MyView User Guide

Expenses Module

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Contents

Expenses Module

All staff are expected to travel in the most economical manner appropriate to the discharge of their duties.

Basis of a claim:

- The normal starting and finishing place for official journeys will be the location where you are based.

- If you start a journey from a location other than your base or end a journey at a location other than your base, the mileage claimed should be limited to the "Additional Mileage" incurred as a result of your official duties.

- The Additional Mileage Principle recognises the saving to you in not travelling to or from the base and reduces the amount that can be claimed accordingly whilst ensuring that you are fully compensated for any additional mileage undertaken in connection with your official duties.

The Expenses Module enables staff to submit their Business Mileage and Expense Claims (reimbursement of money whilst fulfilling your role). Copies of previously submitted and approved claims entered through the Self Service Module can also be viewed in My Forms.

Before you make a claim please check the guidance and its examples for claiming expenses on the intranet. A link to the guidance and travel policy is provided below.

http://intranet/our-people/hr/pay-benefits/expenses/

Creating a New Claim Form

To create a claim, click on **Expenses** on the left of the Dashboard then **Create/View Expenses**:
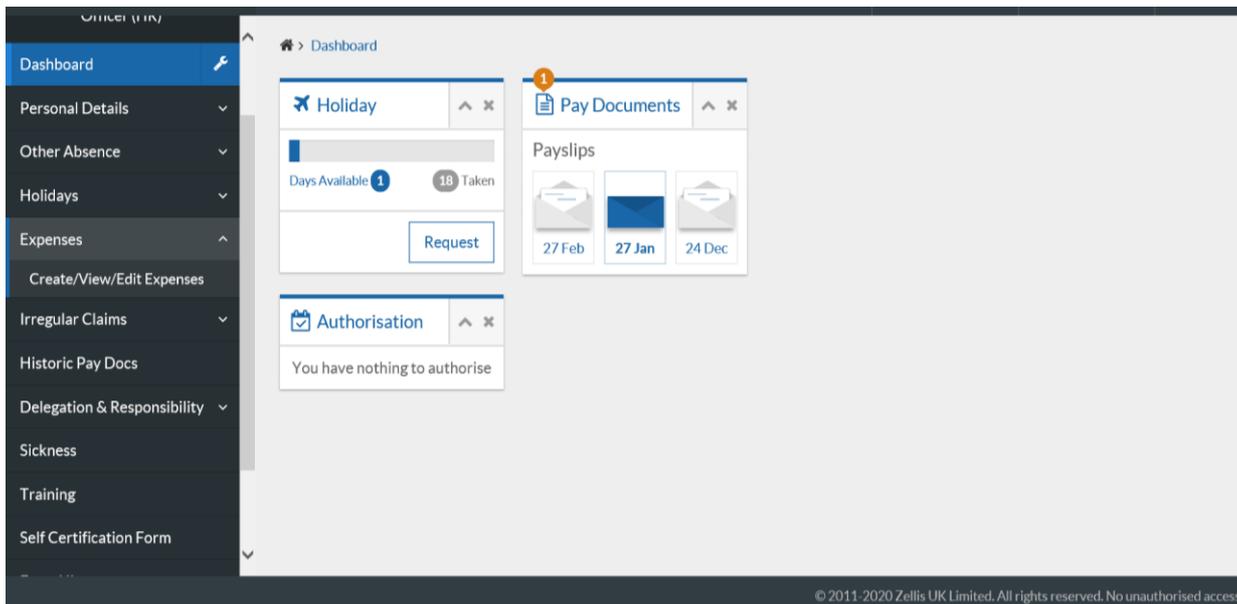
Any Open, Submitted or Authorised Claims will be displayed on screen, there are also links to an Online Guidance Document and the Current Travelling Rates in the top right hand corner of the screen.
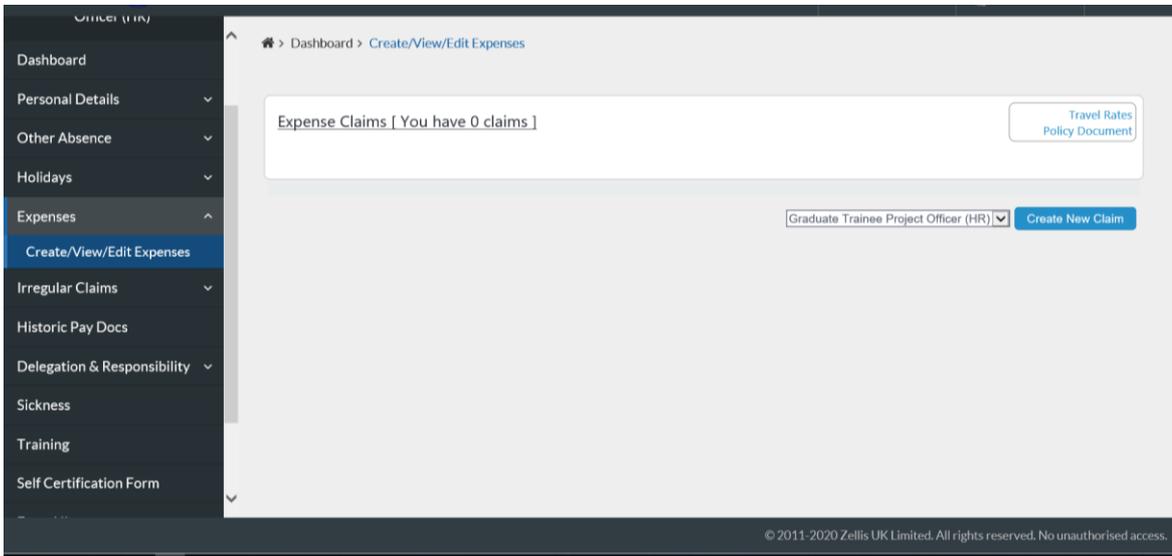
To open a new claim, select the appropriate post from the drop down menu and then click on the Create New Claim button at the bottom of the screen, which will open a blank claim form:

