

# Travel and Expenses

## Making an Expense Claim – Full Guide

<b>1</b>	<b>Making an Expense Claim.....</b>	<b>2</b>
1.1	Getting Started.....	2
1.2	Is the claim for you or a colleague? .....	4
1.3	Selecting the Account (Cost Centre) to be Charged .....	5
<b>2</b>	<b>Adding Expense Lines to a Document .....</b>	<b>10</b>
2.1	Public Transport Expense.....	11
2.2	Attaching Receipts and Documentation.....	15
2.3	Accommodation Expense .....	16
2.4	Subsistence Expense .....	18
2.5	Other Available Expense Types.....	19
<b>3</b>	<b>Foreign Currency Expenses.....</b>	<b>20</b>
<b>4</b>	<b>Editing an Expense Line.....</b>	<b>22</b>
<b>5</b>	<b>Deleting an Expense Line .....</b>	<b>23</b>
<b>6</b>	<b>Changing the Cost Centre for an Expense Line .....</b>	<b>24</b>
<b>7</b>	<b>Splitting Expense Lines between Multiple Cost Centres .....</b>	<b>27</b>
<b>8</b>	<b>Submitting an Expenses Document for Approval .....</b>	<b>33</b>
<b>9</b>	<b>Checking the Status of Your Claim .....</b>	<b>37</b>
<b>10</b>	<b>Recording Ad hoc Expenses without an Expenses Document.....</b>	<b>38</b>
<b>11</b>	<b>Recalling a Submitted Expenses Claim .....</b>	<b>44</b>
<b>12</b>	<b>Dealing with a Rejected Expenses Claim.....</b>	<b>44</b>
<b>13</b>	<b>Viewing Previous Expense Claims.....</b>	<b>45</b>
<b>Appendix.....</b>	<b>47</b>	
	Conference Attendance.....	47
	General Expenses .....	47
	Hospitality – Annual Internal Events.....	49
	Hospitality – Events for Students.....	49
	Hospitality – LSE Staff Only Events .....	50
	Hospitality – Staff and External Parties .....	50
	Mileage .....	51
	Travel – Airfare .....	52
	Travel – Other.....	52
	Travel – Taxi.....	53
	Travel - Vehicle Hire .....	54

All expenditure should be in accordance with the School's [Travel, Subsistence and Personal Expenses Policy and Procedures](#).

Expense claims should be for personal out of pocket expenditure only. Please see [How to Obtain Goods and Services](#) for guidance about when to use an expense claim, a purchase order or a School Purchasing card.

It is possible to make an expense claim for yourself or for someone else. The process is very similar and you do not require any special access or to be 'linked' to the other person to undertake a claim for them. If you are making a claim for yourself, you will find it easier to use our Quick Guide [here](#).


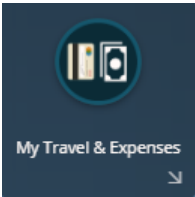
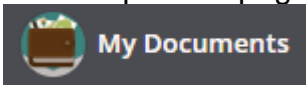
In the system, you can begin a claim from either '**My Documents**' or '**My Expenses**'.

- **My Documents** may be seen as the envelope for all your receipts, the equivalent of the old expense claim form
- **My Expenses** are your individual item lines/receipts

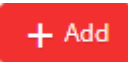
You can choose which works best for each particular expense claim, or you may always prefer to stick to just one. Both a Document and at least one expense line is required for each claim.

## 1 Making an Expense Claim




### 1.1 Getting Started

<p>1. Login to OneFinance at <a href="https://lse.t1cloud.com">https://lse.t1cloud.com</a></p> <p>2. In the Home page click on the <b>My</b> tab in the roles bar at the bottom left of the screen</p> 	<p>3. Click on the <b>My Travel &amp; Expenses</b> function tile</p>  <p>The <b>My Travel &amp; Expenses</b> function opens</p>
<p>4. At the top of the page, click on the <b>My Documents</b> tab</p>  <p>A list of any previously created documents will appear</p> <p><i>If you want to start from the My Expenses tab instead, please see <a href="#">Section 10</a>. This is useful for capturing expenses and receipts on the go, for adding to a claim later.</i></p>	

My Expenses		My Documents	
<input type="text" value="Search"/> <input type="button" value="+ Add"/>			
7 documents.			
	<b>Trip to Newcastle</b> 000453   14-Jul-2019 (Single day) Training 25	Finance Director Pool	FD APPROVAL Total <b>795.00</b> Outstanding 795.00
	<b>June General Expenses</b> 000233   08-Jul-2019 (Single day) Training 25	Training 25	DRAFT Total <b>150.00</b> Outstanding 150.00
	<b>Dinner</b> 000227   08-Jul-2019 (Single day) Training 25	Training 25	DRAFT Total <b>40.00</b> Outstanding 40.00
	<b>New Science Conference</b> 000219   01-Jul-2019 (Single day) Training 25	Training 25	DRAFT Total <b>100.00</b> Outstanding 100.00
	<b>May 2019 trip to Vienna</b> 000105   05-Jul-2019 (Single day)		DRAFT Total <b>600.00</b>

5. Click on the  button next to the **Search** field at the top of the page to create a new expenses document

6. In the menu click on **Expenses Document**

 **Add Expense**  
 **Expenses Document**  
 **Advances Document**

The Expenses Document page is opened in the **Add Expense Document** pane

Add Expense Document

^ Details

Description \*

Reason \*

Date \*

☐ I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and Personal Expenses Policy. I have not previously claimed for these expenses.

☐ Administrator only - I am completing this claim on behalf of another member of LSE.

^ Default Dissection


^ Settings

7. Enter a meaningful **Description** for the document, eg. Newcastle Research Trip

The **Reason** field is automatically populated with the same text as in the Description field but can be updated if applicable. In the example below 'July 2019' has been added

<b>Description *</b> Newcastle Research Trip
<b>Reason *</b> Newcastle Research Trip July 2019

8. Click on the calendar icon in the **Date** field and select the current date (ie. the date that you are creating your claim on the system)

<b>Date *</b> 16-Jul-2019 
--

## 1.2 Is the claim for you or a colleague?

### The claim is mine:

9. If you are making the claim for yourself, click the checkbox next to the statement 'I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and Personal Expenses Policy. I have not previously claimed for these expenses'.

<input checked="" type="checkbox"/> I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and Personal Expenses Policy. I have not previously claimed for these expenses.
--

This confirms that the expenditure is valid School business expenditure, in accordance with the [Travel, Subsistence and Personal Expenses Policy and Procedures](#).

### The claim is not mine:

10. If you are making the claim on behalf of someone else, click the checkbox next to the statement 'Administrator only - I am completing this claim on behalf of another member of LSE'. Once the claim is submitted, this will trigger an email to the claimant to confirm the same statement in 9 (see page 35 for an example).

<input checked="" type="checkbox"/> Administrator only - I am completing this claim on behalf of another member of LSE.
---

To select the individual to whom reimbursement should be made, click on

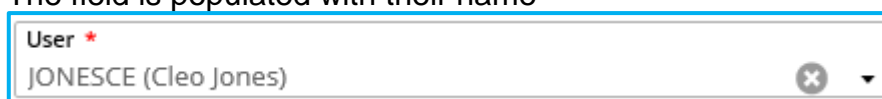
▼ Settings

11. In the **User** field, delete your name and start typing the surname of the person you are submitting on behalf of and select the relevant individual



The screenshot shows a dropdown menu for the 'User' field. The input field contains the text 'jones'. Below the input field, there is a list of suggestions. The first suggestion is 'JONESCE Cleo Jones' and the second is '201732161 Dominic Jones'.

The field is populated with their name



The screenshot shows the 'User' field after a selection. The input field now displays 'JONESCE (Cleo Jones)'.

It is very important that you change the User since otherwise by default the claim will be paid to you.

### 1.3 Selecting the Account (Cost Centre) to be Charged

By default, all of the expenses lines added to a Document will be coded to the default cost centre of the person named in the **User** field. A default code is needed in order for OneFinance to know where to route the claim in the first instance. The approver(s) can amend the cost centre(s) at a later point in the process.

You can change the cost centre to be charged for the entire Document using the **Default Dissection** section. You can also do this at a later point for individual expense lines, if you wish to charge different items within the claim to different cost centres (See section [6 - Changing the Cost Centre for an Expense Line](#)).

Before changing any of the details below, you will need to know the full string of the account code you wish to charge, including whether it is on the General Ledger (GL) or the Project Ledger (PJ).

The @@@@ signs represent the nominal code (expense code) and should be left as they are. These will be auto populated for each expense line depending on the category of expenditure.


12. Click on the [Default Dissection](#) link and the section opens

#### Default Dissection

Item Code	108025 (Training 8025)
Ledger Code	GL (GL Act - 18/19)
Ledger Name	GL Act - 18/19 (19GLACT)
Account	10.0.1000.8025.@@@@@ (LSE. General Ledger. Op - Core. Stud...

