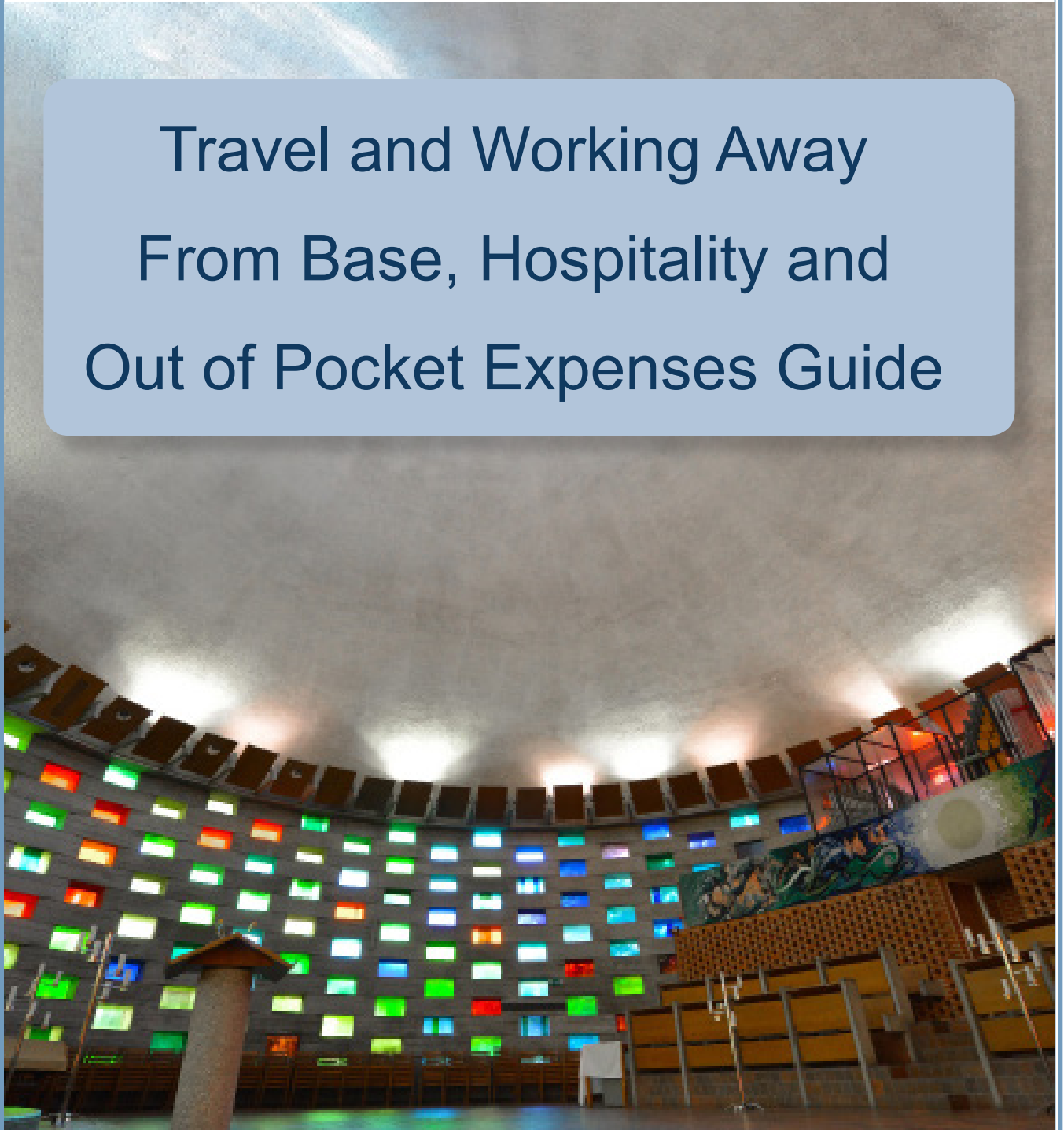


US

UNIVERSITY
OF SUSSEX

Travel and Working Away From Base, Hospitality and Out of Pocket Expenses Guide



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1 What does this guide cover?

Part one of this guide explains what the University's rules for travel and working away from base, hospitality and out of pocket expenses are, how to follow them, and the preferred way to pay for what you need. **Part two** explains how to use the Finance System to enter and track a claim for out of pocket expenses.

Before reading this guide, or submitting any out of pocket expense claims, you should have completed the following pre-requisite training:

- ✓ The 'Finance Essentials' e-learning course
- ✓ The 'Using the Finance System' e-learning course

By the end of reading this guide you should:

- ✓ Understand the preferred way to pay for what you need
- ✓ Know how to enter out of pocket expenses onto the Finance System and track the progress of your claim
- ✓ Understand the University's policy and guidance for:
 - a) travel and working away from base
 - b) business entertainment and hospitality for staff, students and visitors
 - c) professional subscriptions and memberships
 - d) payments to volunteers and job candidates
- ✓ Know how to find further information, training and advice to support you in carrying out the finance related aspects of your role.

2 Who do I contact for further help?

This guide, along with the e-learning, endeavours to capture all of the essential information you need to know regarding travel and working away from base, hospitality and out of pocket expenses at the University. However, if you have any questions after reading this guide please visit the Finance Website www.sussex.ac.uk/finance/ or contact the Service Desk at rt-finance-servicedesk@sussex.ac.uk.

3 Feedback and comments

We value your feedback and would be grateful for any comments on how to improve this guide. Please email rt-finance-servicedesk@sussex.ac.uk with your comments and feedback.

1 The financial framework

The regulatory environment within which the University operates creates a series of requirements the University must meet. **For travel and working away from base, hospitality and out of pocket expenses the key requirements are:**

- To meet and satisfy HM Revenue and Customs requirements
- To ensure Value for Money is achieved in purchases and demonstrated to students, funders, government and other stakeholders.

The University has put in place a financial framework to meet these requirements. **The key elements are:**

The Financial Regulations

The Financial Regulations are the rules laid down by the University that you need to follow. They make up the core of the financial framework. They are designed to ensure the proper and efficient use of resources within a sound system of internal control that supports the achievement of policies, aims and objectives and that fulfils any legal, financial or regulatory obligations.

The Regulations set out specific responsibilities for individuals and categories of individuals associated with the University.

Purchasing Policy

The Purchasing Policy sets out the University's expectations with regard to the purchase of all goods and services in order to achieve the best possible Value for Money for the University.

This policy applies to:

- All purchases of goods and services irrespective of the source of funding
- All purchases undertaken by a member of staff in connection with their University duties
- All purchases undertaken by any individual authorised to undertake purchasing activity on behalf of the University.

The Policy sets out all approved ways of purchasing at the University and explains when it is appropriate to use them. All of the content in this guide is covered within the Purchasing Policy.

Systems

The complete process for purchasing via a purchase order is embedded within the Finance System. Purchasing card transactions and out of pocket expenses are incurred outside of the Finance System, and only enter workflow for authorisation once the statement or claim is entered onto the system.

2 Why is the financial framework important to me?

It is important that all staff making purchases understand their responsibilities within the financial framework.

Value for Money

The University aims to achieve Value for Money in all of its activities. For purchasing, this is achieved through acquiring goods and services from the right supplier in the most cost effective way. This applies to all methods of purchasing such as purchase orders, purchasing cards and out of pocket expense claims.

Achieving Value for Money requires a judgement to be made which balances the benefits derived from the goods and services against the total cost of buying and using them.

You will need to ensure that you can evidence that you have achieved best Value for Money in all purchases, particularly those where you have selected alternative suppliers or not selected the quotation with the lowest price.

Compliance

Failure to comply within the requirements of the financial framework may lead to disciplinary or other appropriate action against staff. Any purchase that appears to be deliberately falsified, inflated or otherwise fraudulent will be investigated under the procedures outlined in the Fraud Response Plan.

Individuals need to ensure that they understand and adhere to their responsibilities. This guide will support you with this.

The Purchasing Policy sets out the minimum controls expected. Heads of School and Directors of Professional Services are responsible for compliance within their areas of responsibility and may have additional local procedures to ensure Value for Money which should be followed, where applicable.