Travelling Expenses

Please note: this page needs to be regularly saved as it will time out after 30 minutes.

The **Description** field should be completed with the period of the claim e.g. September 2016, 01/09/2016 or a Date Range 01 – 30 September 2016. This will make the claim easily identifiable to both you and your manager if there are any queries to be addressed.

In the **Travelling Expenses** section of the claim form each individual **Journey** <u>must</u> be completed with:

- **Date** – the start date of the Journey, you can enter the date directly into the field in the format **ddmmyyyy** or you can click on the calendar button next to the field and select the appropriate date.

- **Start Time** & **End Time** fields are **mandatory** and must be completed in the 24 hour format **hhmm** e.g. Start 0845 End 1645.The system will automatically populate a colon between the hours and minutes for you.
- A generic **Vehicle** will automatically be populated with the users default vehicle e.g. <u>C1450</u>, <u>C1199</u> etc.

Note: If this field is blank please email the ResourceLink inbox requesting your vehicle details to be added, please include your employee number in this email.

<u>Lease Car</u> holders will have the actual Car Registration recorded.

- **Standard Journey** :You choose standard journey if you are claiming for a predefined journey which has been set up between the main Administrative Offices. These journeys have been created with a set mileage (AA rates). **Click** on the drop down arrow on the right hand side of the field and **scroll** through the list to select the appropriate journey. Once a journey is selected **the Mileage field** will be automatically populated with the appropriate number of miles (this is the return journey mileage).

Note: When you use the Standard Journey option you must give the reason for your journey in the Nonstandard Journey field.

- **Mileage** can be completed with the actual number of miles being claimed for a non-standard journey.

- **Taxable Mileage** should only be ticked if the mileage claimed is taxable i.e. relocation expenses only.

- **VAT receipt** should be ticked to confirm that receipt is available for the fuel purchased to cover the travel period.

- **Non-Standard Journey** is a **mandatory** field and must be completed when claiming both **Non-Standard** and **Standard Journeys**. When you select a Non-Standard Journey the field must be completed with the reason the journey was undertaken and the routes taken.

