

# 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.

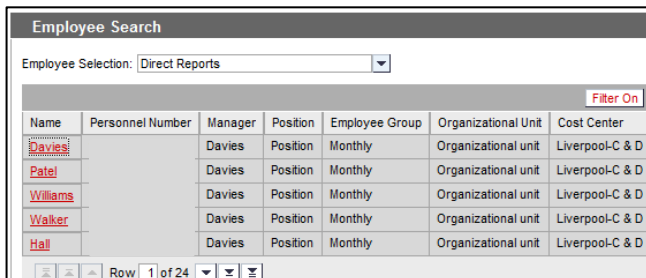
**Note:** Future dated claims cannot be entered for mileage and expenses which have not yet been incurred. If you are entering claims for a monthly period, you will need to update the end date within the General Data screen when you access the claim.

### Selecting an Employee

**For line managers:**

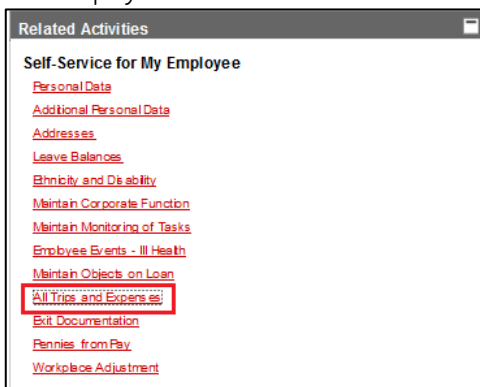
Navigate to: [Manage My Team](#) > [My Team](#) > [Employee Information](#)

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



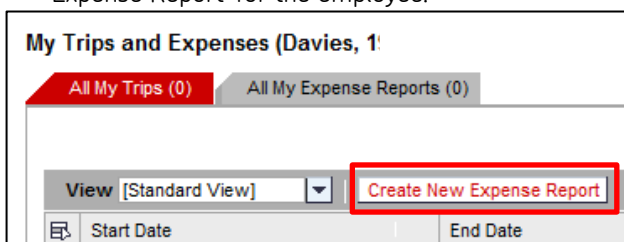
The screenshot shows the 'Employee Search' interface. At the top, there is a dropdown menu for 'Employee Selection' set to 'Direct Reports'. Below this is a table with columns: Name, Personnel Number, Manager, Position, Employee Group, Organizational Unit, and Cost Center. The table lists several employees: Davies, Patel, Williams, Walker, and Hall. The 'Davies' row is highlighted. A 'Filter On' button is visible in the top right corner of the table area.

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



The screenshot shows the 'Related Activities' window. Under the heading 'Self-Service for My Employee', there is a list of links: Personal Data, Additional Personal Data, Addresses, Leave Balances, Ethnicity and Disability, Maintain Corporate Function, Maintain Monitoring of Tasks, Employee Events - Ill Health, Maintain Objects on Loan, All Trips and Expenses (highlighted with a red box), Exit Documentation, Pensions from Pay, and Workplace Adjustment.


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



The screenshot shows the 'My Trips and Expenses (Davies, 1)' interface. It has two tabs: 'All My Trips (0)' and 'All My Expense Reports (0)'. Below the tabs, there is a 'View' dropdown set to 'Standard View' and a 'Create New Expense Report' button highlighted with a red box. At the bottom, there are fields for 'Start Date' and 'End Date'.

### 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.



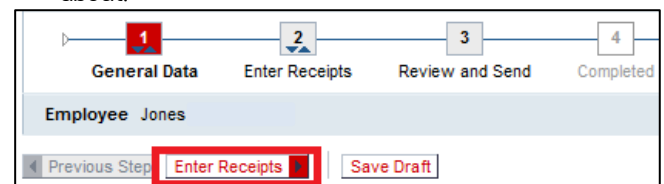
The screenshot shows the 'General Data' form. It has two rows for date and time entry. The first row is 'Start Date: \*' with a date picker and a 'Time: 00:00' field. The second row is 'End Date:' with a date picker and a 'Time: 00:00' field.

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'

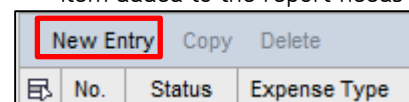
### Entering Receipts

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



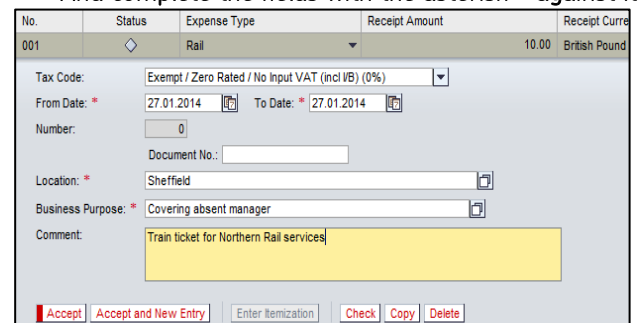
The screenshot shows a process flow diagram with four steps: 1. General Data, 2. Enter Receipts (highlighted with a red box), 3. Review and Send, and 4. Completed. Below the flow, there is a section for 'Employee Jones' with buttons for 'Previous Step', 'Enter Receipts' (highlighted with a red box), and 'Save Draft'.

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



The screenshot shows a button labeled 'New Entry' highlighted with a red box, along with 'Copy' and 'Delete' buttons. Below the buttons is a table with columns: No., Status, and Expense Type.

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



The screenshot shows the 'Expense Entry' form. It has a table with columns: No., Status, Expense Type, Receipt Amount, and Receipt Curre. The first row shows '001', a diamond status, 'Rail', and '10.00' British Pound. Below the table, there are fields for 'Tax Code' (Exempt / Zero Rated / No Input VAT (incl I/B) (0%)), 'From Date: \*' (27.01.2014), 'To Date: \*' (27.01.2014), 'Number' (0), 'Document No.', 'Location: \*' (Sheffield), 'Business Purpose: \*' (Covering absent manager), and 'Comment' (Train ticket for Northern Rail services). At the bottom, there are buttons: 'Accept', 'Accept and New Entry', 'Enter Itemization', 'Check', 'Copy', and 'Delete'.

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