13. To change the **Item Code**, i.e. the cost centre, click on the down arrow in the field

14. Click on the **Advanced Search** link

 Advanced search

The **Item Code** search window opens

**Item Code**

Retrieve
Clear

Item Code	Description	Ledger Code	Account	R
100000C	OneFinance - Capital	PJ	100000C@@@@@@@@@@@@@@@@	
100000O	OneFinance - Oper	PJ	100000O@@@@@@@@@@@@@@@@	
101000	1000-Inter Academic	GL	10000001000@@@@@	
101001	1001-Inter Academic	GL	10000001001@@@@@	
101002	1002-Inter Academic	GL	10000001002@@@@@	
101003	1003-Accounting - Ac	GL	10000001003@@@@@	
101004	1004-Accounting - Ad	GL	10000001004@@@@@	
101005	1005-CARR	GL	10000001005@@@@@	
101006	1006-Anthropology -	GL	10000001006@@@@@	
101007	1007-Anthropology -	GL	10000001007@@@@@	

15. In the **Search** box enter a keyword, eg. Economics

16. Click on the Retrieve button and a list of matching results is displayed

**Item Code**

Economics ✕ Retrieve Clear

Item Code	Description	Ledger Code	Account	Rate
101015	1015-Economics - Aca	GL	10000001015@@@@@	
101016	1016-Economics - Adm	GL	10000001016@@@@@	
101017	1017-Centre for Macr	GL	10000001017@@@@@	
101045	1045-Centre for Clim	GL	10000001045@@@@@	
101063	1063-EMSc - Health E	GL	10000001063@@@@@	
101066	1066-EMSc - Health E	GL	10000001066@@@@@	
101085	1085-Law and Economi	GL	10000001085@@@@@	

17. Click on the applicable option and the Item Code field is populated with your selection

Item Code  
101015 (1015-Economics - Aca) ▼

18. To change the **Ledger Code**, click on the down arrow in the field. Travel and Expense claims will be charged to either the General Ledger (GL) or the Project Ledger (PJ). Whichever you select will determine the options to select from in the **Account** field.

The list of ledger code opens

Ledger	Ledger Name	Description
GL	19GLACT	GL Act - 18/19
P1	AP10	AP - LSE
PC	PC	Purchase Card
PJ	19PJACT	PJ Act - 18/19
R1	AR10	AR - LSE

19. Click on the applicable option and the Ledger Code field is populated with your selection

20. Click on the down arrow in the **Account** field

21. Click on the 🔍 Advanced search link

The **Account** window opens and displays the cost centre the expenses will be allocated to.

**Account**

**Components** Accounts

Entity 10 (LSE) ✓

Activity 0000 (Default) ✓

Cost Centre 1015 (Economics - Academic Activity) ✓

Nominal Account @@@@ @ ✓

10.0.0000.1015.@@@@ @ ✓

22. To update the **Entity**, click on the down arrow in the field and select the appropriate option

23. To update the **Activity**, click on the down arrow in the field and select the appropriate option

- **Note:** If you changed the Item Code, the Cost Centre field updates automatically to match it
- **Note:** Do not alter the **Nominal Account** field as this will be pre-determined by the type of expenditure

24. Click on the **OK** button

The Default Dissection section is updated accordingly

^ Default Dissection

Item Code 101015 (1015-Economics - Aca) ✓

Ledger Code GL (GL Act - 18/19) ✓

Ledger Name GL Act - 18/19 (19GLACT)

Account 10.0.1000.1015.@@@@ @ ✓

In the Document Details pane The document name and No. is displayed at the top. In the below example you can see the document No. 001487 and the status is set to "Draft". The updated Default Dissection can also be seen



Newcastle Research Trip

001487 | Expenses Document | Draft

Document Details

Approved 0.00  
Total Amount 0.00

Expenses

None

Costings

Total 0.00  
Unapproved 0.00  
Approved 0.00

Attachments

0 Attachments

Document Details

Details

Description

Newcastle Research Trip

Reason

Newcastle Research Trip July 2019

Date

16-Jul-2019

☒ I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, 5

expenses.

☐ Administrator only - I am completing this claim on behalf of another member of LSE.

Default Dissection

Item Code

101015 (1015-Economics - Aca)

Ledger Code

GL (GL Act - 18/19)

Ledger Name

GL Act - 18/19 (19GLACT)

Account

10.0.1000.1015.@@@@@ (LSE. General Ledger. Op - Core. Economics - Aca, \*\*\*\*\*)

Settings

25. Click on the  button

After you have completed setting up the Expenses Document, expense lines can be added to it.

## 2 Adding Expense Lines to a Document

1. From within the expenses document, click on the **Expenses** pane on the left hand side

Newcastle Research Trip <

001486 | Expenses Document | Draft

Document Details

Approved 0.00

Total Amount 0.00

Expenses

None

Expenses

+ Add

No expenses found.

If the expenses document does not yet have any entries, the **Expenses** value will be set to "None"

Expenses

None

2. Click on the **+ Add** button to display and select from the various types of expense.

+ Add

Accommodation

Conference Attendance

General Expenses

Hospitality - Annual Internal Events

Hospitality - Events for Students

Hospitality - LSE Staff Only Events

Hospitality - Staff and External Parties

Mileage

Subsistence

Travel - Airfare

Travel - Other

Travel - Public Transport

Travel - Taxi

Travel - Vehicle Hire

Once you have selected an expense type, you will need to complete all the relevant details, e.g. for a train journey, the start and end points. Once you select an expense type, the system will display the fields required for that particular expense type.

In the following scenario, expense lines are added for travel by public transport, accommodation and subsistence, as part of a research trip to Newcastle. The details required for other expense types can be found in the [Appendix](#).

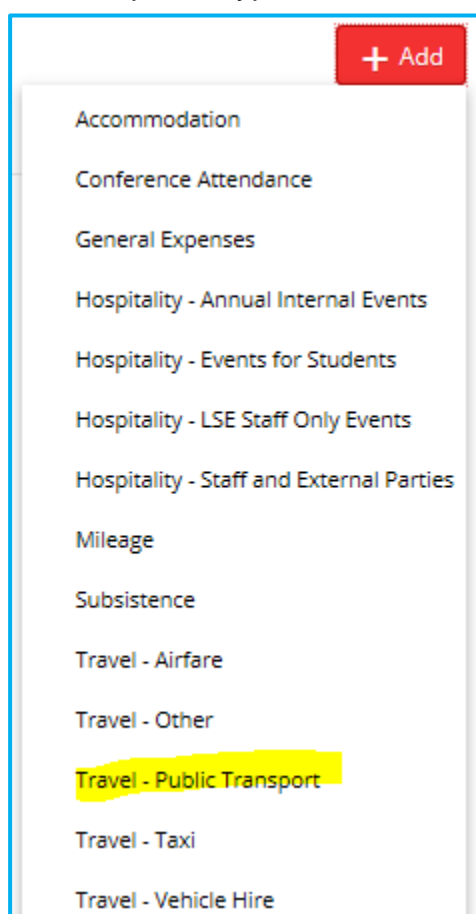
\*Denotes a mandatory field which must be completed before the expense can be saved/submitted

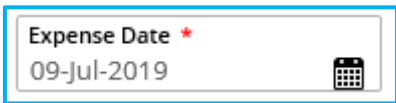
In some cases, information is required for sustainability monitoring and compliance with both HMRC rules and the [Travel, Subsistence and Personal Expenses Policy and Procedures](#)

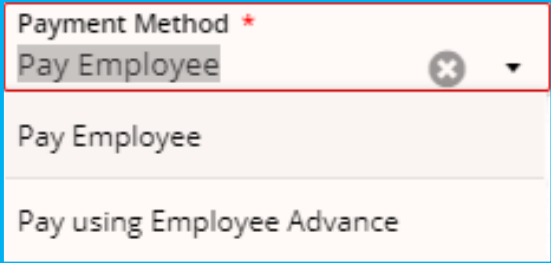

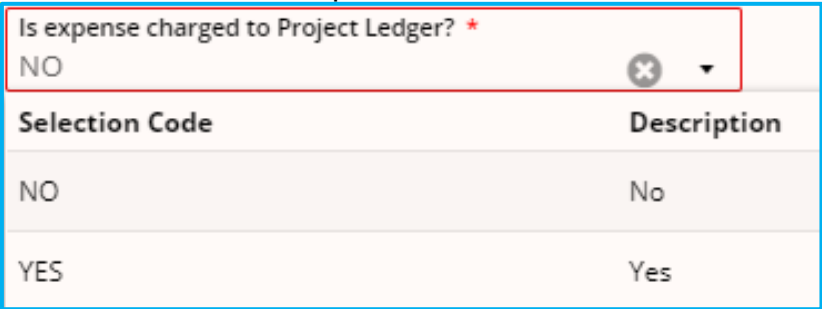
## 2.1 Public Transport Expense

Consideration should be given to paragraphs 52 to 54 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

- In this example an expense line for a train journey to Newcastle for a research trip is being added to an expenses document
- In the expense types list, click on **Travel – Public Transport**



Field	Value
Expense Date*	<ul style="list-style-type: none"> <li>• Click on the calendar in the date field</li> </ul> <div data-bbox="344 1771 742 1872" data-label="Form">  </div> <p>Select the date when the expenditure was incurred, ideally to match the date on the receipt or documentation</p>

<b>Payment Method*</b>	<ul style="list-style-type: none"> <li>By default the field is set to “Pay Employee” to indicate that the employee should be reimbursed for the expenses.</li> </ul>  <ul style="list-style-type: none"> <li>If the expense information is to be offset against a previously received cash advance this field should be changed to the second option, Pay using Employee Advance. This will reveal any Advances document against your profile and allow you to select it, or the relevant one if you have more than one.</li> </ul>  <p>For more information on cash advances, please see the companion guide <a href="#">Requesting a Cash Advance</a></p>
<b>Is expense charged to Project Ledger?*</b>	<ul style="list-style-type: none"> <li>Select Y/N from the dropdown list</li> </ul>  <p>You must select Y to this question if the expense is chargeable to an account code on the Project Ledger (PJ). (N is for expenses to be charged to the General Ledger)</p> <p>Y should be selected whenever an academic staff member wishes to charge expenditure to a personal research allowance.</p>

Description *	<ul style="list-style-type: none"> <li>Enter details of the expense eg. Train to Newcastle</li> </ul> <div data-bbox="355 297 1244 533"> <div>             Description *             <span>42</span> </div> <div>             Train to Newcastle             <span>✕</span> </div> </div>						
Public Transport Details	<ul style="list-style-type: none"> <li>Add the details as requested – the number of miles is an optional field but the School wishes to start collecting data for sustainability reporting</li> </ul> <div data-bbox="347 645 1281 1111"> <div>             From Location *             <div>London</div> </div> <div>             To Location *             <div>Newcastle</div> </div> <div>             Number of Miles             <div>280.000000</div> </div> <div>             Mode of Travel *             <div>TRAIN (Train) ▼</div> </div> <div>             Class of Travel *             <div>STD (Standard) ▼</div> </div> </div>						
Nominal Code (previously known as expense code)	<ul style="list-style-type: none"> <li>Select either Home or Overseas Travel</li> </ul> <div data-bbox="347 1211 1372 1576"> <div>             Nominal Code *             <div>33017</div> <span>✕</span> <span>▼</span> </div> <table> <thead> <tr> <th>Selection Code</th><th>Description</th></tr> </thead> <tbody> <tr> <td>33017</td><td>Other Travel - Home</td></tr> <tr> <td>33018</td><td>Other Travel - Overseas</td></tr> </tbody> </table> <div> <span>🔍</span> Advanced search         </div> </div>	Selection Code	Description	33017	Other Travel - Home	33018	Other Travel - Overseas
Selection Code	Description						
33017	Other Travel - Home						
33018	Other Travel - Overseas						

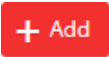
Request Total	<ul style="list-style-type: none"> <li>The default currency is GBP, and guidance on foreign currency expenditure can be found in section <a href="#">3 - Foreign Currency Expenses</a></li> <li>Enter the value of the expense claim</li> </ul> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 5px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <b>Currency Code *</b>  GBP (British Pounds Sterling) ▼ </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-top: 5px;"> <b>Exch Rate</b>  1.000000 </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-top: 5px;"> <b>Request Total</b>  65.20 </div> </div>						
Optional Notes	<ul style="list-style-type: none"> <li>If desired insert additional notes to support the expense claim</li> </ul> <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px; padding: 5px;"> Optional Notes </div>						
Have you attached Receipts?*	<ul style="list-style-type: none"> <li>Select an option from the dropdown list, eg. "Yes"</li> </ul> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 5px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <b>Have you attached Receipts? *</b> ▼ </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Selection Code</th><th style="text-align: left;">Description</th></tr> </thead> <tbody> <tr> <td>N</td><td>No</td></tr> <tr> <td>Y</td><td>Yes</td></tr> </tbody> </table> </div> <p>If you select Yes, you must ensure you have attached supporting evidence to the particular expense (see 2.2. below).</p>	Selection Code	Description	N	No	Y	Yes
Selection Code	Description						
N	No						
Y	Yes						
Reason for no receipts	<ul style="list-style-type: none"> <li>Click into the field and enter a reason if you do not have a receipt</li> </ul> <div style="border: 1px solid #00a0e3; padding: 5px; margin: 5px 0;"> Reason for no receipts </div> <p>Receipts and/or supporting documentation are required to confirm expenditure – a credit card slip is not sufficient in itself. If supporting documentation is not attached to the claim, the expenditure may not be deemed School business expenditure and may be rejected. Alternatively it could be seen as a taxable benefit and a tax charge will be payable by the claimant and a National Insurance charge will be payable by their department.</p>						

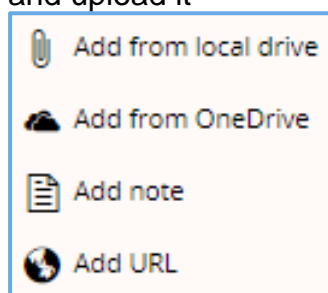
## 2.2 Attaching Receipts and Documentation

1. It is recommended that you scan or take photographs of your receipts or supporting documentation and save them in an accessible folder before starting your claim
2. To attach a receipt, scroll to the **Attachments** section at the bottom of the expense screen to upload it. **You should not attach supporting evidence using the Attachments pane in My Documents as this will cause an error.**

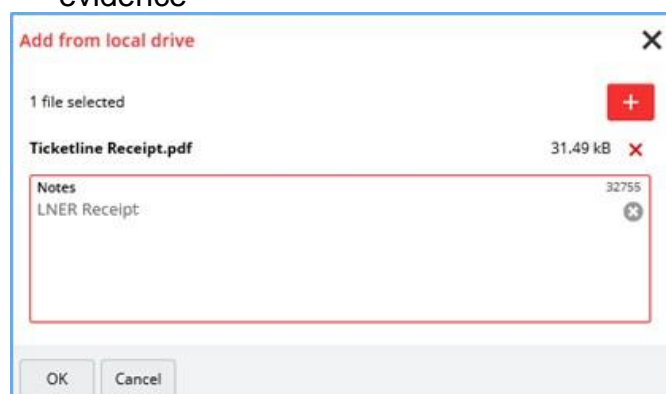


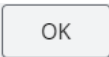

3. You can drag the receipt to the area shown or


click on the  button and select the applicable option to navigate to the location and upload it



4. If desired, additional information can be added in the **Notes** box to describe the evidence



5. Click on the  button
6. If applicable click on the  button in the **Attachments** section to add more supporting documentation to the expense line
7. Repeat until all of the supporting attachments applicable for the expense line have been uploaded

8. Click on the  button  
The expense line is displayed in a 'card view'. The paperclip icon shows that documents have been successfully added.

The screenshot shows the 'Expenses' section with a red '+ Add' button in the top right. Below the header, it says '1 expense line.' A list item is shown with a green train icon, the text 'Train to Newcastle', the date '09-Jul-2019', and the amount '65.20'. The status is 'DRAFT'. The 'Payment Method' is 'Pay Employee' and the category is 'TRAVEL - PUBLIC TRANSPORT'. At the bottom right of the list item are icons for a lock, a trash can, and a refresh, along with '1' next to each. There are also 'Edit' and 'Submit' buttons.


9. To continue adding expense lines click on the  button. Select an expense type from the list and complete the information required

10. To submit the document, see section [8 – Submitting an Expenses Document for Approval](#)

## 2.3 Accommodation Expense

Consideration should be given to paragraphs 72 to 76 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

- In this example an expense line for accommodation in Newcastle for a research trip is being added to an expenses document

1. To continue adding expense lines to a document, in this case a hotel bill, click on the  button


2. In the list of expense types click on **Accommodation**

The screenshot shows a dropdown menu with three options: 'Accommodation' (highlighted in yellow), 'Conference Attendance', and 'General Expenses'. A red '+ Add' button is visible to the right of the menu.


3. Complete the **Expense Date**, **Payment Method**, **Project Ledger** and **Description** fields – see section [2.1 Public Transport Expense](#) for details as these fields appear on all expense types




4. Complete the specific fields for hotel expenses like the example shown below. Select the correct **Nominal Code** and enter the **Request Total** i.e. the cost of the hotel bill


Were you attending a conference? (Y/N)  
NO (No) 


Location  
Newcastle

Check In Date \*  
09-Jul-2019 

Check Out Date \*  
10-Jul-2019 

No of Nights  
1.000000

Nominal Code \*  
33001 (Accommodation - Home) 

Currency Code \*  
GBP (British Pounds Sterling) 


Exch Rate  
1.000000

Request Total  
85.00

5. Attach the receipts or supporting documentation – see section [2.2 Attaching Receipts and Documentation](#) for details for details. You must attach receipts to the expense entry itself, and not via the Attachments pane

6. Click on the  button

The expense line is displayed in the card view below any other expense lines in the document. In this example there is also the expense line for the train ticket completed as part of this example

Newcastle Research Trip 

000817 | Expenses Document | Draft

Document Details

Approved	0.00
Total Amount	150.20

Expenses

Total Expenses	150.20
Accommodation	85.00
Travel - Public Transport	65.20

Costings


Total	150.20
Unapproved	150.20
Approved	0.00

Attachments

0 Attachments

Expenses

> 2 expenses.



Train to Newcastle

09-Jul-2019


Payment Method Pay Employee


TRAVEL - PUBLIC TRANSPORT

1

1

Edit





Travelodge in Newcastle

10-Jul-2019


Payment Method Pay Employee

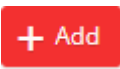
ACCOMMODATION

1

1

Edit



7. To continue adding expense lines click on the  button. Select an expense type from the list and complete the information required


8. To submit the document, see section [8 – Submitting an Expenses Document for Approval](#) for details

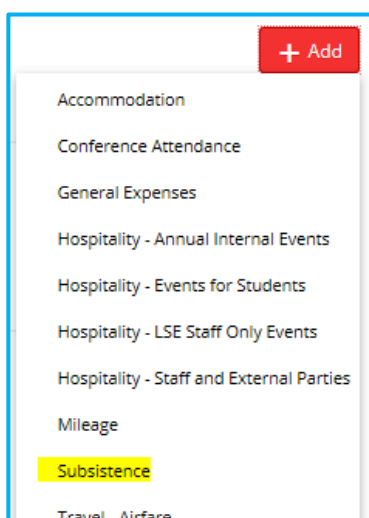
Page 17 | [Back To Contents Page](#)

## 2.4 Subsistence Expense

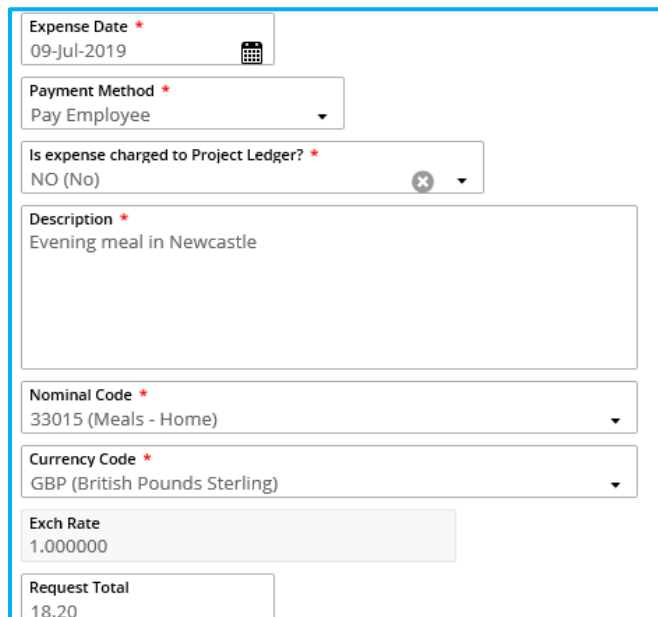
Consideration should be given to paragraphs 72 to 74 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

In this example an expense line for an evening meal in Newcastle for a research trip is being added to the expenses document

1. Click on the  button to continue adding expense lines to a document, in this case an evening meal
2. In the list of expense types click on **Subsistence**



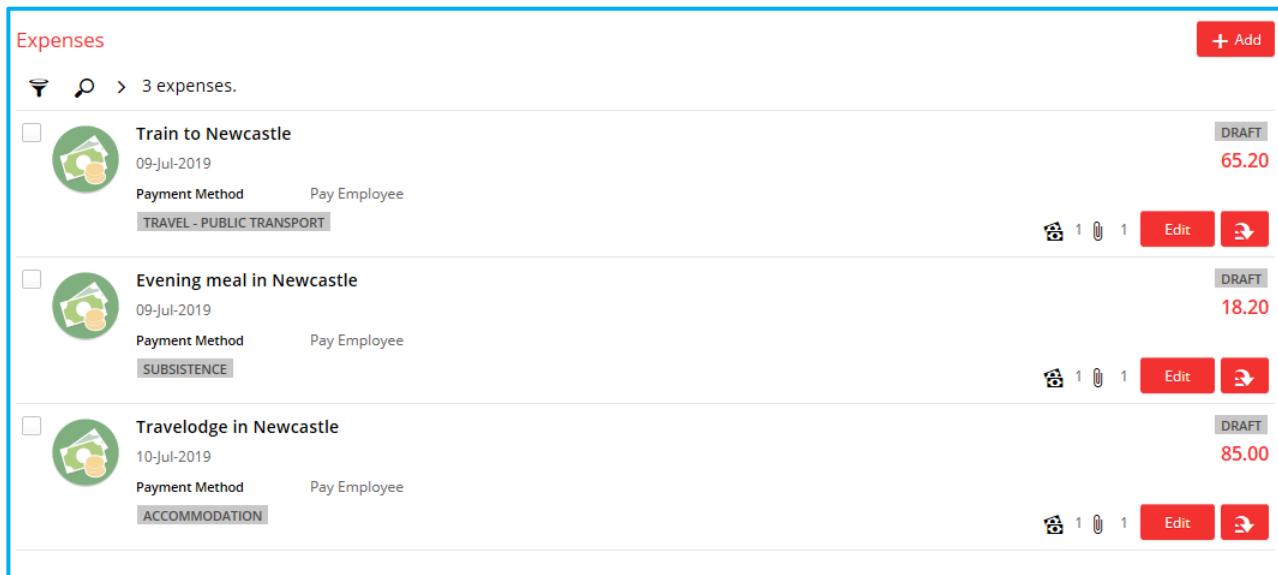
3. Complete the **Expense Date**, **Payment Method**, **Project Ledger** and **Description** fields – see section [2.1 Public Transport Expense](#) for guidance as these fields appear on all expense types
4. Complete the specific fields for subsistence like the example shown below. Select the correct **Nominal Code** and enter the **Request Total** ie. the cost of the meal



5. Attach the receipts or supporting documentation – see section [2.2 Attaching Receipts and Documentation](#) for details. You must attach receipts to the expense entry itself, and not via the Attachments pane













6. Click on the  button

The expense line is displayed in card view with other expense lines in the document. In this example there is also an expense line for a train ticket and evening meal



**Expenses** + Add

3 expenses.

<input type="checkbox"/>		<b>Train to Newcastle</b> 09-Jul-2019 Payment Method: Pay Employee TRAVEL - PUBLIC TRANSPORT	DRAFT 65.20	 1  1 <span>Edit</span> 
<input type="checkbox"/>		<b>Evening meal in Newcastle</b> 09-Jul-2019 Payment Method: Pay Employee SUBSISTENCE	DRAFT 18.20	 1  1 <span>Edit</span> 
<input type="checkbox"/>		<b>Travelodge in Newcastle</b> 10-Jul-2019 Payment Method: Pay Employee ACCOMMODATION	DRAFT 85.00	 1  1 <span>Edit</span> 

7. To continue adding expense lines click on the  button. Select an expense type from the list and complete the information required

In this scenario the expenses for the research trip to Newcastle are ready to submit

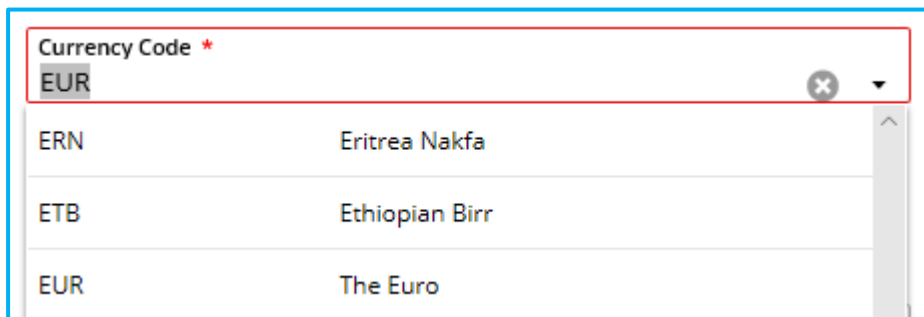
8. To submit the final expense document, see section [8 – Submitting an Expenses Document for Approval](#) for details

## 2.5 Other Available Expense Types

Further expense type options and information about each of them can be found in the [Appendix](#).

### 3 Foreign Currency Expenses

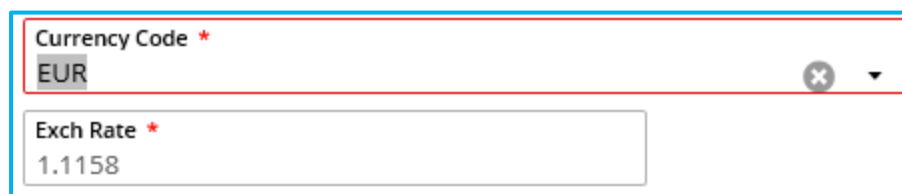
- If you have expenses in foreign currency, select it from the **Currency Code** drop down list



A screenshot of a web form showing a dropdown menu for 'Currency Code \*'. The selected option is 'EUR'. Below the dropdown, a list of other currencies is visible: 'ERN Eritrea Nakfa', 'ETB Ethiopian Birr', and 'EUR The Euro'.

Exchange Rate –  
major currencies

- Exchange rates for major currencies are held within OneFinance and so will populate the Exch Rate field.



A screenshot of a web form showing two fields. The first field is 'Currency Code \*' with 'EUR' selected. The second field is 'Exch Rate \*' with the value '1.1158' populated.

- If the OneFinance rate differs from the rate that you obtained the currency, for example at a bureau de change, you can amend it as long as you attach documentation to the expense line showing the exchange rate you received
- Also attach the original expense receipt or supporting documentation

Exchange Rate –  
for other currencies

- If an exchange rate is not held within OneFinance the Exch Rate box will default to 0.




A screenshot of a web form showing two fields. The first field is 'Currency Code \*' with 'MWK (Malawian Kwacha)' selected. The second field is 'Exch Rate \*' with the value '0' populated.


- Enter the rate you obtained when buying the relevant currency and attach supporting documentation to the line.
- Also attach the original expense receipt or supporting documentation

Exchange Rate – paying from UK account	<ul style="list-style-type: none"> <li>• If you paid a currency expense with your UK debit or credit card, it may be easier to claim the expense as a GBP cost. However, you must then attach a copy of your bank or credit card statement showing the currency amount and the sterling expense to yourself.</li> <li>• Please ensure you <b>redact</b> any confidential information such as the bank account or credit card numbers before attaching the document.</li> <li>• Also attach the original expense receipt or supporting documentation</li> </ul>												
Request Total (Base)	<ul style="list-style-type: none"> <li>• If you altered the currency code from GBP, the Request Total (Base) field displays the calculated amount that you will be reimbursed in GBP. In the example the claimant will receive £111.11 for an expense of €100.00</li> </ul> <div data-bbox="475 801 1165 1048"> <table> <tr> <td colspan="2">Currency Code *</td> </tr> <tr> <td colspan="2">EUR (The Euro)</td> </tr> <tr> <td colspan="2">Exch Rate *</td> </tr> <tr> <td colspan="2">0.900000</td> </tr> <tr> <td>Request Total</td> <td>Request Total (Base)</td> </tr> <tr> <td>100.00</td> <td>111.11</td> </tr> </table> </div>	Currency Code *		EUR (The Euro)		Exch Rate *		0.900000		Request Total	Request Total (Base)	100.00	111.11
Currency Code *													
EUR (The Euro)													
Exch Rate *													
0.900000													
Request Total	Request Total (Base)												
100.00	111.11												

## 4 Editing an Expense Line



You can update the expense lines in a document up until the point that you submit it for approval.


1. If applicable, open your My Travel & Expenses document list and click on the relevant **Document** name
2. Click on the  button on the right hand side  
The expenses document is opened
3. Click on the **Expenses** pane  
As you have expense lines in the document you can also see the Total Expenses amount in the pane similar to the example shown

 <b>Expenses</b>	
Total Expenses	148.67
Hospitality - Staff and Exte...	123.67
Subsistence	25.00

The document expense lines are displayed like the example

**Expenses**
+ Add






> 2 expenses.


☐


**Lunch with prospective new Assistant Professor**
DRAFT

01-Jul-2019
123.67

Payment Method Pay Employee



HOSPITALITY - STAFF AND EXTERNAL PARTIES
 1
 1
Edit




☐


**Hotel - Evening meal**
DRAFT

02-Jul-2019
25.00

Payment Method Pay Employee

SUBSISTENCE
 1
Edit



4. Click on the  button in the expense line that you would like to amend  
The expense form for the claim line opens
5. Update the expense line with the desired alterations
6. Click the  button

## 5 Deleting an Expense Line













1. If applicable, open your My Travel & Expenses document list and click on the relevant **Document** name


2. Click on the  button on the right hand side  
The expenses document is opened


3. Click on the **Expenses** pane  
As you have expense lines in the document you can also see the Total Expenses amount in the pane similar to the example shown

	<b>Expenses</b>	
	Total Expenses	148.67
	Hospitality - Staff and Exte...	123.67
	Subsistence	25.00

The document expense lines are displayed like the example

<b>Expenses</b>		
		> 2 expenses.
<input type="checkbox"/>	 <b>Lunch with prospective new Assistant Professor</b> <span>DRAFT</span>	<b>123.67</b>
	01-Jul-2019	
	Payment Method	Pay Employee
	HOSPITALITY - STAFF AND EXTERNAL PARTIES  1  1	
		
<input type="checkbox"/>	 <b>Hotel - Evening meal</b> <span>DRAFT</span>	<b>25.00</b>
	02-Jul-2019	
	Payment Method	Pay Employee
	SUBSISTENCE  1	
		

4. Click on the  button next to the expense line that you want to delete
5. Click on **Delete** in the menu



Delete

The expense line is removed from the document

6. Click the  button


## 6 Changing the Cost Centre for an Expense Line

Expense lines will be coded to the cost centre set when the Expenses Document is created. Details can be found in section [1.3 Selecting the Account \(Cost Centre\) to be Charged](#). However, if the amount for an individual expense line is for a different cost centre, you can change it from the default. Approvers can also amend this at a later point in the process

1. If applicable, open your My Travel & Expenses document list and click on the relevant **Document** name

2. Click on the  button on the right hand side  
The expenses document is opened

3. Click on the **Expenses** pane




 <b>Expenses</b>	
Total Expenses	748.00
Accommodation	145.00
Conference Attendance	500.00
Subsistence	25.00
Travel - Public Transport	78.00

The document expense lines are opened

4. Click on the  button in the expense line you wish to change the cost centre of

<input type="checkbox"/>		Evening meal in hotel, Newcastle	DRAFT
		05-Aug-2019	25.00
Payment Method	Pay Employee		
SUBSISTENCE			
			1  

5. Scroll to the **Dissections** section and click on the  button

^ Dissections	
1 dissection.	
GL   19GLACT   10.0.1000.8025.33015	25.00
LSE. Op - Core. Student Service. Subsistence - H	EX 20.83
	 



The expense line dissection form opens

**Dissection**

<sup>^</sup> Details

Ledger Code  
GL (19GLACT)

Ledger Name  
GL Act - 18/19 (19GLACT)

Account  
10.0.1000.8025.33015 (Subsistence - H)

VAT Type  
Inclusive

VAT Rate Code  
NR (Non-Recoverable)

VAT Rate Amount  
0.200000

Amount  
25

VAT Amount  
4.17

Exclusive Amount  
20.83

6. Click on the down arrow in the **Account** field

7. Click on the  Advanced search link

The **Account** window opens and displays the cost centre the item is currently allocated to

**Account**

Components Accounts

Entity  
10 (LSE)

✓

Activity  
1000 (Operating - Core)

✓

Cost Centre  
8025 (Student Services Centre)

✓

Nominal Account  
33015 (Subsistence - Home)

✓

10.0.1000.8025.33015

✓

8. Update the applicable fields in the **Entity**, **Activity** and **Cost Centre** fields to amend the account code:



Click on the down arrow and where applicable search for the relevant options in each field.

**Note:** The **Nominal Account** code remains the same as this is linked to the type of expense. **You must not change the nominal account code in this section. The nominal can only be changed in the Nominal field within the drop down list in the expense entry**

9. Click on the  button



10. Click on the  button

The cost is changed from "Student Services" to the "Marshall Institute" in this example

1 dissection.			
GL	19GLACT	10.0.1000.8021.33015	25.00
LSE, Op - Core, Marshall Instit. Subsistence - H			EX 20.83
			 

11. Click on the  button

The expense line is displayed in card view with the text 'Dissections Modified' in the Expenses pane

 <b>Expenses</b>	
Accommodation Total	70.00
	

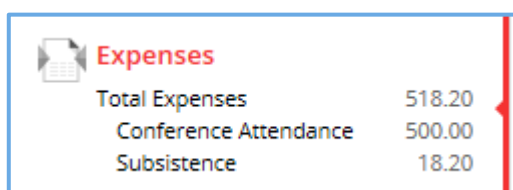
## 7 Splitting Expense Lines between Multiple Cost Centres


An expense line can be split between different cost centres using the 'Dissection' feature. The expense will need to be approved by all the relevant approvers before the claim can be paid.

1. Open your My Travel & Expenses document list and click on the relevant **Document** name

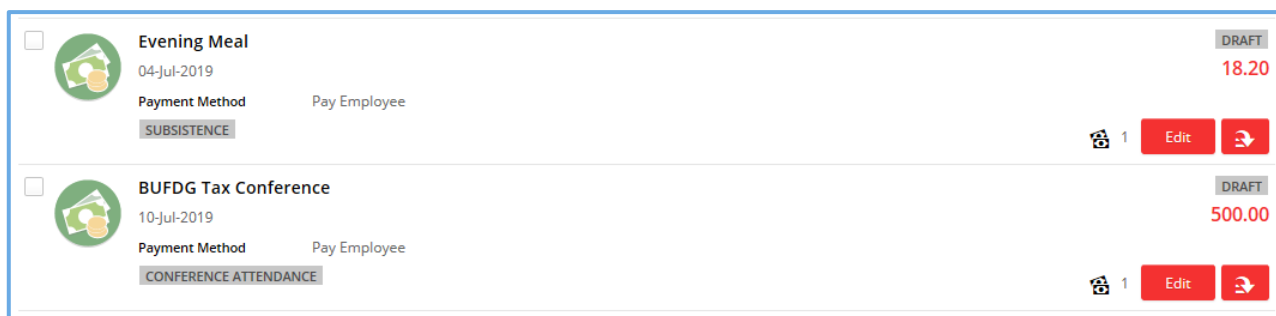
2. Click on the  button on the right hand side  
The expenses document is opened









3. Click on the **Expenses** pane to the left of the screen




	<b>Expenses</b>	
Total Expenses		518.20
Conference Attendance		500.00
Subsistence		18.20

The document expense lines are opened like the example below

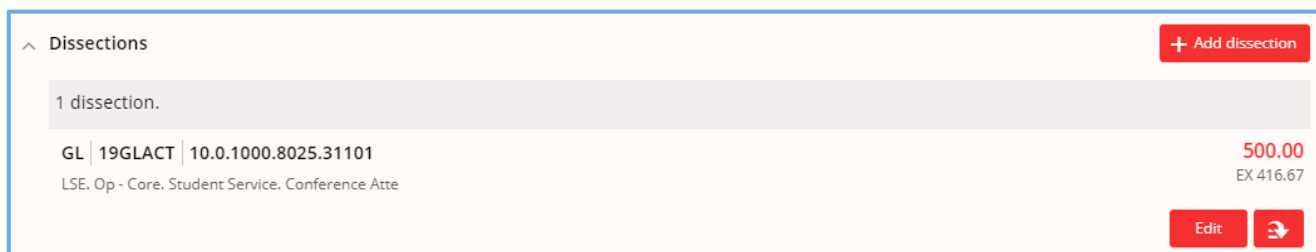





<input type="checkbox"/>		<b>Evening Meal</b>	04-Jul-2019	Payment Method	Pay Employee	<b>SUBSISTENCE</b>	 1			DRAFT 18.20
<input type="checkbox"/>		<b>BUFDG Tax Conference</b>	10-Jul-2019	Payment Method	Pay Employee	<b>CONFERENCE ATTENDANCE</b>	 1			DRAFT 500.00

4. Add the expense line if it has not been entered (see section [2 Adding Expense Lines to a Document](#)) and ensure the line is saved as it cannot be split on the initial data entry

5. Click on the  button in the expense line that you want to split.

6. Scroll down to the **Dissections** section and click on the  button




Dissections			
1 dissection.			
GL	19GLACT	10.0.1000.8025.31101	500.00
LSE, Op - Core, Student Service, Conference Atte			EX 416.67
			 

7. Add the value to be charged to the original account number in the **Amount** field. The original cost centre is the code selected for the Document in section [1.3 - Selecting the Account \(Cost Centre\) to be Charged](#). No part of the claim needs to be charged to the original cost centre if that applies

Ledger Code	GL (19GLACT)
Ledger Name	GL Act - 18/19 (19GLACT)
Account	10.0.1000.8025.31101 (Conference Atte)
VAT Type	Inclusive
VAT Rate Code	Non-Recoverable (NR)
VAT Rate Amount	0.200000
Amount	240.00
VAT Amount	40.00
Exclusive Amount	200.00

8. Click the  button

A warning is displayed in the **Expenses** pane that the claim is “Out Of Balance” that is, not all the costs are allocated to an account code.

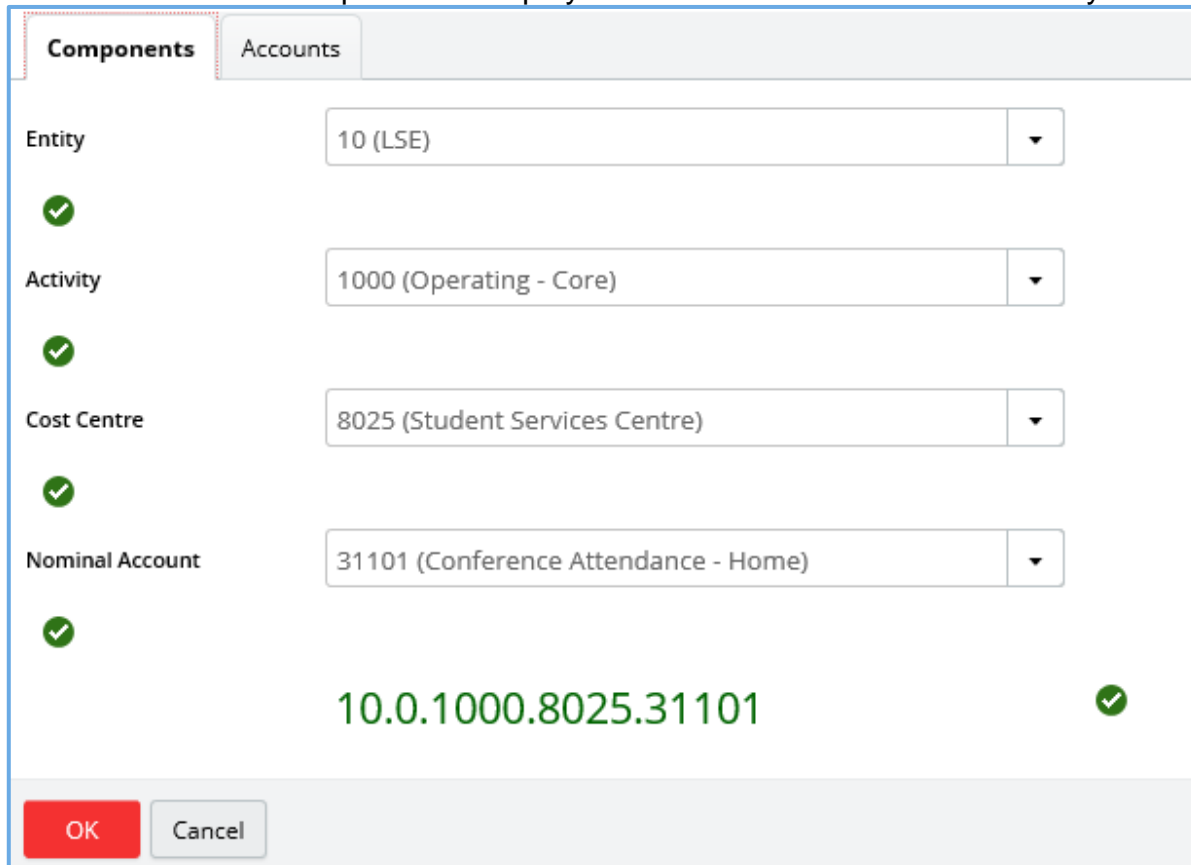
 <b>Expenses</b>	
Total Expenses	518.20
Conference Attendance	500.00
Subsistence	18.20
<b>Out Of Balance</b>	
<b>Dissections Modified</b>	

9. To add the next dissection click on the  button in the **Dissections** section

10. Click on the down arrow in the **Account** field

11. Click on the  Advanced search link

The **Account** window opens and displays the cost centre the item is currently allocated to



The screenshot shows the 'Account' window with the 'Components' tab selected. It contains four dropdown menus, each with a green checkmark to its left:

- Entity:** 10 (LSE)
- Activity:** 1000 (Operating - Core)
- Cost Centre:** 8025 (Student Services Centre)
- Nominal Account:** 31101 (Conference Attendance - Home)

Below these fields, the account code **10.0.1000.8025.31101** is displayed in green, followed by a green checkmark. At the bottom, there are 'OK' and 'Cancel' buttons.

12. Update the applicable fields in the **Entity**, **Activity** and **Cost Centre** fields to create the account code to split the expense with:

Click on the down arrow and where applicable search for the relevant options in each field. The **Nominal Account** code remains the same as this is linked to the type of expense.

In the example the cost is split between the original cost centre "Student Services" and another cost centre, "Marshall Institute"

**Account**

Components

Accounts

Entity

10 (LSE)

✓

Activity

1000 (Operating - Core)

✓

Cost Centre

8021 (Marshall Institute)

✓

Nominal Account

31101 (Conference Attendance - Home)

✓

10.0.1000.8021.31101

✓

OK

Cancel

13. Click on the 

OK

 button

The **Dissections summary** form is displayed and the **Account** field is populated with the new budget code similar to the example shown

^ Details

Ledger Code  
GL (19GLACT)

Ledger Name  
GL Act - 18/19 (19GLACT)

Account  
10.0.1000.8021.31101 (Conference Atte)

VAT Type  
Inclusive

VAT Rate Code  
NR (Non-Recoverable)

VAT Rate Amount  
0.200000

Amount  
260.00

VAT Amount  
43.33

Exclusive Amount  
216.67

The **Amount** field is automatically calculated to balance the total of the expense line claim which equates to £260.00 in this instance. This can be amended if there is a further dissection to complete








14. Click on the  button

In the Dissections section you see that the expense line is now split between the two different budget codes and the amount of each dissection is displayed in separate rows


2 dissections.			
GL	19GLACT	10.0.1000.8025.31101	240.00
LSE. Op - Core. Student Service. Conference Atte			EX 200.00
			<div>Edit</div> <div></div>
GL	19GLACT	10.0.1000.8021.31101	260.00
LSE. Op - Core. Marshall Instit. Conference Atte			EX 216.67
			<div>Edit</div> <div></div>

15. Click the **Save** button

The expense line is displayed in card view with an amber warning triangle and the text 'Dissections Modified'

<input type="checkbox"/>		<b>Evening Meal</b> 04-Jul-2019 Payment Method: Pay Employee SUBSISTENCE	DRAFT 18.20	1	Edit	
<input type="checkbox"/>		<b>BUFDG Tax Conference</b> 10-Jul-2019 Payment Method: Pay Employee CONFERENCE ATTENDANCE  Dissections Modified	DRAFT 500.00	2	Edit	










The Expenses pane will also show the 'Dissections Modified' warning. However the 'Out of Balance' warning has gone so the claim can be submitted for approval.

 <b>Expenses</b>	
Total Expenses	518.20
Conference Attendance	500.00
Subsistence	18.20
<b>Dissections Modified</b>	






## 8 Submitting an Expenses Document for Approval

1. Open your list of My Travel & Expense documents if not already on screen

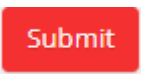
	<b>ARMA Conference attendance</b> 000146   02-Jul-2019 (Single day)  Kerry Hocken	 Kerry Hocken	<b>DRAFT</b> Total <b>300.00</b> Outstanding 300.00
	<b>Research fieldwork expenses</b> 000142   02-Jul-2019 (Single day)  Kerry Hocken	 Kerry Hocken	<b>DRAFT</b> Total <b>120.00</b> Outstanding 120.00
	<b>Research Trip to Newcastle</b> 000130   01-Jul-2019 (Single day)  Kerry Hocken	 Kerry Hocken	<b>DRAFT</b> Total <b>100.00</b> Outstanding 100.00

2. In the list check that the document is in “DRAFT” status otherwise it cannot be submitted



	<b>ARMA Conference attendance</b> 000146   02-Jul-2019 (Single day)  Kerry Hocken	 Kerry Hocken	<b>DRAFT</b> Total <b>300.00</b> Outstanding 300.00
---	--	--	---

3. Click on the **Document** name that you are going to submit

4. Click on the  button on the right hand side  
The expenses document is opened

5. Click on the  button at the top left of the screen to send the expenses document for approval by the Budget Holder

- After submission, a message is briefly displayed and informs that your claim has been submitted to an Approval Pool

<b>SAVED AND 1 INFORMATION MESSAGE</b>  Workflow Rules have overridden your Decision from 'Submit' to 'Submit to Pool' due to rule: Transaction will be submitted to an Approval Pool  Successfully performed Submit.	
---	--

You will not receive an email to confirm the submission but the status of the Document will change in OneFinance.

- At the top of the page you can see the Pool No. of the Division/Department/Institute/Centre the document is assigned to. In this example it is assigned to Pool “8025”

**Research Trip** <

000341 | Expenses Document | Budget Approval assigned to STICERD level 1 &amp; 2

- The authorisers in the approver pool are notified by email to review and approve the transactions

If more than one approval pool is required to approve the claim, it will be routed to these in sequence. If the claim relates to a research project, it will be routed to LSE Research for approval.

