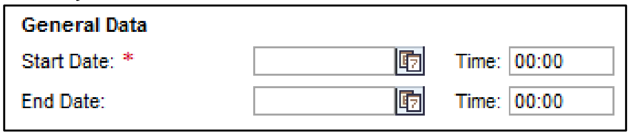


3. You will now have the option to 'Create a New Expense Report' for the employee.



Creating a New Expense Report

1. Once you have clicked 'Create New Expense Report' you will need to enter a start and end date for the employee's trip. This could be a single day or multiple days.

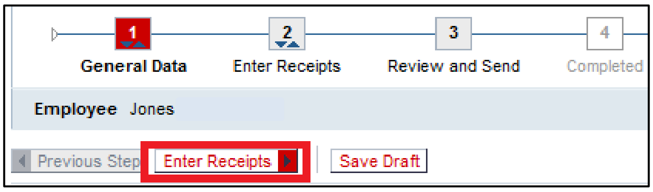


2. You will also need to enter the 'Reason' for the report and any additional comments to be made. Once this is done, you will need to enter any receipts you have and/or mileage claims where relevant.

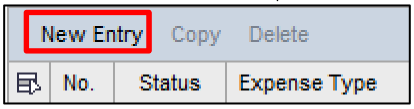
   Note: To enter Mileage claims please see the guide 'Creating an Expense Report – Entering Mileage'

Entering Receipts

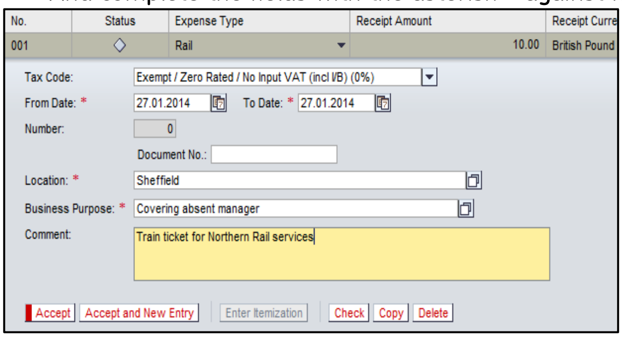
1. Click on the 'Enter Receipts' button to add all relevant claim entries from the trip you have opened the report about.



2. Click on 'New Entry' to add a receipt. Remember each item added to the report needs its own 'New Entry'



3. Once you have added a new entry you will now need to add the 'Expense Type' and 'Receipt Amount'.
   And complete the fields with the asterisk * against it



4. Once completed, click 'Accept' for the entry or if you have more entries to add click 'Accept and New Entry'

5. Once you've accepted your final entry your receipts should look something like this.

No.	Status	Expense Type	Receipt Amount
001	■	Rail	10,00
002	■	Incidental UK	5,00

6. Click the 'Review' button to go to the next stage of the report.

Saving and Submitting an Expense Report

1. One you click the 'Review' button you will now have the option to Save Draft of what you have entered or Save and Send for Approval

Final Action

◉ Save Draft	I only want to save my expense report and send it later
○ Save and Send for Approval	I want to save my expense report and send it now for further processing **I certify that all expenses claimed are correct, actually and neces** **If claiming mileage I confirm I have a valid class 1 business use m** **undertaken in a private vehicle and that I have deducted the Hom**

2. When you click 'Save and Send for Approval', you have now successfully submitted your Expense Report.

Previous Step | Save and Send for Approval | Exit

Expense report 1111000763 was saved and sent for approval

100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

Previous Step | Save and Send for Approval | Exit