Judgement

By their nature certain expenditure relating to personal travel, accommodation, entertaining and similar situations require significant judgement to be applied to ensure Value for Money from University funds. In addition, purchasing card and out of pocket expenses offer reduced financial and budgetary control and place more reliance on you to identify Value for Money. Owing to these limitations and risks the use of purchasing cards and out of pocket expense claims may be subject to regular review by the University's Internal Auditors.

A policy cannot cover every eventuality and some form of personal judgement will be required occasionally. If in doubt, you should apply the transparency test, i.e. would you be comfortable with the action or behaviour in question being subjected to public scrutiny?

Effectiveness

The efficiency and effectiveness of all purchasing processes rely on staff following the policies and procedures correctly and in a timely manner. For example, out of pocket claims will only be reimbursed promptly if all the supporting information is provided.

3 Purchasing Policy and guidance

The key points of the Purchasing Policy that will affect personal travel, accommodation, entertaining, hospitality and similar situations are included in the sections below. However, should your expenditure not be included please ensure you read the Purchasing Policy in full and, if you are still uncertain, contact the Finance Service Desk (rt-finance-servicedesk@sussex.ac.uk) for clarification.

All of these situations are an appropriate use of University funds when wholly, exclusively and necessarily incurred in order to perform University Business. There is particular public scrutiny over the types of expenditure dealt with in this appendix so it is of the utmost importance that Value for Money in purchasing can be demonstrated and expenditure is met only where it is an appropriate use of University funds.

Section 4: Policy and guidance - Travel and working away from base

Section 5: Policy and guidance - Business entertainment and hospitality

Section 6: Policy and guidance - Professional subscriptions and memberships

Section 7: Policy and guidance - Payments to volunteers and job candidates

Section 8: Policy and guidance - What items are not reimbursable?

4 Policy and guidance- Travel and working away from base

The University's Managed Travel Provider must be considered in the first instance for all overseas travel and UK and overseas accommodation. Alternative approved suppliers, which can be found on the Finance website, may be used when they meet business need more effectively or deliver better Value for Money.

Air travel	This should normally be economy class unless premium economy or business class travel is authorised in advance by the Head of School or Director of Professional Service Division in accordance with the following criteria: <ul style="list-style-type: none">• Where the length of the journey and timing in relation to business meetings requires good sleep/work on the plane. As a guide, planned total flight durations including stops of up to five hours should be economy whilst those over five hours may be premium economy or business.• If it is essential to the journey, to accompany and work with someone from another institution who is travelling business class or equivalent.• The funding sponsor specifically allows business class travel and refunds the full cost without the need for cuts elsewhere in the project.
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Part One - Policy Travel and Working Away From Base, Hospitality and Out of Pocket Expenses

Airport lounges and airmiles	<p>The use of airport lounges is an appropriate use of University funds in situations where you have extended time periods between flights.</p> <p>Airmiles earned from University business travel must only be used for business purposes (e.g. for the purpose of seat upgrades, use of member departure lounges and priority booking arrangements).</p>
Cars and cycles	<p>The University encourages travel by public transport wherever possible as this often provides better Value for Money and supports the achievement of our environmental objectives.</p> <p>A private vehicle or hire car can be used where public transport is not viable on grounds of either cost or practicality or where a number of travellers use a single vehicle. The University will fund the actual mileage excluding normal home to work travel, unless there is public transport available. Where there is public transport available and the traveller chooses to use a private vehicle the traveller will receive the lower of the public transport for all the travellers or the calculated mileage or hire charge.</p> <p>The University will fund private car, motor cycle and bicycle travel on University business at the HMRC approved mileage rates. Where applicable, the driver is responsible for ensuring that the vehicle is in good working condition with a valid MOT certificate, and is medically fit to drive with a valid driver licence and valid vehicle insurance for business use (which must be obtained at the personal cost of the individual).</p> <p>The University will fund the cost of rental of an appropriate vehicle and fuel. Hire cars must be booked through the Managed Travel Provider for bookings overseas and the approved provider on the Finance website for UK bookings unless it can be demonstrated that they were unable to meet your business need.</p>
Rail and ferries	<p>All rail and ferry services including Eurostar and Eurotunnel can be booked via the Managed Travel Provider or directly with other service providers where they provide Value for Money.</p> <p>The most economical class of travel (including taking advantage of all types of 'saver' tickets) should be used.</p>
Taxis	<p>It is only appropriate to use University funds for taxi travel on University business in cases of urgency, if no other public transport is available or where several people travelling together make it cost effective.</p> <p>They may also be used for anyone on University business between home address and campus or other locations such as railway stations, if staff are required to work beyond their normal working hours, it is after 9pm and public transport is not available or its use is unreasonable.</p> <p>It is not acceptable for University funds to pay for taxi travel if the journey exceeds 20 miles.</p> <p>It is not acceptable to use University funds for gratuities except where the local culture is such that a gratuity is seen as a compulsory part of receiving a service.</p>

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<p>Accommodation</p>	<p>Staff should consider in the first instance booking through the University’s Managed Travel Provider unless accommodation is provided as part of a conference package arranged by the host institution or is specified for an event.</p> <p>If the managed travel provider is unable to provide a solution that meets business need and is good Value for Money, staff may book an appropriate class of hotel independently with the prior authorisation of the budget holder or, in the case of budget holders, their line manager.</p> <p>Accommodation should normally be three star or equivalent for single occupancy. In circumstances where other classes of accommodation are deemed more suitable (proximity to destination, security considerations etc.), proof of attaining best Value for Money must be evidenced. The cost of accommodation excluding meals can vary considerably and as a guide the amount the University will fund is £100 for standard locations and £200 for high cost locations, such as major cities, depending on the typical cost of 3 star accommodation.</p> <p>Caution should be exercised if using online or other similar services that arrange accommodation in private homes (for example, Airbnb). Whilst these may appear cheaper than other options, there is no certainty that the accommodation has been checked to ensure it is in accordance with acceptable health and safety standards and the University may be prevented from meeting its duty of care obligation. Where the use of this accommodation is unavoidable, it is the responsibility of the individual to assess the suitability of the accommodation. Guidance on how to do this is available on the University’s Health and Safety webpage under ‘travel’.</p>
<p>Subsistence</p>	<p>The University will fund the cost of meals eaten while on University business if off campus and away from an individual’s normal place of work for more than four hours. All costs should be reasonable for the location.</p> <p>The guideline maximum levels of total cost per person, including drinks and VAT are:</p> <ul style="list-style-type: none"> • Breakfast costs up to £15 including a soft drink • Lunch costs up to £15 including a soft drink • Dinner costs up to £30 including any drink, if on an overnight stay, or unlikely to be home before 9.00pm. <p>The University strongly discourages the consumption of alcohol when on University business. In certain circumstances where this is part of a conference package the University will fund the cost. In other circumstances staff would need to fund the cost.</p> <p>It is not acceptable to use University funds for gratuities except where the local culture is such that a gratuity is seen as a compulsory part of receiving a service.</p> <p>There are no round sum or per diem allowances.</p>

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Personal telephone calls and internet access	<p>University funds can be used to meet the cost of telephone calls and internet access whilst travelling on University business where the traveller does not have use of a University device and the cost is separately identifiable and supported by evidence.</p> <p>Personal calls when away overnight will be funded up to a maximum of £5 within the UK and £10 for overseas per day.</p> <p>Except within the limits described above or in an emergency situation, whilst travelling on University business, it is not considered appropriate use of University resources for members of staff to use University-provided mobile phones for personal use.</p>
Extensions to business trips	<p>Staff must seek pre-authorisation of the cost of travel from their budget holder (or principal investigator) before any costs are incurred for any trips they plan to extend for non-business reasons, e.g. Holiday, personal research. Evidence of pre-authorisation must be retained by the individual member of staff concerned.</p> <p>Costs which are wholly and necessarily incurred in respect of the business element of a trip are appropriate use of University funds. If the arrangement results in higher travelling costs, University funds will meet the equivalent cost had the traveller's journey been purely for business. If the arrangements result in the cost being less than would otherwise have been incurred, University funds will meet the actual cost incurred and no more.</p>
Travel insurance	<p>This is a mandatory requirement for all University travel that involves an overnight stay in the UK or an overseas trip. It is not an appropriate use of University funds to fund the cost of privately arranged travel insurance. Travel insurance must be booked through the Finance website.</p>
Gratuities	<p>It is not acceptable to use University funds for gratuities except where the local culture is such that a gratuity is seen as a compulsory part of receiving a service.</p>

5 Policy and guidance - Business entertainment and hospitality

All catering purchases relating to business entertainment and hospitality must be from the University's provider via the SussexFood website. If this does not meet business needs an alternative provider can be considered. This applies in all of the situations below.