- **Override Cost Centre** can be left blank it will automatically pick up the costcode attached to your post. If the journey you are claiming for is to be charged to another cost code other than the one attached to your post e.g. journeys claimed which are subject to grant claims, coronavirus etc. You will need to enter the appropriate costcode for the work you carried out.

Note: Cost Codes are either 11 or 17 digits in length. If you are unsure about the costcode please ask your line manager or the manager of the costcode you need to use.

If additional journeys are to be entered then the user should click on the **[+]** button at the right hand side of the journey row to open and additional line.

Do not copy and paste details into the Non-Standard Journey field, this function can add special characters to this field which will prevent your expenses from being submitted.

To delete a row the user should click on the **[-]** button to the right of the row to be deleted.

If it is possible that you will be claiming more Expenses during the month then you can click the **Save** button in the bottom right hand corner of the screen. A confirmation message will appear to show your claim has been successfully saved.

Click continue and you will return to the Create/View/Edit Expense Claims screen where you can create another claim or re-open your saved claims. Your saved claims will be displayed in the section titled **Open**.
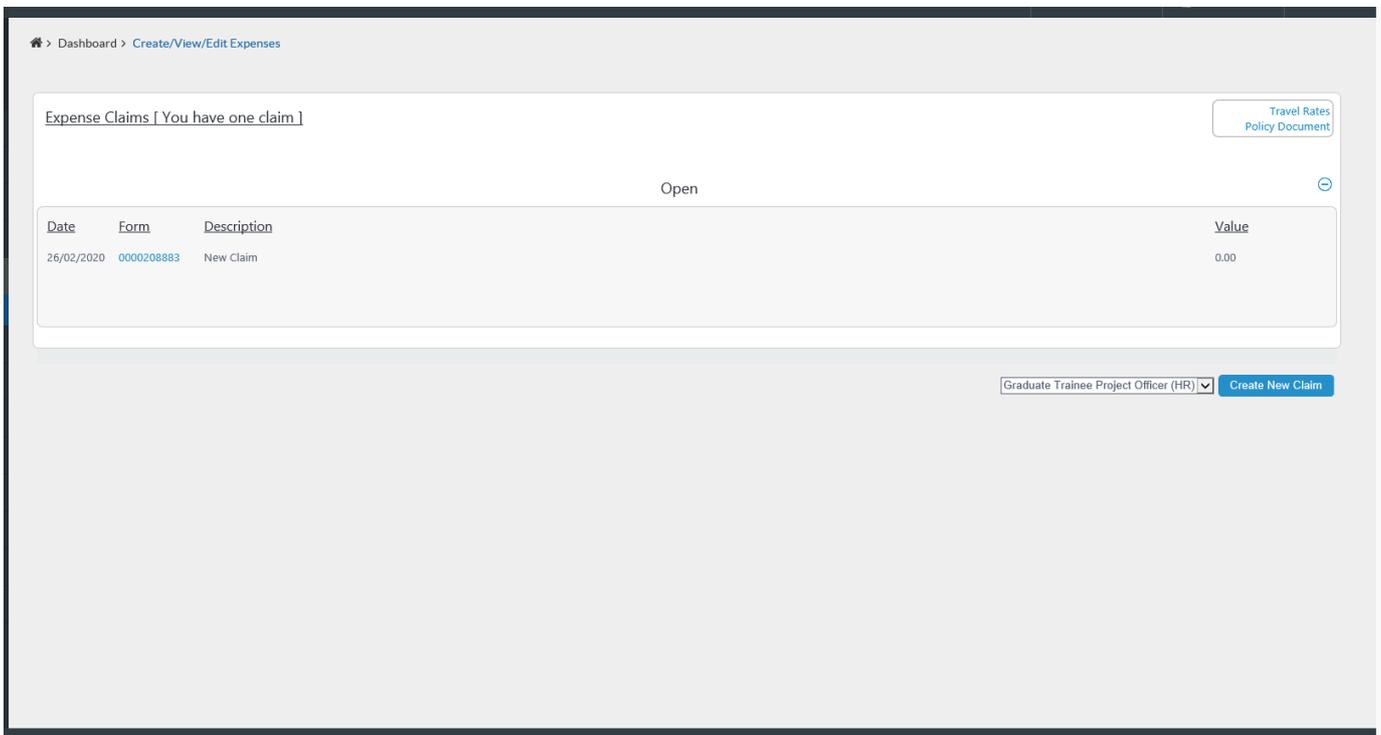
Any Open claims will also appear on your Dashboard in the **In Progress** box and in your **Forms History** screen.

