

# CLAIMING EXPENSES WITH T1

## WHO CAN USE T1

- ✓ Staff paid via main payroll
- ✓ Students (currently enrolled under- and post-grads)
- ✗ Associate staff paid via eClaims – use [‘Payment Request Form’](#)

## BEFORE YOU START

Students – see [Student Expenses Crib Sheet](#) instead

Scan your receipts and store the images (mileage claims don't need receipts)

Know which budget or project code to use

Check your T1 access: <https://exe.t1cloud.com/>  
If no access, see FAQ [here](#)

Claim within three months of event and always by financial year end, each 31<sup>st</sup> July

Check with budget holder what description should be used e.g. “*F Smith ESIC Field Trip Travel Costs 30.05.19*” is more informative than just “*Field Trip*”

## HELP & SUPPORT

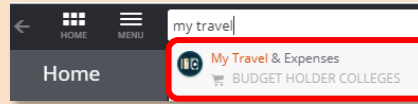
Expenses policy: [www.exeter.ac.uk/finance/policies/expenses/](http://www.exeter.ac.uk/finance/policies/expenses/)

Training – detailed guide and courses: [www.exeter.ac.uk/finance/training/keytopics/expensesandadvances/](http://www.exeter.ac.uk/finance/training/keytopics/expensesandadvances/)

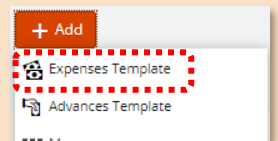
T1 queries: [financehelpdesk@exeter.ac.uk](mailto:financehelpdesk@exeter.ac.uk)  
01392 726981

## T1 EXPENSES STEP BY STEP - <https://exe.t1cloud.com/>

**1 Use search field to find the ‘My Travel and Expenses’ function:**



**2 Add expenses template:**



**3 Enter date, reason and cost code info:**

Save the form, once completed

Add Expense Document

Details

User \*  
FS058 (Freddi Smith)

Defaults to you – change if completing on behalf of someone else or for someone else's purchase card

Description \*

Use dates, reason, event name & who is claiming e.g. *F Smith MRC Conference Travel on 30.05.20*. This information appears on the budget report so be as informative as possible.

Reason \*

Will copy description from above – amend to include more information, if needed.

Date \*

Enter today's date

Expense Reason

Always leave blank

Default Dissection

Item Code  
ENTER CHARGE CODE

Enter the shortened version of the T1 cost code. There are two formats in use – PJ codes look like *100028G001* or *101237R004* and GL codes look like *011894*

Ledger Code

Ledger Name

Will auto-populate with PJ or GL – don't change

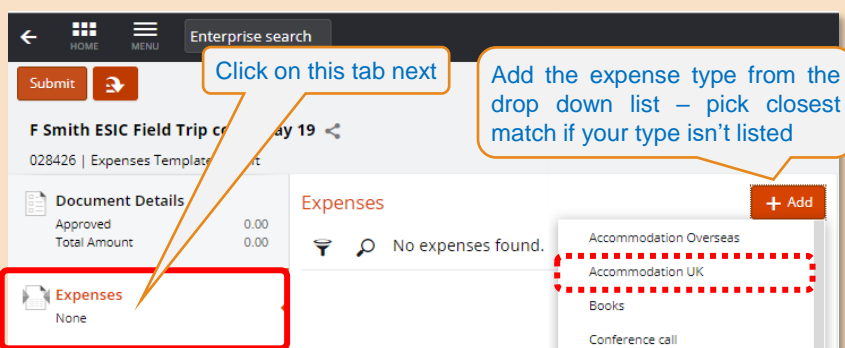
Account

Will auto-populate with full T1 code – don't change

Settings

Don't change or add anything here

**4 Add type of expense:**



# T1 EXPENSES STEP BY STEP (cont.)

## 5 Enter details about expense and add receipt:

Save this information once form completed.

**Details**

Expense Date \* Date shown on receipt

Expense Item \* Select from drop-down list

Does the cost code have R, G or C in it? \* = YES if using research, general or capital project code e.g. 100679R003, 119563G001  
= NO if using all-number budget code e.g. 011784

Claim Type \*

Company Name

From \* Name of vendor/supplier on receipt

To \* Information boxes tailored to this type of expense e.g. Travel UK has 'From' and 'To' boxes

Narrative \* Information given here appears on the budget report. Give details about type of expense, dates, who was involved etc. e.g. F Smith BioTech conference travel costs, Dec 21

Receipts relating to EU grants? Leave blank unless using an EU grant code (If so, send originals to EU team)

Do you have a receipt showing UK VAT no? \* YES = receipt shows UK VAT  
NO = receipt does not show UK VAT

Reason for no receipt If 'No' above, select why not from drop-down

Currency Code \* Defaults to GBP - change if claiming different currency costs for own expenses  
Must use GBP if matching to purchase card as all statements are in GBP

Total (Gross) 0.00 Total amount being claimed for this item

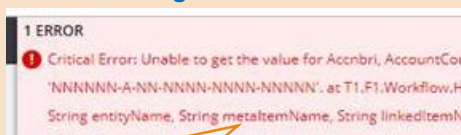
Additional Information

Dissections Don't change or add anything in these sections

Attachments Add the receipt image + any other docs supporting the claim here

Cancel Save

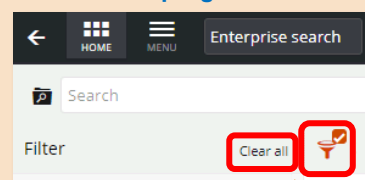
## 7 Error message:



This message appears when trying to submit your claim because this question has been answered the wrong way round.

To fix the error:  
Select the 'Edit' button, change your answer from NO to YES / YES to NO for every item in your claim, save the changes and submit it again.

## 8 View claim's progress:



Click the filter icon, then select 'Clear all' to see all past and present claims

Claim's current status is shown here



### Status definitions:

**DRAFT** = claim started but not yet submitted for approval

**CLAIMANT REVIEW** = claim has been created by someone on claimant's behalf and has gone to the claimant to check the details before being submitted for approval

**VAT REVIEW** = claim has gone to the VAT team to be checked

**APPROVE EXPENSES** = claim has gone to the budget approver for final checks

**MAKE A REQUEST** = claim has been rejected and returned to you to amend and resubmit

**COMPLETED** = claim has been approved and payment will be made by BACS to your bank account in next 3-5 days for personal expenses.

## 6 Check details then submit for approval:

Enterprise search

Submit

F Smith ESIC Field Trip

028426 | Expenses Template | Draft

Document Details

Approved	0.00
Total Amount	45.00

Expenses

Travel UK Total	45.00
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Costings

Total	45.00
Unapproved	45.00
Approved	0.00

Expenses

1 expense

Exeter to S 24-May-2019 **DRAFT** 45.00

Payment Method: TRAVEL UK Pay Employee

Change details using 'Edit' or delete this line using drop-down icon

Use 'Add' to enter any more expense items onto this claim and complete the template, as per Step 5 above.

Select 'Submit' when claim is ready to send for financial approval

Drag new attachments + Add