<p>Business entertainment</p>	<p>The University will fund the reasonable costs of entertaining visitors where there is a valid business reason for the entertainment and campus facilities should be used where practicable. The ratio of staff to guests should not exceed 2:1 or exceptionally 3:1 if using University facilities. If an event is likely to exceed these ratios, the organiser must secure the pre-authorisation of the Director of Finance.</p> <p>It is not appropriate for the University to fund gratuities unless the local culture is such that a gratuity is considered a part of the cost of the service.</p> <p>The guideline maximum levels of total cost per person, including drinks and VAT are:</p> <ul style="list-style-type: none"> • Lunch - £30 • Dinner - £50 <p>Alcohol is judged to be appropriate expenditure for business entertainment and will be funded when within the maximum limits set out above.</p>
<p>Staff leaving events</p>	<p>Schools or Professional Services may exceptionally contribute from their budget up to £15 per head for a member of staff who is retiring or leaving after highly valued service. The cost incurred should be proportionate to the length of service and their role within the University, and the function open to all appropriate staff. Campus facilities should be used.</p> <p>At these events a modest provision of alcohol is considered reasonable, when within the contribution limit.</p>
<p>Student welcome and leaving events</p>	<p>A School contribution of up to £10 per student is acceptable for welcome and leaving parties where this can be afforded within the School's overall budget and where the number of students present is likely to be well in excess of the number of staff. Campus facilities should be used.</p> <p>It is acceptable to include a modest amount of alcohol where the cost is included within the contribution limit.</p>

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<p>Other staff and student events</p>	<p>Hospitality and associated costs for staff events which have a clear business purpose and which are open to all University staff are an appropriate use of University funds. The maximum budget for such an event should be proportionate to its purpose and represent good value for money. Authorisation must be given in advance by the Director of Finance. Provision of a modest amount of alcohol is considered an reasonable use of University funds where this is appropriate with regards to the timing and purpose of event.</p> <p>It is not appropriate use of University funds to subsidise the cost of other staff and student parties, including School or Professional Services Division staff Christmas parties.</p>
<p>Staff working lunch</p>	<p>Lunches may be provided only where staff have to, exceptionally, keep a service open at lunchtime or if meetings occur during lunch time when this is the only time available to hold the meeting.</p> <p>It is preferable for lunches to take place on campus and be consistent with a standard lunchtime meal, e.g. a sandwich or similar, with a non-alcoholic beverage.</p>
<p>Refreshments at meetings</p>	<p>Refreshments, tea, coffee and biscuits may be ordered through SussexFood where a staff meeting is expected to last more than 90 minutes, have a formal agenda and is formally minuted.</p>
<p>Team work based training</p>	<p>Campus facilities should be used where practicable. Where this is not the case, events should be paid for in accordance with the University's Purchasing Policy. The all-inclusive cost (excluding travel) should be up to £50 per head and agreed in advance by the Head of School or Director of Professional Services Division. Events with a cost above £50 per head must be approved by the Director of Finance.</p>
<p>Alcohol</p>	<p>The consumption of alcohol at University organised events and business events attended by University staff must be appropriate and modest.</p> <p>It is only considered an appropriate use of University funds in the following circumstances:</p> <ul style="list-style-type: none"> • When included within conference event packages where alcohol is served at a conference dinner • For business entertainment where the cost is within maximum limits • A modest amount of alcohol for welcome and leaving events where cost is within the maximum limit. • A modest amount of alcohol where this is appropriate with regards to the timing and purpose of other staff and student events .

6 Policy and guidance - Professional subscriptions and memberships

It is not appropriate use of University funds to meet the cost of subscriptions to professional bodies and academic or learned societies. However, in the following exceptional circumstances, it is appropriate for the University to meet the cost:

- A specific individual's membership is an expressly stated contractual condition of a course accreditation or research or other funding award the University is dependent upon.
- Membership is corporate, or where the individual is a member because they represent the University in their specific role.

Similarly, journal subscriptions taken out in an individual's name are not appropriate use of University funds unless the journal is then made available to all colleagues within a department.

7 Policy and guidance - Payments to volunteers and job candidates

Experimental subject payments	The cost of experimental subject payments is an appropriate use of University funds, where a member of staff, a student or a visiting researcher, in the course of undertaking their research, requires volunteers to participate in tests, interviews, etc. Each individual participant may receive a nominal sum to cover their travel and subsistence expenses and some recognition for their time.
Job applicants	It is appropriate use of University funds to pay reasonable costs incurred by job applicants to attend interviews.
Relocation expenditure	Relocation expenditure is not covered by this policy but instead is governed by the Removal Expenses Policy which can be found on the Human Resources website.

8 Policy and guidance - What items are not reimbursable?

The following list provides examples of items that are not an appropriate use of University funds:

Day to day and traffic fines

(Living expenses e.g. toiletries, clothing, newspapers and snacks)

Usual travel

(Travel between home and usual place of work)

Gratuities

(Such as tips for meals and taxis, except where culturally paying a gratuity is seen as compulsory)

Formal attire

(Dinner jacket or ball gown costs to attend formal functions)

Care costs

(Childcare costs, kennel/cattery costs or vets fees and similar expenditure)

Alcohol

(Except for conferences, business entertaining and all welcome/leaving events within set limits)

Personal gifts

(Such as flowers and chocolates)

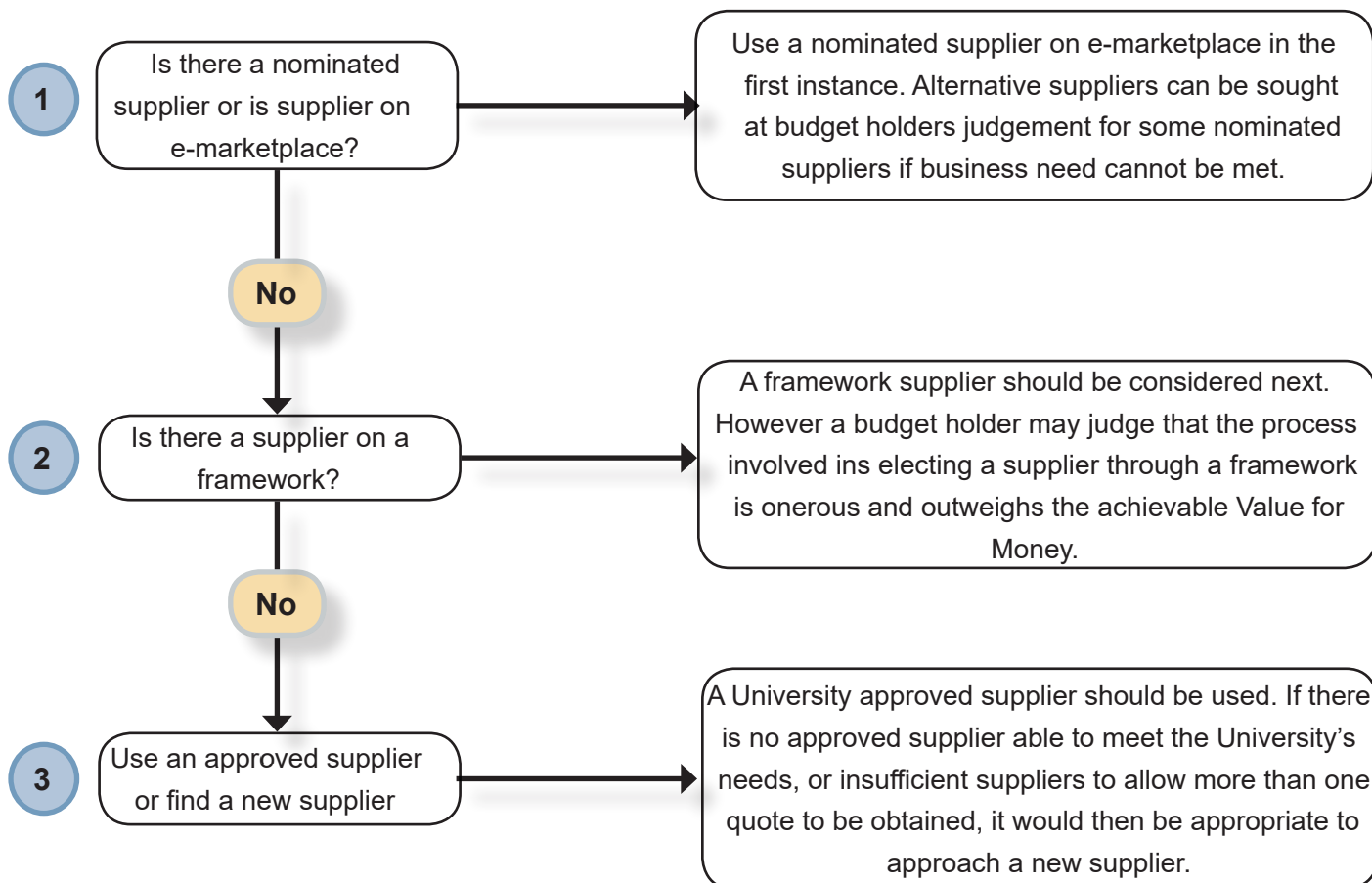
9 How do I find the right supplier?

