Capturing images to import into the Finance System

All out of pocket expense claims must be supported by a valid receipt attached to the electronic claim so that the budget holder can review and authorise the claim.

If there is no receipt attached the authoriser should reject the claim back to the claimant, unless they have agreed in advance that a receipt is not required due to exceptional circumstances.

When preparing a claim it is important to make sure that your images meet the minimum standards required so that the authoriser can use them to make their decision and progress your claim without any unnecessary delay.

You can capture an image by:

1. Taking a picture on your mobile phone/tablet

2. Using the expenses app. You can find further guidance on how to use the Expenses app at www.sussex.ac.uk/finance/how/expenses

3. Scanning the image using a multi-functional device (MFD) or scanner

Your image should:

1. Clearly show the detail on the receipt that the budget holder, HMRC and any research funder will require including:

    • VAT number of the supplier (UK only)

    • Company Name of the supplier

    • Value of the purchase(s)

    • Description of the purchase

    • Date of the purchase

2. Avoid shading/shadows by placing the receipt flatly on a surface and taking the photo from directly above the receipt.

3. Be about or less than 1Mb in size.

Please note, with the agreement of the authoriser you can take one image of several receipts together and attach to a single line in your claim but you must ensure all the necessary information is visible.

For guidance on how to import your receipts and submit your out of pocket expenses, please see Part Two, Section Four of the [Travel, Working Away from Base, Hospitality and Out of Pocket Expenses Guide](#).

Examples: