

STAFF EXPENSE CLAIMS

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

Know which budget or project code to use – look it up on the [T1 Code Dashboard](#)

Scan your receipts and store the images – .jpeg and .heic formats cannot be used
 Mileage claims don't need receipts

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

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

Claims approved by end of Tuesday are paid on Friday into UK bank accounts. Overseas bank accounts will take longer
 Paid into same bank account as salary

HELP & SUPPORT

Expenses policy:
www.exeter.ac.uk/finance/policies/expenses/

Teams training course:
www.exeter.ac.uk/finance/training/keytopics/expensesandadvances/

T1 queries:
financehelpdesk@exeter.ac.uk

01392 726981

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

1 On the 'My' page, click the 'My Travel and Expenses' function:

2 Add expenses template:

3 Enter today's date, reason and cost code:

Save this section once completed

Add Expense Document Cancel Save

Details

User * FS058 (Freddi Smith) Defaults to you – change if completing on behalf of someone else or for someone else's purchase card

Description * Give claim reason such as event name & who is claiming e.g. F Smith MRC Conference Travel Costs. This appears on the budget report so be as informative as possible.

Reason * Will copy Description field above – more characters available so include more details here, if needed.

Date * Enter today's date

Expense Reason Always leave blank

Default Dissection

Item Code ENTER CHARGE CODE Enter shortened version of T1 code called Item Code or Charge Code – look this up here. Use only one code per claim form – split a cost across different codes by completing separate claims with one code per form. Code formats:

- Project item codes contain an R, G or C letter and look like 100028G001 or 101237R004
- Budget Centre item codes are all numbers and look like 011894

Ledger Code

Ledger Name

Account

Settings

DO NOT AMEND as will auto-populate. Code will show @@@@ at end as nominal is automatically added by T1

Don't change or add anything here

4 Next, click the tab for the type of expense being claimed:

Document Details

Approved	0.00
Total Amount	0.00

Allowances None For mileage claims

Expenses None For all other types of claim, e.g. travel, subsistence, accommodation, fees etc

Document

Detail

User

Reason test

STAFF EXPENSE CLAIMS (cont.)

5 Use Allowances tab for UK or overseas mileage claims

Processing Summary

Document Details

Approved	0.00
Total Amount	0.00

Allowances
None

+ Add

Select mileage type

- Mileage Lease Vehicle
- Mileage Lease Vehicle Overseas
- Mileage Private Use
- Mileage Private User Overseas

6 Add details about the mileage in the form that now appears:

Details

Expense Date * Date of journey

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

Claim Type * EXPENSE = will be paid into claimant's bank account
PCARD = to be matched to a UoE purchase card
ADVANCE = to reconcile claimant's own cash advance

Narrative * Give reason for undertaking this journey
If the Postcode Lookup distance calculation below is manually overwritten, also enter why e.g. "Additional 40 miles added to calculated distance due to motorway closure and route diversion"

Mode of Transport * Fields shown here will vary between Lease and Private Vehicle claim types – select from dropdown menus as relevant

Names of Additional Passengers

No of Additional Passengers Overseas mileage – enter number of miles manually, don't use Postcode Lookup

Mileage * UK mileage -
• Click Postcode Lookup tool to open the distance calculator
• Enter postcode/first line of address in the tool's From and To fields - wait for system to bring back corresponding address
• Select correct address if multiple locations are returned:

From (enter using Postcode Lookup tool)

To (enter using Postcode Lookup tool)

Currency Code
GBP (British Pounds Sterling)

Total (Gross) Mileage rates are set by HMRC and cannot be amended by UoE
0.00

Additional Information This section will auto-populate - don't change or add anything here

Calculate Distance

From
University Campus Penryn Penryn Campus Penryn Campus Co...

To
EX4 4QJ
Grassway House, Clydesdale Road, EXETER EX4 4QX
Clydesdale Court, University of Exeter, Clydesdale Road, EXETER EX4 4QX

- System now will calculate the distance and enter it in the **Mileage** field.
- The mileage calculation can be manually overwritten if needed
- The greyed-out 'From' and 'To' fields on the form will now update

STAFF EXPENSE CLAIMS (cont.)

7 Use Expenses tab for all types of non-mileage claim

8 Add details about this expense in the form that now appears:

Expense Date * Enter date shown on receipt
NB if entering a future date, claim will not be paid until then

Expense Item * Select from drop-down list – tailored to expense type

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 centre code e.g. 011784

Claim Type *
EXPENSE = will be paid into claimant's bank account
PCARD = to be matched to a UoE purchase card
ADVANCE = to reconcile claimant's cash advance

Company Name Name of vendor/supplier as shown on receipt

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

To *

Narrative * Give details about reason for claim, dates, who was involved etc.
If bundling multiple purchases together, give details of all dates/amounts being claimed e.g. *F Smith BioTech conference 4 x lunches on 25/7/22-28/7/22*

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 = the receipt shows UK VAT amount, rate and VAT number of supplier
NO = receipt does not show UK VAT i.e. screenshot of booking, train ticket image

Reason for no receipt If NO to UK VAT receipt field above, select reason why not from drop-down menu e.g. lost, credit card receipt only etc.

Currency Code * Defaults to GBP - change if claiming overseas expense for personal reimbursement. Can amend rate if needed

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

Additional Information Will auto-populate - don't change or add anything in these sections

Dissections

Attachments Add the receipt image + any other docs supporting the claim here - .jpeg and .heic file formats cannot be used

Save Save this information once form completed and receipts have been attached.

STAFF EXPENSE CLAIMS (cont.)

9 Check details then submit for approval:

10 Error message that may appear when submitting for approval:

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

To fix the error - 'Edit' every line within the claim - change your answer from NO to YES / YES to NO, save the changes and submit it again.

11 Check approval path:

Orange line is the current location of the claim.

Approval pool number or budget holder's name will appear here.

Use the [T1 Resource Pools](#) function to check approval pool membership names.

Approval task is emailed to all pool members simultaneously. First to action the task is recorded as the approver.

12 View all your previous claims:

Open the filter menu by clicking the orange filter icon. Then select 'Clear all' to see all past and present claims

Claim's current status is shown here

DRAFT = started but not submitted for approval
 CLAIMANT REVIEW = created on claimant's behalf and with claimant to check
 VAT REVIEW = with VAT team for checking
 APPROVE EXPENSES = with budget approver for checking
 MAKE A REQUEST = rejected and returned to user to amend then resubmit
 COMPLETED = claim approved and payment will be paid to salary bank account