Purchasing should be conducted using a competitive process as this will drive up quality, drive down prices and introduce innovation into the products and services offered to the University.

The following limited exceptions to a competitive process are where:

- The University has already identified an appropriate supplier intended to secure value for money.
- The value of the purchase is small in relation to the cost of the buying process.
- The expenditure is incurred while travelling away from the University. The value of these purchases should normally be small

The first step in achieving Value for Money is to find the right supplier for your purchase. For purchases under £5,000 please follow the questions in the diagram to select the right supplier. You should always check the Finance website for details of nominated, framework and approved suppliers.



The University has nominated supplier agreements in place for many of the goods and services required routinely by staff. A nominated supplier is a supplier from whom the University buys goods or services exclusively because it has been judged that they represent good Value for Money. In some instances this is a contractual obligation and there is no discretion as to which supplier to use, while in others it is appropriate when business need cannot be met, or better Value for Money can be achieved from another source, to

consider another supplier. In all cases evidence of all such judgements must be retained for presentation to the authoriser and relevant documents attached to the requisition raised in the Finance System.

The nominated suppliers in relation to purchases included in this guide are:

- Catering (SussexFood) – who should be used unless business need cannot be met.
- The Managed Travel Provider - who should be used unless business need cannot be met or better Value for Money can be achieved from another source.
- The Travel Insurance Provider - who must be used for all travel on University business **(No Discretion)**.

In relation to question 3 on the diagram, it is important to note that a new supplier presents risk to the University and must only be considered if, in addition to providing better Value for Money to the University, it can be demonstrated that they are financially secure; have a good service record; have high ethical and sustainability standards and as a result are an acceptable business partner for the University.

It is recommended that quotes are obtained from more than one supplier but the budget holder should exercise judgement and may conclude that seeking a single quote will produce the best result for the University, taking into account efficiency of process balanced with achievable Value for Money. The time and cost of setting up a new supplier should be considered when making this judgement

If your purchases with each potential supplier are greater than £5,000 please refer to the Purchasing Policy or the Purchasing Goods and Services e-learning or Guide.

10 What are the preferred ways to purchase?

Before making any purchases it is important that you check your purchases are covered by the Purchasing Policy. You should also confirm with the budget holder that there are enough funds available and that you have the correct subproject (budget) code.

The preferred ways to purchase travel and working away from base, hospitality and out of pocket expenditure are shown below in the order that they should be considered.

1 University purchase orders

Purchase orders raised using the Finance System are the principle mechanism for the purchase of goods and services in the University.

For further information on the purchase order process and how to raise a purchase order please refer to the Purchasing Goods and Services e-learning.

2 University purchase cards

Purchasing cards should be used in preference to out of pocket expenditure where access to both alternatives exists. Please refer to the Purchasing Card guide, which can found on the Finance website www.sussex.ac.uk/finance/how/purchasing, for further information.

Whilst they are intended to provide quick and easy access to purchasing it is important that wherever possible staff and budget holders take a planned approach to purchasing and do not use purchasing cards as a routine 'emergency' alternative to purchase ordering.

Heads of School and Directors of Professional Services are responsible for the purchasing arrangements in their School or Division and the appropriate distribution and use of purchasing cards. If you are a frequent traveller who has more than 12 out of pocket expenses exceeding £1,000 per annum, you may wish to seek authorisation from your Head of School or Director of Professional Service to apply for a purchasing card. Further information can be found on the Finance Division website. The Finance Service Desk keep a record of all purchasing card holders and can help you an administrator within your School/Department who will be able to undertake purchases on your behalf.

You should retain all receipts securely or future audit purposes. Where possible, receipts should be stored electronically and be accessible to the budget holder.

