

My Expenses Online

How to make a claim – Suspense code

Overview		Pages
Claim reference ID	ME013195	 Overview Claim lines (1)
Current status	Draft	e Attachments
Created on	14 Oct 2019	 Notes History
Created by	Sarah Cheese	
Purpose of claim	London Spring conference 24/04/19	
	Add a claim line	

Please enter the purpose of the claim, e.g. London Spring conference 24/04/19. Then click "Add a claim line"

< Edit MEO12624 : Sarah Cheese		Submit		
Available files and receipts 🧿		 O 		
No receipt available				
Reraint	New Claim Line			
	Date	31 Jul 2019 🚔 🕂		
Select a receipt	Category	Select a category		
<pre>c none selected > </pre>		✓ < not set >		
Notes		Breakfast Car Mileage		
•		Car Mileage (E1, E2, J1, J2, J3, J4) Car Parking & Associated Costs Copying		
No notes are available		> Dinner > Hotel		
What do you want to say?		> Lunch > Taxi		
		Telephone Train Fares		
		Page 1 of 1, items 1 to 11 of 1		
		Save		

The date in the "New Claim Line" field, should be the date of the meeting/review/event that you attended.

Select one category expense e.g. Breakfast, Taxi etc.

Add either a photo or scan of your receipt, by

clicking on the "Upload a file icon 🧖"

Expenses		Upload from your computer	×	
Edit MEO12624 : Sarah Cheese		Picture of receipt.dox Select files	Remove	
Available files and receipts 💿				
No	preceipt available		Upload selected files	
Receipt	New Claim Line			
Select a receipt Why is there no receipt available?	Date S1 Jul 2 Category Select	a category		
Notes		not set > > Breakfast Car Mileage Car Mileage (EJ, E2, J1, J2, J3, J4)		
Image: No notes are available What do you want to say?		Car Parking & Associated Costs Copying Dinner Hotel Lunch Tasi		
		Telephone Train Fares Page 1 of 1, items 1 to 11 Sove Cal	ef 11.	

Upload the file picture.

< Edit MEO12624 : Sarah Cheese				Submit 📋
Available files and receipts 🧿				• 0 ,*
N	o receipt avail	able		
Receipt	New Claim Line			
Picture of receip 31 Jul 2019 Receipt available and attached	Date Category	31 Jul 2019 Breakfast	#	+
DOC	() ADVISOR You should	Y LIMIT not claim more than £ 10.00 per person for	this claim	
Notes	Transaction			
a	Country Total amount	United Kingdom	✓ Q ⊮ Q	
No notes are available	VAT rate	Zero Rate	~ Q	
What do you want to sav?	VAT amount	£ GBP C	alc VAT	
	Additional peop	e		
		Add		
	Information			
	Description			
	Cost centre	Please select a cost centre	Q	
	Reference			
				Save Cancel

Enter the amount that you are claiming. Please do not amend the VAT rate, the system will automatically amend the VAT.

 Edit MEO13195 : Sarah Cheese 			Submit 🏛 🏚
Available files and receipts 0			* 0 <i>*</i>
No	p receipt availa	ble	4
Receipt	New Claim Line		
Picture of receip Receipt available and attached	Date	14 Oct 2019	≡ +
∞∞ ± ∕	Category	Dinner	~
	() ADVISORY You should no	' LIMIT at claim more than £ 25.00 per person for this cla	im
Notes	Transaction		_
i No potes are available	Country Total amount VAT rate	E 10.00 GBP C	a a
	VAT amount	E GBP Calc VA	T
What do you want to say?	Additional people	Add	
	Information		
	Description		
	Cost centre	E14001 ON - ID	٩
	Reference	Suspense CCQI: QN-LD	
			Save Cancel

Now select your "Cost centre" & press "Save"

If you are unsure of the cost centre, please select the College department that relates to your expense claim: "SUSPENSE *Department name*"

Claim lines		i≣ Group ↓↑ Sort	Pages
 This week - week beginning Mon 14 Oct 2019 Picture of receip Picture of receip Receipt available and attached Doc W Add a note View additional information 	Expenses Mon 14 Oct 2019 Dinner - Cost Centre: Suspense CCQ): QN-LD	£ 10.00 VAT: £ 0.00 Fully reclaimable	 Overview Claim lines (1) Attachments Notes History
1		Page 1 of 1, items 1 to 1 of 1. £ 10.00 Add a claim line	

You can now go on to add multiple claim lines for the same event & date. Please select "Add a claim"

Once you have uploaded all the expenses and receipts, please press "SUBMIT"

Claim authorisers						
The list below are the authorisers that are available to process your expense claim.						
•	SUSPENSE CCQI QN-LD - step 1 (1 authoriser requi	red)				
	Amy Colwill	authorising 1 line	Add			
	Harriet Clarke	authorising 1 line	Add			
	Leyla Golparvar	authorising 1 line	Add			
Term	as and Conditions					
	Please Read and Confirm					
	By submitting this expense claim, I confirm that all details being claimed for are correct and an accurate reflection of the costs incurred through College business activity alone.					
	I confirm that all VAT figures have been correctly entered, and receipts that are required have been or will be sent for validation. I confirm that I have read the guidance notes before incurring expenditure.					
			Submit			

Please "Add" one (1) manager that you wish your claim to be approved by. The College organiser should advise you beforehand which manager to choose. If unsure, please save your claim and contact your College organiser.

×

Sub	mit		×		
Claim authorisers					
The list below are the authorisers that are available to process your expense claim. All authorisers that will be asked to view your claim are shown below, including where the claim has been escalated due to authorisation limits.					
•	SUSPENSE CCQI QN-LD - step 1 (1 authoriser requi	red)			
	Amy Colwill	authorising 1 line	Remove		
	Harriet Clarke	authorising 1 line	Add		
d	Leyla Golparvar	authorising 1 line	Add		
Ter	ms and Conditions				
Please Read and Confirm By submitting this expense claim, I confirm that all details being claimed for are correct and an accurate reflection of the costs incurred through College business activity alone. I confirm that all VAT figures have been correctly entered, and receipts that are required have been or will be sent for validation. I confirm that I have read the guidance notes before incurring expenditure.					
			Submit		

Once you have added the authorising manager, please submit the claim.