To Re-Open a Saved Claim Form

To re-open a claim, you can click on the bold writing in your In Progress box under the sub heading Expenses on your Dashboard or you can access your Claim Forms from the left hand menu and click on the bold blue **form number**. Or, you can go to your **Form History** in the left hand menu and click on the blue underlined writing against the claim. An Open claim can have additional items/adjustments made to it prior to submission.
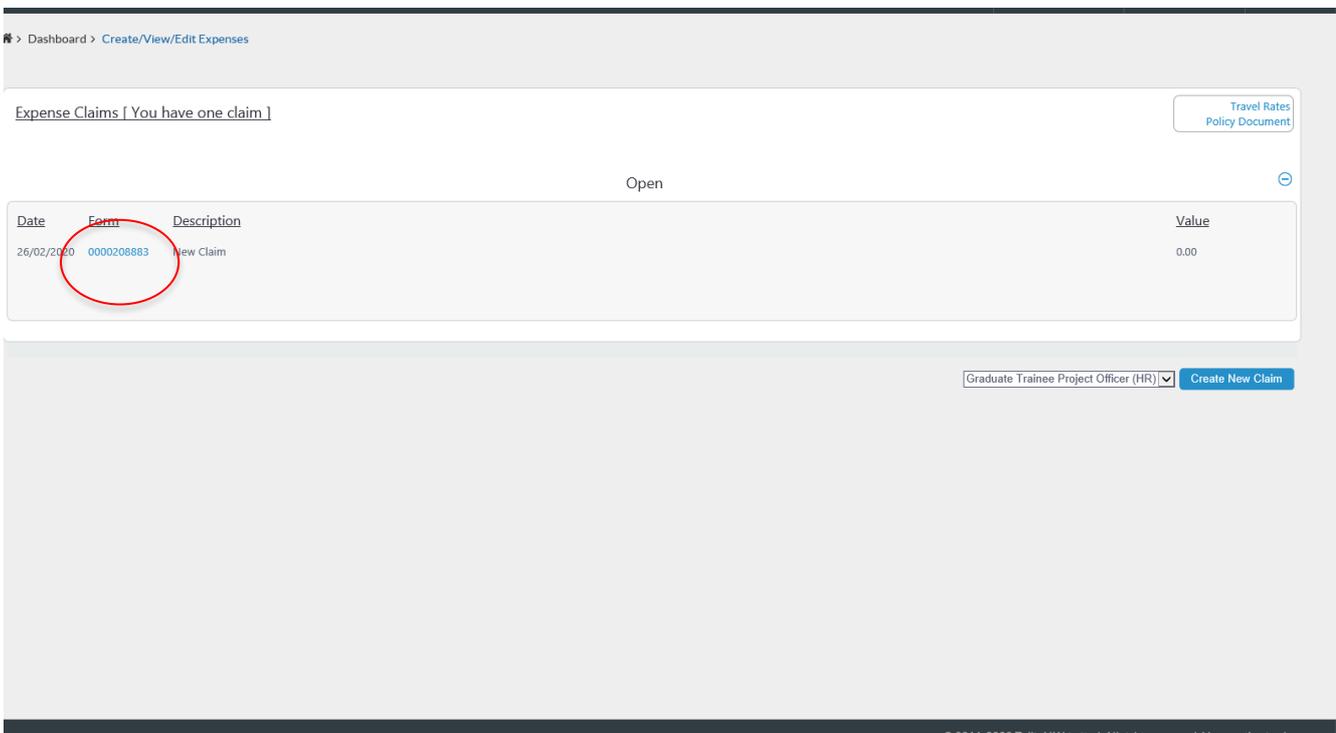
Error messages will highlight any problems within the claim form, in the example below the Non-Standard Journey field has not been completed, therefore the row in error has an error box above and below it.