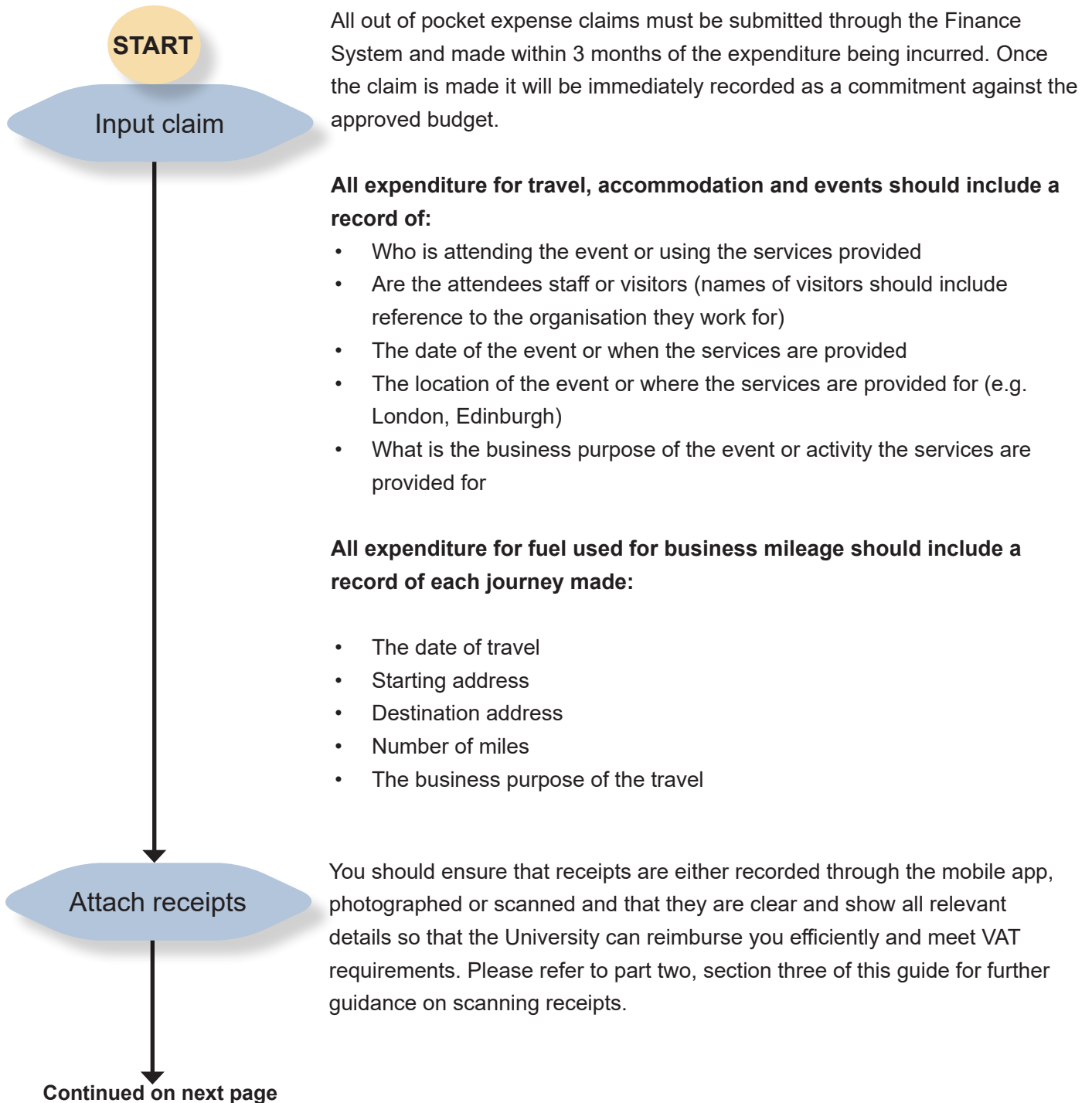
3 Out of pocket expenditure

Out of pocket expenditure, which is where the individual uses his or her own funds for purchases and then seeks reimbursement, should only be incurred in the following circumstances:

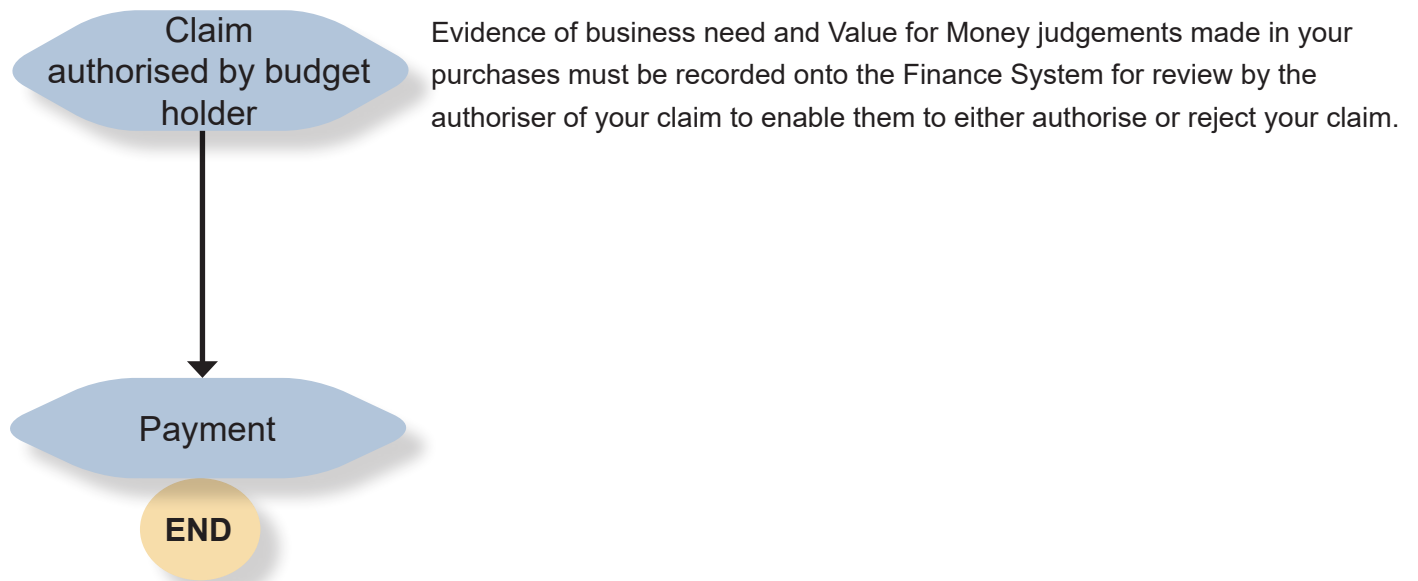
1 An overview of claiming out of pocket expenses

This section explains how to use the Finance System to submit your travel and out of pocket expense claims, and how to track your claims.

The diagram below summarises the key steps from submitting your claim to receiving payment for staff with access to the Finance System. The most efficient and recommended way to submit your claim is to use the mobile app to record transactions as they happen and then add them to your claim at a later time. Guidance on how to use the mobile app can be found in section 3 of this chapter.



Part Two - Process Travel and Working Away From Base, Hospitality and Out of Pocket Expenses



2 How to use the mobile app

How to download and set up the app:

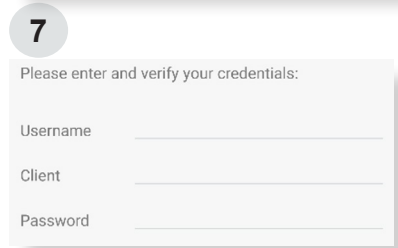
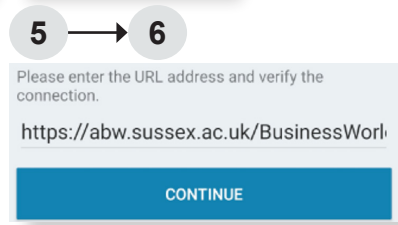
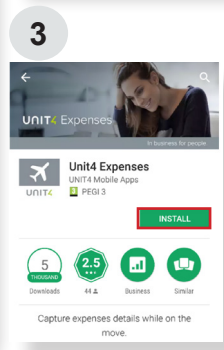
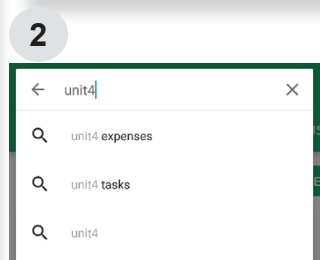
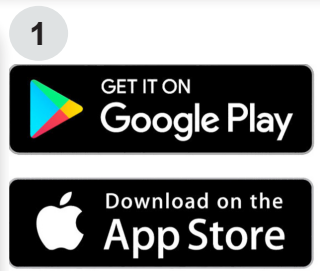
i The mobile app allows users to enter details of expenses and take a picture of receipts within the app. This will allow you to upload this information onto the Finance System which will speed up the process for claiming out of pocket expenses.

The app is available on Android and IOS devices version 9.0 or later, such as iPhones. The app is not supported on Windows devices.

Note: Unless otherwise stated the screenshots in this guide are taken from an Android device.

Before you begin this process, please ensure you have an up to date log-in for the Finance System and a copy of the URL required to link to the Finance System on your device.

1. **Download the app** via Play Store for an Android device or App Store for an Apple device.
2. **Type Unit4** into the search box. The app is called 'Unit4 Expenses'.
3. **Click install.** Once installed you should have the icon for the app showing on your device.
4. **Launch** the app.
5. **Type** the following link in as your URL: <https://abw.sussex.ac.uk/BusinessWorld-webservices/Service.svc>
6. **Tap** continue.
7. **Log in** using your Finance System username and password. Leave the Client field blank.

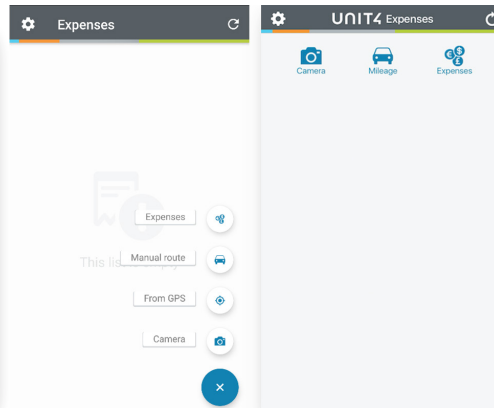


Part Two - Process Travel and Working Away From Base, Hospitality and Out of Pocket Expenses

How to use the mobile app to capture receipts:

i Android or Apple?

The app home screens will differ depending on whether you are using an Android or Apple device. For example, the image on the left is from an Android screen and the image on the right is from an Apple screen. *Note: Unless otherwise stated the screenshots in this guide are taken from an Android device.*



8. To start entering an expense claim, select the Expenses icon and chose an Expense type. Alternatively, select the camera icon to take a picture of your receipt, then chose the Expense type. Your Expense type will appear at the top of the screen. Most devices will ask if the app is allowed to access your camera. If you want to use the app for expenses you must select Allow.