The claim will be paid after it has been approved by all of the authorisers and you will be notified by email

- If there is something wrong with a claim, for example a receipt is not attached although you specified you had one, or an amount was not entered, a warning appears at the top of the page

**1 ERROR**

⚠ Unable to proceed due to Workflow Rule(s) - You have not entered an amount on all your Expense Types. Please enter an amount for each Expense Type.

- If an administrator has prepared an expense claim on behalf of the claimant, it will be routed to the claimant to review and submit. The claimant will receive an email similar to the example below

You have been assigned task Claimant Review.

The below claim has been assigned to you for approval.

By approving this claim for submission, you confirm the expenditure is in accordance with the School's Financial Regulations and the Tra

From: Training 25

Please choose an action below to proceed<sup>1</sup>:


- [Submit](#)
- [Reject](#)


To view this in CI Anywhere, [click here](#).

## Edinburgh Research Trip

26-Jul-2019

Jenny Febry  
Finance Division

 [j.febry@lse.ac.uk](mailto:j.febry@lse.ac.uk)



Reason  
Edinburgh Research Trip

I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and Personal Expenses Policy. I have not previously claimed for these expenses. ☒ True

Administrator only - I am completing this claim on behalf of another member of LSE. ☒ True

Expense Summary	Outstanding	Amount
Mileage	202.50	202.50
Total Expenses	202.50	202.50

Dissection Summary	Outstanding	Amount
GL   19GLACT   10.0.1000.8035.33009 LSE, Dp - Core, Student Service, Mileage - Home	202.50	202.50
Total Dissections	202.50	202.50

CLAIMANT REVIEW

Total	202.50
Outstanding	202.50

<sup>1</sup> Note: If you choose an action above, an automatic reply email will be generated for you to perform the action you have requested.

TechnologyOne Connect Conversation [KAI-KO3H6MA2]

- Details of the expenditure are shown in the email which the claimant should review.

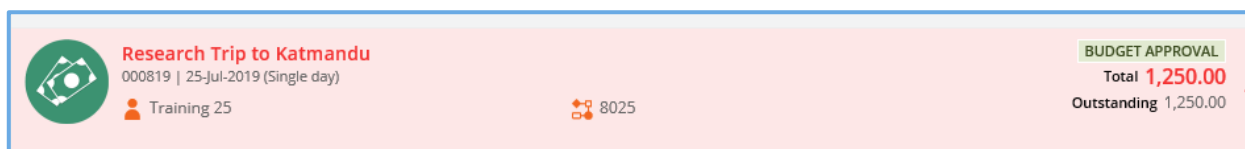
- If everything is correct click on the **Submit** link and the claim will be sent to the budget holder for approval
- If there is an issue, click on the **Reject** link and the claim will return to the administrator for amendment
- If you do want to review the details or take an action that is not listed in the email, use the link to take you to OneFinance (log in page)

To view this in Ci Anywhere, [click here](#).

## 9 Checking the Status of Your Claim

1. Open your list of My Travel & Expense documents list if not already on screen

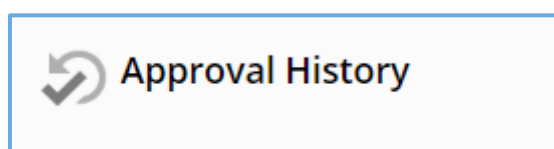
In your My Travel and Expenses document list, submitted expense claims appear with the status of **Budget Approval** like the example below



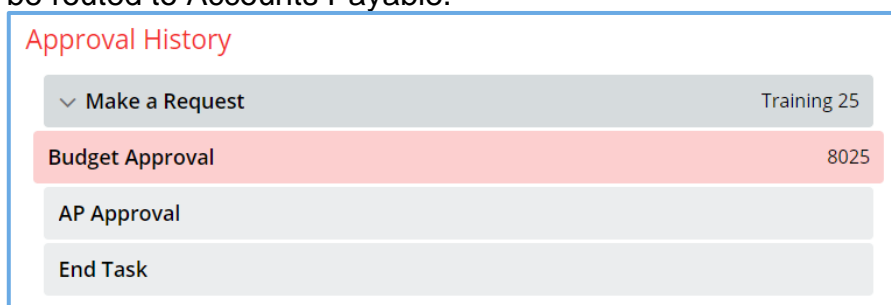
The screenshot shows a claim card for 'Research Trip to Katmandu' with ID 000819, dated 25-Jul-2019 (Single day), submitted by Training 25. The status is 'BUDGET APPROVAL' with a total of 1,250.00 and an outstanding amount of 1,250.00. A user icon for 8025 is also visible.

2. Click on the **Approval History** pane on the left side of the page

The approval history pages opens



- In the example the first row specifies who submitted the claim. The red row indicates who the claim is assigned to to be actioned, and in this example after Budget Approval the claim will be routed to Accounts Payable.



The screenshot shows the 'Approval History' pane with a list of steps: 'Make a Request' (submitted by Training 25), 'Budget Approval' (highlighted in red, assigned to 8025), 'AP Approval', and 'End Task'.

## 10 Recording Ad hoc Expenses without an Expenses Document

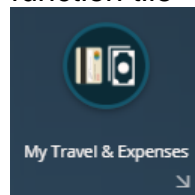
You can record your expenses as you incur them and allocate them to different 'Expense Documents' at a later date. For example, you could be capturing expenses for two research grants that you are working on at the same time.

1. Login to OneFinance

2. In the Home page click on the **My** tab in roles bar at the bottom left of the screen

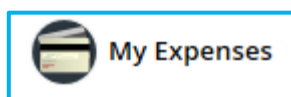


3. Click on the **My Travel & Expenses** function tile



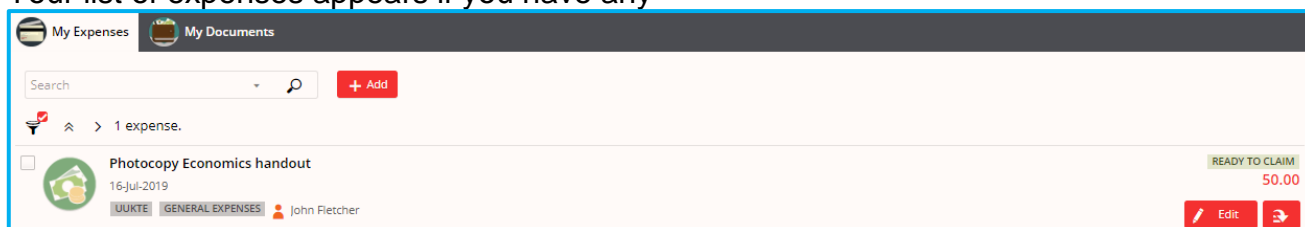
The **My Travel & Expenses** page opens

4. At the top of the page, click on the **My Expenses** tab



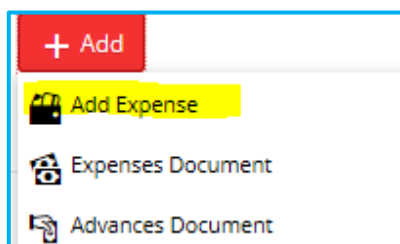
tab

Your list of expenses appears if you have any

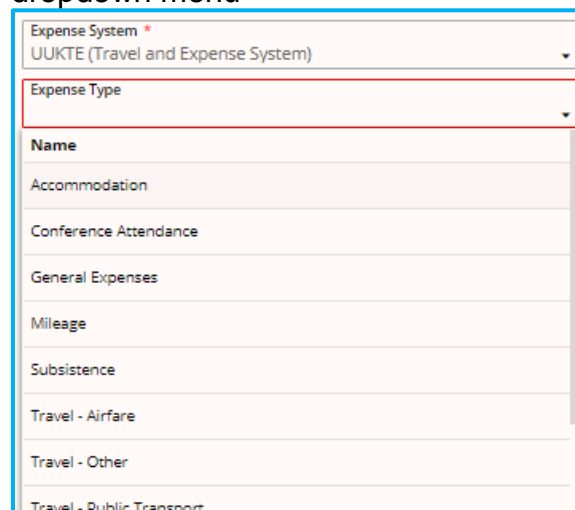


5. Click on the **+ Add** button next to the **Search** field at the top of the page

6. In the menu click on **Add Expense**



7. Select the Expense Type from the dropdown menu













A blank expense form opens


8. Complete the details in the form including the Date, Description and Request Total as shown in **section 2 Adding Expense Lines to a Document** and **section 3 Other Expenses Types** above

9. Click on the  button

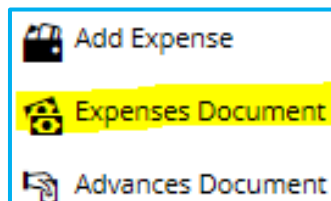
The ad hoc expense is displayed in card view below any other expenses

- You can continue to add expenses ad hoc until you are ready to assign them to Expense Documents

<input type="checkbox"/>		<b>Hotel in Edinburgh</b> 25-Jul-2019 UUKTE ACCOMMODATION  Training 25
<input type="checkbox"/>		<b>Dinner in York</b> 25-Jul-2019 UUKTE SUBSISTENCE  Training 25
<input type="checkbox"/>		<b>Flight to Edinburgh</b> 25-Jul-2019 UUKTE TRAVEL - AIRFARE  Training 25
<input type="checkbox"/>		<b>Train to York</b> 25-Jul-2019 UUKTE TRAVEL - PUBLIC TRANSPORT  Training 25
<input type="checkbox"/>		<b>Hotel in York</b> 09-Jul-2019 UUKTE ACCOMMODATION  Training 25

10. Click on the  button next to the **Search** field at the top of the page when you are ready to allocate ad hoc expenses to a Expense Document

11. In the menu click on **Expenses Document**



12. Complete the document information as in **1.1 Getting Started**, step 7 above

Description \*


Research Trip to York

Reason \*

Research Trip to York

Date \*

25-Jul-2019



☒ I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and
   
☐ Administrator only - I am completing this claim on behalf of another member of LSE.