To remove the errors, complete the appropriate fields and then either click on the **[+]** button to create a new row or click **[Save]**.

Note: Claims which contain errors cannot be submitted.

Please ensure that the dates entered in your claim form are formatted correctly. If they appear incorrectly after you have clicked on the calendar date then the language settings in your browser maybe set to English-US rather than English UK. This must be corrected before submitting your claim form for processing. Please contact either the IT Helpdesk or ResourceLink Team for further guidance on how to correct this issue.

Expenses Section

The Expenses Section allows you to claim for the allowable expenses in the drop down menu. Click on the expense to be claimed:

The following fields are **mandatory** and must be completed in order for your claim to be submitted:

- **Date** should be completed with the start date for the expense. You can either enter the date directly into the field in the format **ddmmyyyy** or click on the calendar button below the date field to select the appropriate date.

- **Start Time** and **End Time** fields should be completed with the appropriate times in the format **hhmm** and 24 hour clock.

Note: When the item claimed is not date driven then the Start Time should be completed with 00:00 and the End Time completed with 00:01 e.g. postages

- **Value** must be completed with the amount being claimed for the expense item
  Note: A. decimal point must be entered between the pounds and pence.

- **Receipt** should be completed with a **Y** for certain expense claims e.g. Car Parking, Bridge Tolls, Taxi, Bus & Train Fares, Telephone Rental and Calls, Overnight Stays. A copy of the receipt must be submitted to the authorising officer once the claim is submitted.

- **Description** should be completed with the purpose/reason for the claim

To add more than one expense item to the claim click on the expense drop down to select the additional item.

Overnight Stays: in order to simplify claims for overnight stays only one entry is required for each stay e.g. an officer attends a conference in London over three days. The Start Date should be completed with the first date of the conference and a detailed description then entered into the Description field e.g.

Submission of Claim for Payment

Once all items have been added to the claim and you have checked everything is correct, **click** on the [**Submit**] button in the bottom right hand corner of the screen.

Click OK to proceed to send the claim to the designated Authorising Officer

Note: The Expense Claim Summary Report is displayed on screen and <u>must</u> be printed in order to attach all relevant receipts, including fuel VAT receipts to pass onto the Authorising Officer.

Click **Print** in the bottom right of the screen, **check** you have printed the sheet successfully, then **select Continue**.