9. Select the date of your expense. A calendar will appear when you press the date to aid you.

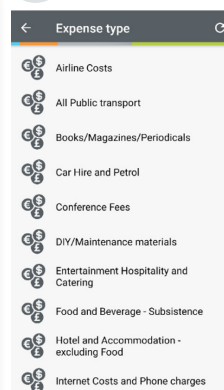
10. Input a description for your expense. Ensure that you number your receipts and put in a detailed description, including the receipt number. E.g. 1. Flight to

11. Enter the amount in GBP. If you are claiming in a foreign currency please convert the amount to GBP.

12. Add a picture of your receipt by pressing the camera icon. If you have already taken your picture, you can review it here.

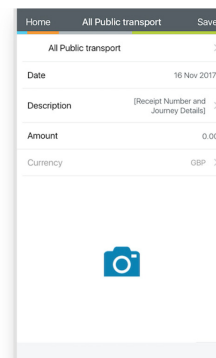
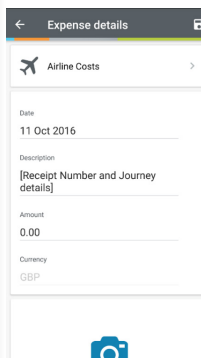
13. Press the Save icon in the top right corner once you are done. The transaction will then show on the main screen and automatically sync to the Finance System, ready for you to add to a claim later.

8

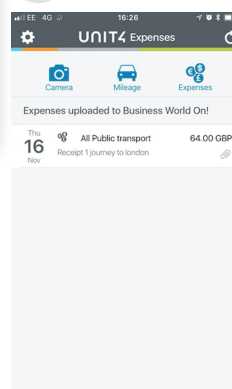


9

12



13



How to use the mobile app to record mileage:

14. To add a mileage claim on Android devices press either Manual route or From GPS, on Apple devices press the Mileage icon. The Android screen is on the left, the Apple screen is on the right.

15. From GPS/Start: This option will track your route as you drive. The app cannot be closed but can be kept running in the background. When you arrive at your destination press stop. You can continue this journey by pressing start again or submit this and start a new journey.

When you have finished your journey, press the Tick at the top of the screen and your mapped route will show. This claim will then Sync automatically to the Finance System and be ready for you to log-in and complete your claim.

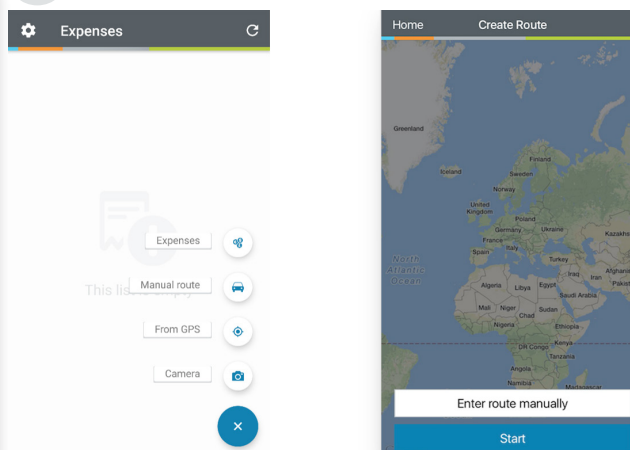
16. Manual route/Enter Route Manually: This option will take a record of your planned route from a loaded map and will allow you to add locations visited (see example on the right). This option also has type ahead functionality making it easy to select your destinations.

If your trip is a round trip or goes via a particular location, you can add waypoints as shown on the right. You can add as many waypoints as you like if you are making multiple stops. For Android devices, waypoints can be added by pressing the blue location point. For Apple devices, waypoints can be added by dragging the screen downwards.

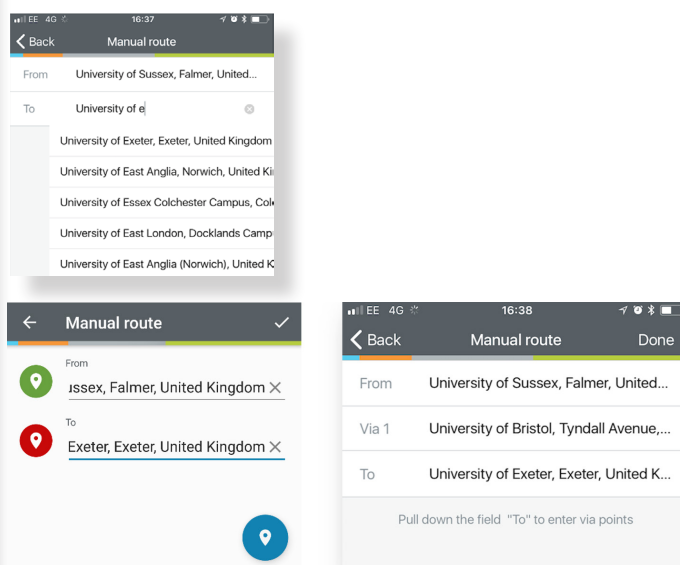
Once you have selected your journey and the map has loaded, tap the three small dots in the top right corner. The journey details will load the mapped route which provides the evidence of your mileage claim. You will be given three options:

Done - Select this if you are happy with the mileage and wish to proceed. This claim will then Sync automatically to the Finance System and be ready for you to log-in and complete your claim.

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Cancel - Select this if you want to cancel the mileage claim.

Edit - Select this if you wish to make changes.

How to import your transactions to the Finance System:

17. Once you have logged in to the Finance System, you will need to complete the Purpose, Date and Subproject boxes before importing your claim.

All imported transactions will default to the subproject entered here.

18. Click on Expense transactions and a pop up window will appear.

Please note that this screen provides you with the option of uploading either scanned or mobile app receipts. For guidance on uploading scanned receipts please see section 4 of this chapter.

19. Select the expense lines you want to use for this claim by using the tick boxes.

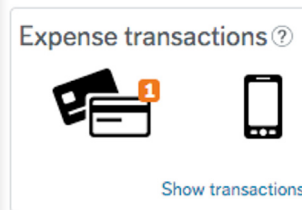
You can use the Remove transactions button to delete any mobile expense lines you no longer need.

20. Select import to travel expense.

21. Once imported click Send for approval. If you wish to save and send later then click Save as draft.

17

18



19 → 20

Type	Date	Category	Description	Currency amo.	Amount
<input type="checkbox"/>	19/10/2018	Mileage - Car	Brighton, UK -> Horsham, ...	0.00	29.35
<input type="checkbox"/>	19/10/2018	Airline Costs	I test	1,000.00	1,000.00
<input type="checkbox"/>	29/09/2018	Mileage - Car	Brighton, UK -> London, UK	0.00	23.84
<input type="checkbox"/>	27/09/2018	Airline Costs	test 1	50.00	50.00

21

Send for approval

Save as draft

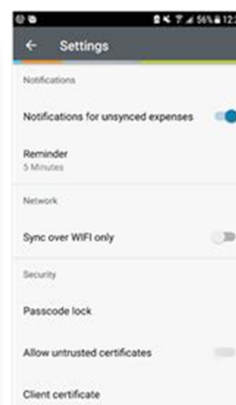
App settings:

i Notifications for unsynced expenses:

This will notify you that your claims have not uploaded. The reminder setting informs you when you will be notified.

Network: This defines whether you use your mobile data or wifi to upload expense claims.

Security: You can activate a passcode lock as the app remains logged in.



3 How to capture your receipts

i 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.

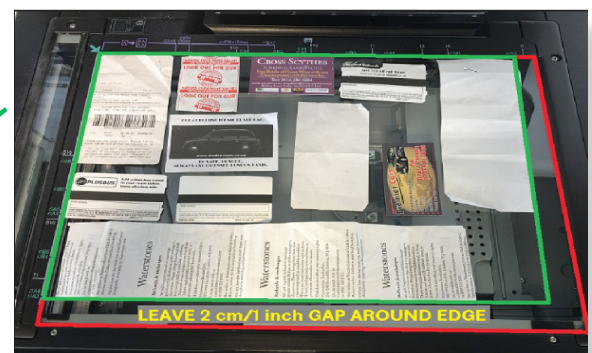
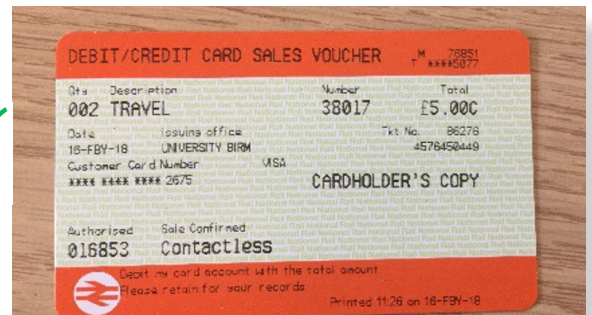
When preparing a claim it is important to make sure that your images meet the minimum standards required so that the authoriser can use them to make their decision and progress your claim without any unnecessary delay.

There are three methods for capturing receipts. The recommended method is via the mobile app, which is explained in part two, section two of this guide. The alternative methods are to manually scan your receipts using a scanner, or use your mobile phone to capture receipts and store the photos on your computer, ready for import onto the Finance System.

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.



i **What if you are unable to create electronic images?**

If you are unable to access a scanner, or do not have a mobile device to take photos of your receipts, please contact the Finance Service Desk at rt-finance-servicesdesk@sussex.ac.uk for advice.

4 How to import your receipts and submit your out of pocket expense claim

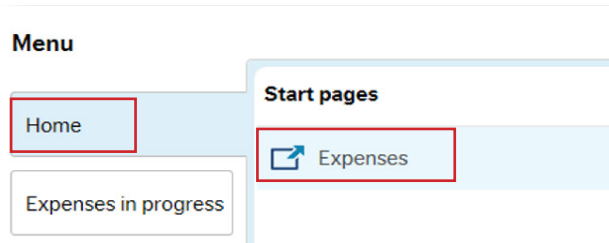
How to get started:

1. **Log-in** to the Finance System
2. **Click on** Home and Expenses

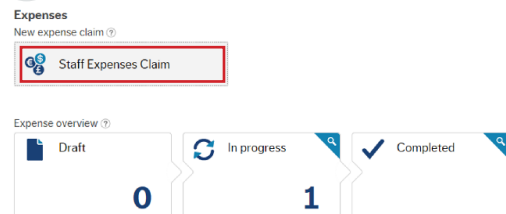
You will now see the Expense Overview screen which displays your previously registered expenses including: Draft (saved not submitted), In progress (awaiting authorisation or payment) and Completed (expenses that have been paid).

3. **Click on** Staff Expenses Claim

2



3



How to fill in your claim:

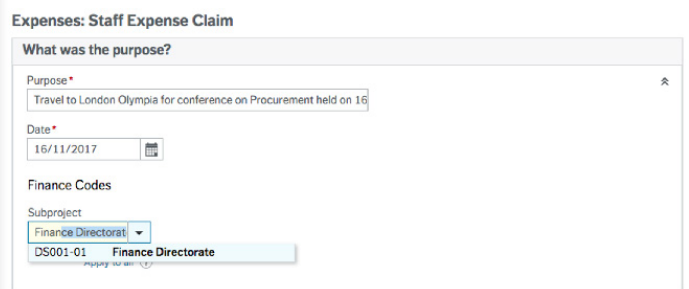
i The wording you enter in the Purpose box will help your authoriser know what your claim is for and aid them in authorising or rejecting your claim without the need to refer back to you. I.e. "Travel to [location] for conference on [subject] held on [XX/XX/201X]"

The Date and Subproject boxes will automatically populate when adding expense lines so you will need to ensure that these are correct for each individual line of your claim.

What was the purpose?

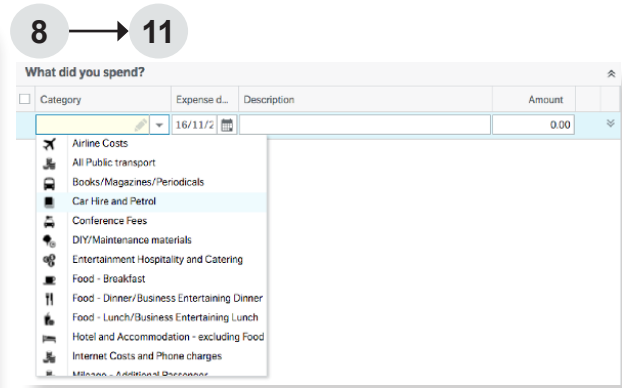
4. **Insert a brief description** of the claim in the Purpose box.
5. **Insert the date** when the expense occurred (which should be the same date as on your receipt). Clicking on the calendar icon will display a calendar to aid you with this.
6. **Enter your subproject code** or type the description in the field to choose from subprojects that match your description. If you are unsure of which subproject to use please contact the Finance Service Desk.
7. **Click on** 'Add expense'.

4 → 6



What did you spend?

8. **Insert the expense category.** To see all the available expense types, click the down arrow then select the appropriate expense type.
9. **The expense date is automatically filled.** Overtyping if needed.
10. **Type the description** for each receipt, using as much detail as possible.
11. **Enter the amount** in GBP only. For any other currency please convert it to GBP using www.xe.com.
12. **Click on 'Add expense'** to add more lines if you require them.



i What if I have more than one receipt?

If you have more than one receipt, number each receipt and make sure this number is included in the description. Ensure that the description clearly identifies the nature of the expense item e.g. Receipt 1 train fare from Brighton to London for conference.

If you are claiming for the cost of a meal for you and others, detail the names of every person that you paid for.

i What if I want to use multiple subprojects?

If you are allocating costs against multiple subprojects in one expense claim:

- Select the expense line you want to amend
- Click the double arrow at the end of the expense line to expand
- Amend the subproject to charge the costs to a different subproject.

Expense overview:

i The expense overview section provides you with the option of uploading either scanned or mobile app receipts, which are required in order to make a claim. **For guidance on using the mobile app please see section 2 of this chapter.**

Expense overview

Expense transactions ?

Show transactions

Receipts

0

matched

2

available

Show receipts

Expenses

Travel to London Olympia for conference on...
16/11/2017

Type	Amount
Receipt 1 Brighton to London	64.00
Total	£ 64.00

Part Two - Process Travel and Working Away From Base, Hospitality and Out of Pocket Expenses

How to upload a scanned receipt to the Finance System:

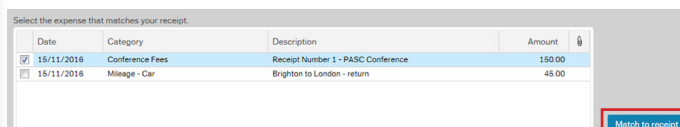
13. Click 'upload receipts' in the Expenses overview section, and again in the pop up box which appears.
14. Browse to your folder with your scanned receipt image, select it and click Open. Repeat until all of your required receipts have been uploaded.
15. Double click on an uploaded receipt and select the expense line that matches the receipt.
16. Click 'Match to receipt'. Click on the blue arrow to load the next receipt and repeat the process, if applicable. Close the Receipt window when you have matched all your receipts.

You must match your receipts to the relevant expense line so that your budget holder can verify the claim. With their agreement 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.

13



16



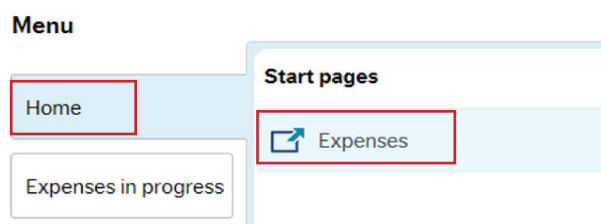
How to import a mobile app receipt to the Finance System:

17. Log-in to the Finance System
18. Click on Home and Expenses

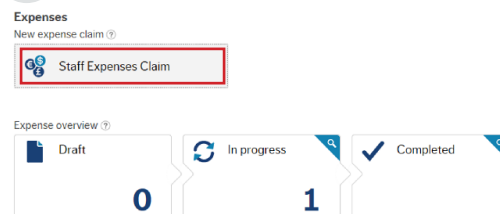
You will now see the Expense Overview screen which displays your previously registered expenses including: Draft (saved not submitted), In progress (awaiting authorisation or payment) and Completed (expenses that have been paid).
19. Click on Staff Expense Claim and complete the Purpose, Date and Subproject boxes before importing your claim (see steps 4-7 of this section). All imported transactions will default to the subproject entered here.
20. Click on Expense transactions and a pop up window will appear.