The Expense Claim now appears in the Submitted Section on the Expense Claims screen.
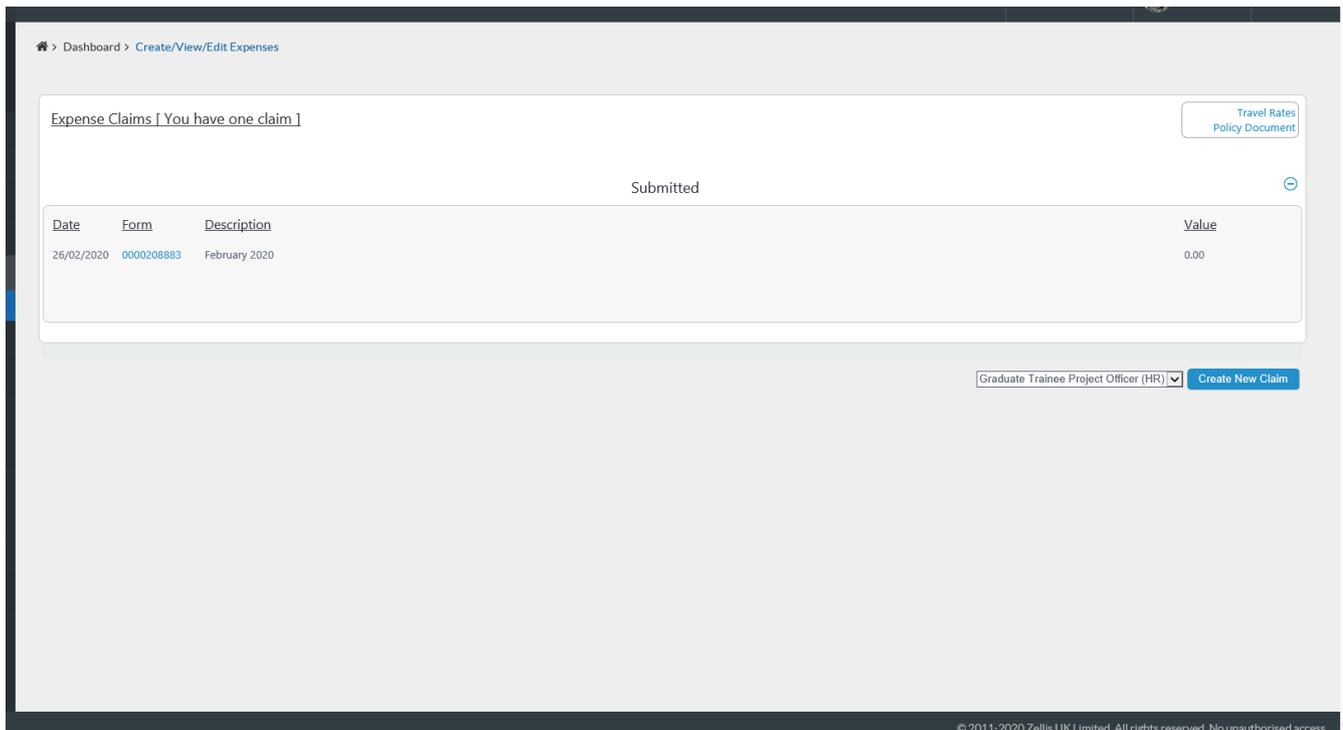
Withdrawing Submitted Claims

If you submit a claim in error then it can be **Withdrawn** prior to Authorisation:

Click on the **Form Number** of the claim to be withdrawn in the Submitted Section, or the blue underlined writing in your **Form History** screen to view the claim.
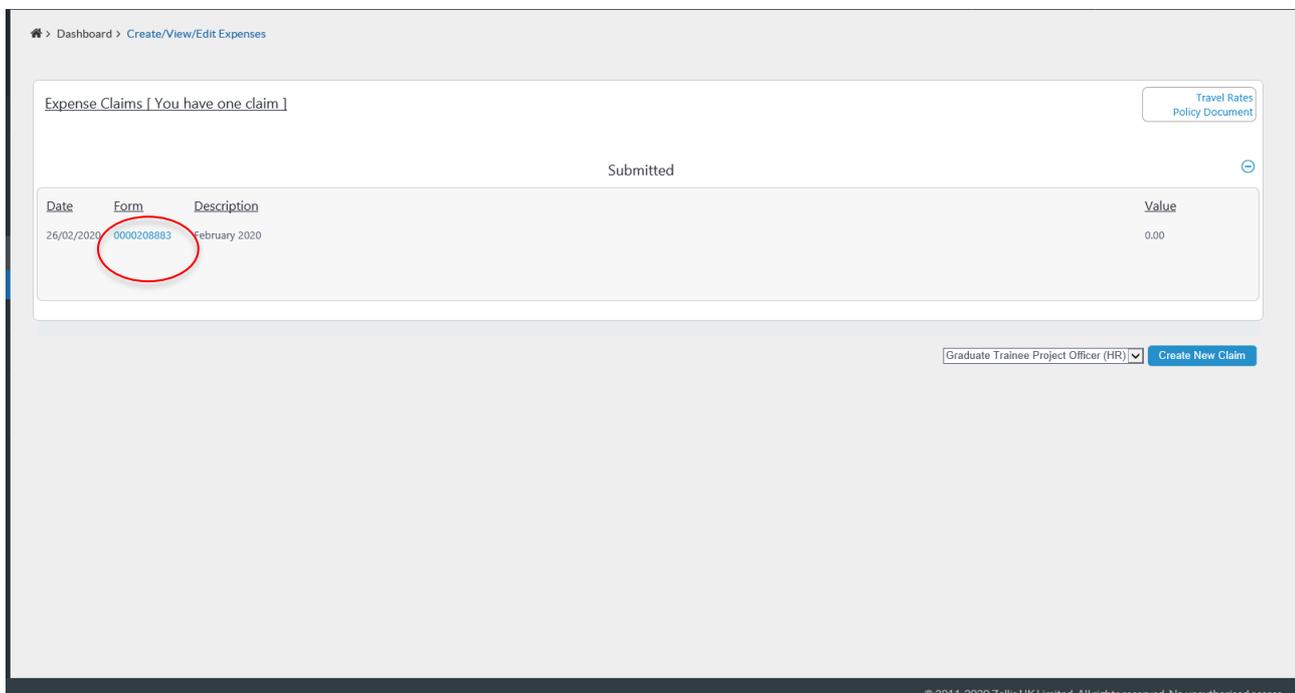
Click on [**Withdraw**] in the bottom right hand corner of the screen.

Click **OK**

You will then receive a confirmation screen confirming withdrawal of the claim.
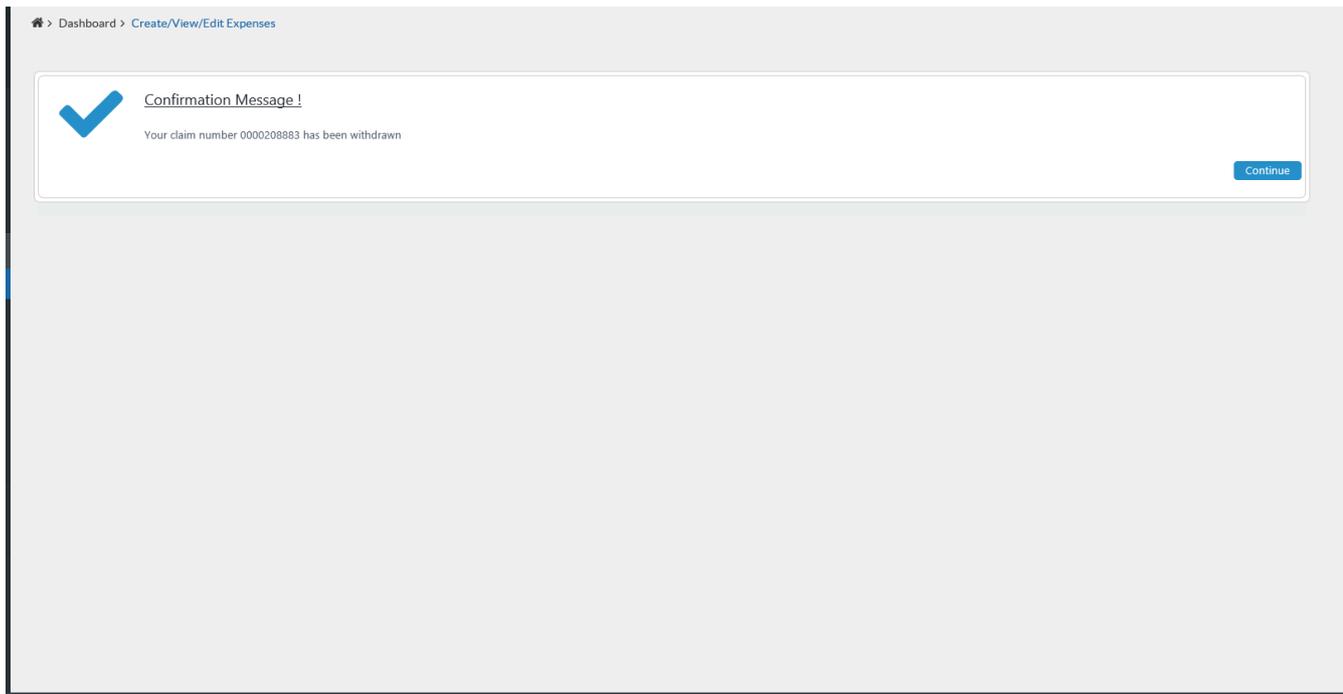
The Withdrawn claim is then displayed in the **Withdrawn** Section of the Expense Claim screen:
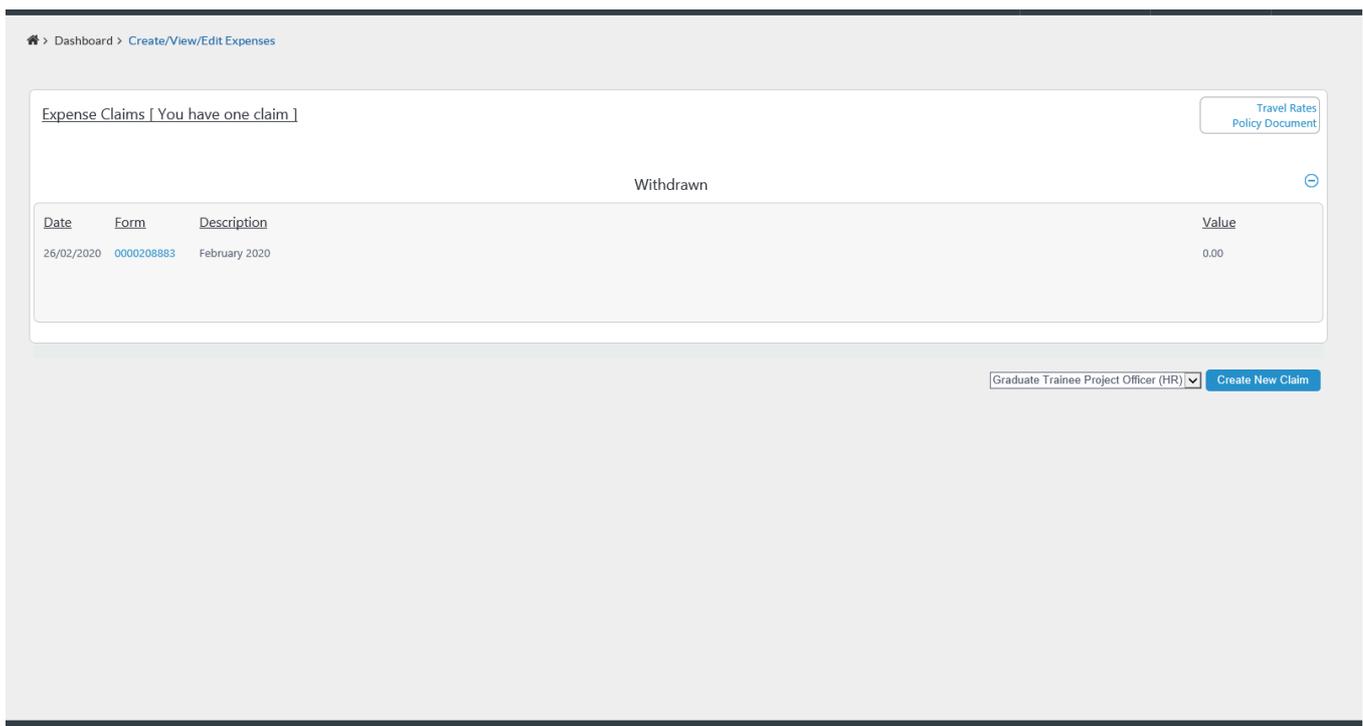
To make adjustments to this claim, click on the bold blue form number or the blue underlined writing in the **Form History** screen, then click **Re-Open** in the bottom right hand corner of the screen.

The Claim Form will then be moved back to the Open Section/In Progress box on your dashboard where it can be opened and any necessary adjustments made prior to submitting it again.

Should you need further assistance, please contact us at resourcelink@carmarthenshire.gov.uk