This screen provides you with the option of uploading either scanned or mobile app receipts. For guidance on uploading scanned receipts

18



19



please see section 4 of this chapter.

21. Select the expense lines you want to use for this claim by using the tick boxes.

You can use the Remove transactions button to delete any mobile expense lines you no longer need.

Expenses: Staff Expense Claim

What was the purpose?

Purpose*
Trip to Exeter University for SUPC Council 16/11/17

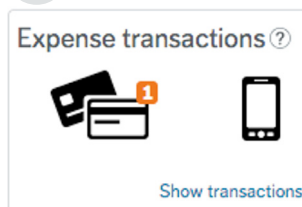
Date*
16/11/2017

Finance Codes

Subproject
Finance Directorat
05001-01

Apply to all ?

20



21 → 22

Select transactions

Type	Date	Category	Description	Currency amo.	Amount
<input type="checkbox"/>	19/10/2016	Mileage - Car	Brighton, UK -> Horsham, ...	0.00	29.35
<input checked="" type="checkbox"/>	19/10/2016	Airline Costs	1. test	1,000.00	1,000.00
<input checked="" type="checkbox"/>	29/09/2016	Mileage - Car	Brighton, UK -> London, UK	0.00	23.84
<input checked="" type="checkbox"/>	27/09/2016	Airline Costs	test 1	50.00	50.00

Import to travel expense Remove transactions

How to save a claim and send it for authorisation:

22. Select import to travel expense.

23. Insert your justification for your expenses claim in the Add information section. All expenditure for travel, accommodation and events should include a record of:

- Who is attending the event or using the services provided
- Whether the attendees are staff or visitors (names of visitors should include a reference to the organisation they work for)
- The date of the event or when the services are provided
- The location of the event or where the services are provided for (e.g. London, Edinburgh)
- What is the business purpose of the event or activity the services are provided for.

All expenditure for fuel used for business mileage should include a record of:

- The date of travel
- Starting address
- Destination address
- Number of miles
- The business purpose of the travel.

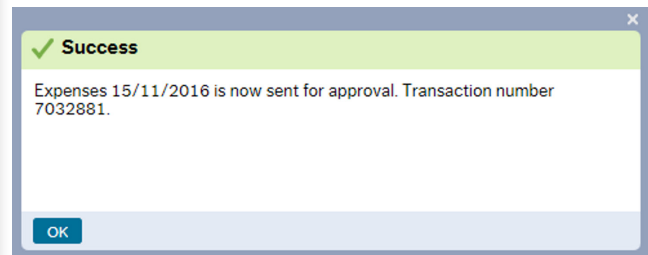
24. Review your claim line by line and if you are satisfied click Send for approval.

If you wish to save and send later then use Save as draft.

Once you have clicked Send, a transaction number will appear and your claim will be sent to the authoriser. You can track the progress of this claim by clicking on the In progress tab on the Expenses page.

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[Send for approval](#) [Save as draft](#) [View expenses](#) [Print preview](#) [Delete](#) [Add information](#)



How do I delete part of a claim?

If you wish to delete one line of the claim, select the check box of an expense type then click the Delete expense button underneath. This will delete the details of the selected line but not the whole claim.

The Delete button at the bottom of the page deletes the entire transaction. You should use this any time you want to delete the whole transaction.

5 How to track the progress of a claim

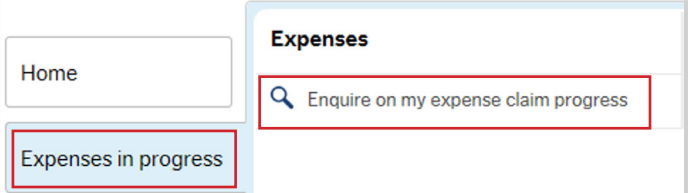
22. To check what is happening to your claim, navigate to Expenses in progress, then Enquire on my expense claim progress. The Finance System will return all of your expense claims.

23. Select the claim that you wish to enquire on by clicking on the 'Map' button.

24. A workflow map will appear which displays the progress of your expense claim.

22

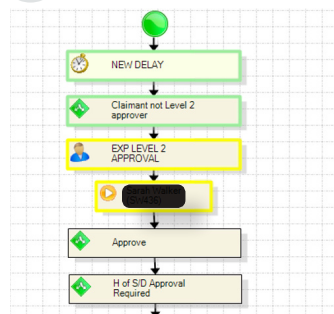
Menu



23

Map	Process name	Process step	Version no.	Workflow state	Task owner	Sub-Project	Cost Centre	Amount	Resource ID	TransNo	Load
<input type="checkbox"/>	Staff Expenses	Exp Approval by Director	20	Workflow in progress	CAM46	TA001-01	TA	50.00	533	7032855	
<input checked="" type="checkbox"/>	Staff Expenses	EXP Level 2 Approval	22	Workflow in progress	SW436	DS002-02	DS	150.00	533	7032881	
<input checked="" type="checkbox"/>	Staff Expenses	EXP Level 2 Approval	22	Workflow in progress	SW436	DS002-02	DS	45.00	533	7032881	

24



Rejected Expenses task notification:



You may receive a Rejected Expenses task notification as a result of a claim that you have raised.

You will be notified via an email from the Finance System that your expense claim has been rejected by either the Budget Holder, the Head of School or Director of Professional Services Division. The notification will also appear in your task list on the Finance System.

If you receive this notification:

- Click on the task
- Read the comment explaining the reason for the rejection
- Action accordingly.

6 How to run expense reports

25. To access the different types of reports available to you, click Reports from the main menu, then Expenses Reports.

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Global reports

- Expenses Reports
- Expenses - Payment History-Admin...
- My Expenses
- Expenses I have approved
- Expenses RFT Details
- Expenses RFT Summary
- Head of School Expenses Enquires
- Rejected expenses by school
- Rejected expenses by user

i My expenses: This will list all expenses you have input into the Finance System. This gives you full details about all claims at once.

Schools administrator: This lists all claims users have entered. You can see the status of each claim, the payment date once the claim has been authorised and the details of each expense line entered.

Expenses RFT: This shows more details than the Expenses RFT Summary as it also includes the transaction number, date the claim was created, date the claim was authorised and date the claimant was paid.

Expenses RFT Summary: This shows the average length of time claims take to get authorised via workflow, to get paid, and from entering a claim to the point of payment. These results are grouped by cost centres.

Rejected claims by school: This shows a list of all rejected claims and comments. This report is sorted by Schools and cost centres.

Rejected claims by users: This report allows you to search by users and displays a list of their rejected claims and the comments.

Selection criteria

Results

#	Status (T)	Expense Claim Number	Amount	Date Paid	Trip ref	Description	Expense types (T)	Period (T)
1	Posted	7025544	9.50	06/08/2015	Graduation help	Train travel on 17th July 2015 to help at Graduation	All Public transport	201601
		7025544	9.50					
3	Posted	7016345	9.80	24/07/2014	Train fare for Graduation	Train Fare return Lancing Brighton 11/7/14 - Graduation Volunteer	All Public transport	201412
		7016345	9.80					
			19.30					

Selection criteria

Action code like AP
Planned approver like US40
Date approved between 12/12/2016 and 12/01/2017

Results

#	Trans no	Indicator (T)	Description	Expense code (T)	Amount	Mileage	Cost Centre	Sub project	Period	Approver (T)	Date approved	Workflow step
---	----------	---------------	-------------	------------------	--------	---------	-------------	-------------	--------	--------------	---------------	---------------