13. Ensure the default code is correct, otherwise amend as in **1.3 Selecting the Account (Cost Centre) to Be Charged**, above



### ^ Default Dissection

Item Code

108025 (Training 8025) ▼

Ledger Code

GL (GL Act - 18/19) ▼

Ledger Name

GL Act - 18/19 (19GLACT)

Account

10.0.1000.8025.@@@@@ (LSE. General Ledger. Op - Core. Studer) ▼

14. Click on the  button

15. To add the applicable ad hoc expenses to the document, click on the **My Expenses** tab

16. Click the check the boxes against the relevant expenses for the document

**My Expenses** **My Documents**

Search + Add

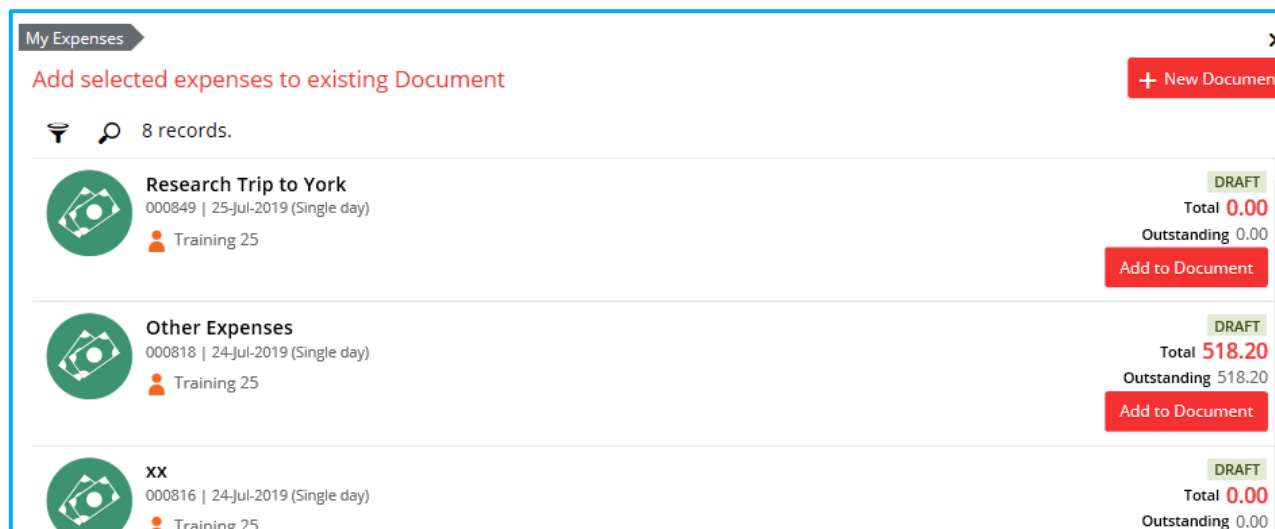
3 < 5 expenses.

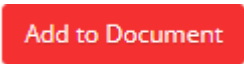
☐ Select all

<input type="checkbox"/>		<b>Hotel in Edinburgh</b> 25-Jul-2019 UUKTE ACCOMMODATION  Training 25
<input checked="" type="checkbox"/>		<b>Dinner in York</b> 25-Jul-2019 UUKTE SUBSISTENCE  Training 25
<input type="checkbox"/>		<b>Flight to Edinburgh</b> 25-Jul-2019 UUKTE TRAVEL - AIRFARE  Training 25
<input checked="" type="checkbox"/>		<b>Train to York</b> 25-Jul-2019 UUKTE TRAVEL - PUBLIC TRANSPORT  Training 25
<input checked="" type="checkbox"/>		<b>Hotel in York</b> 09-Jul-2019 UUKTE ACCOMMODATION  Training 25

17. Click on the button at the top of the page

On the right hand side, a list of your existing documents is displayed.



18. Click on the  button in the document that you want to add the ad hoc expenses to
19. Click on the **My Expenses** tab and open the document to view the ad hoc expenses that were added.
20. When all the relevant expenses are added, submit the document for approval as shown above in section **8 Submitting an Expenses Document for Approval**

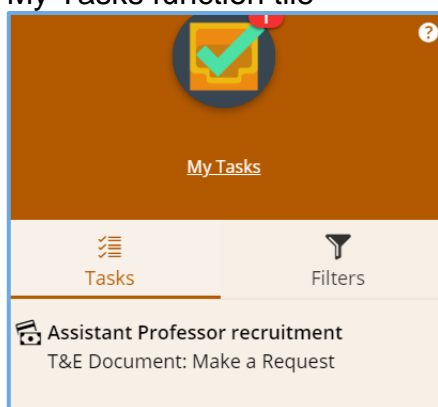
## 11 Recalling a Submitted Expenses Claim

After you have submitted an expenses document for approval it cannot be recalled. If you need to amend it, you will have to contact the approver to ask them to reject it so that it is returned to you for updating.

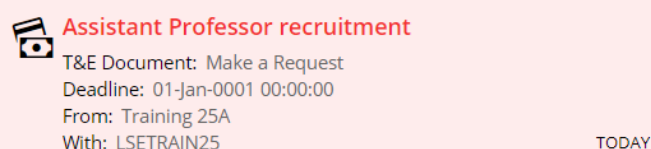
## 12 Dealing with a Rejected Expenses Claim

You will be notified by email if your expenses claim is rejected.

1. Login to the OneFinance system and in the Home page click on the My Tasks link in the My Tasks function tile

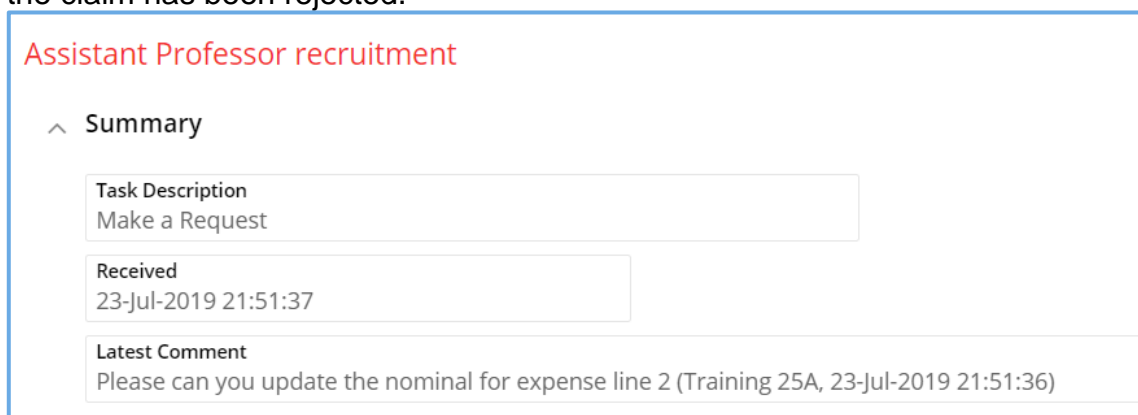


Your tasks list opens and the rejected task is selected



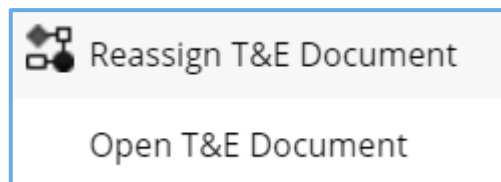
In the workspace area a **Summary** is displayed.

2. In the **Latest Comment** field, view the information from the authoriser to let you know why the claim has been rejected.




3. Click on  button

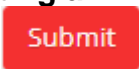
4. In the menu section **Open T&E Document**



5. To modify an expense line, click on the **Expenses** pane

 <b>Expenses</b>	
Total Expenses	748.00
Accommodation	145.00
Conference Attendance	500.00
Subsistence	25.00
Travel - Public Transport	78.00


6. To make changes to expenses lines, see section **4 Editing an Expense Line** above

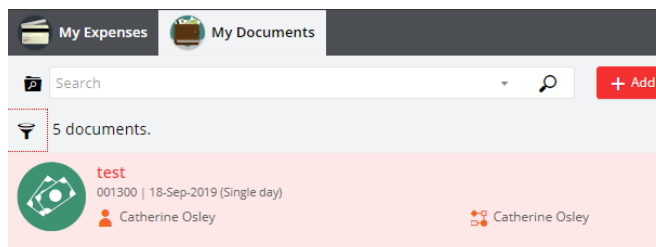
7. After you have made the requisite updates click on the  button to send the document back to the approval pool

## 13 Viewing Previous Expense Claims

If you would like to look at an older expense claim, open your list of My Travel & Expense documents. Items over a week old may have disappeared from the view.

1. Click the filter icon

 on the top left to show how the data is being filtered



2. You can then select different filters, for example 'Completed' to see completed claims

My Expenses		My Documents	
<div> <div>Search</div> <div>+ Add</div> </div>			
<div>Filter</div> <div>Clear all</div> <div>5 documents.</div>			
<div> <div> <div>Category</div> <div>Documents</div> <div>Status</div> <div>Start Date</div> <div>Expense System</div> </div> <div> <div>Active</div> <div>Completed</div> <div>Cancelled</div> <div>This Week</div> <div>Next Week</div> <div>Last Week</div> <div>This Month</div> <div>Last Month</div> <div>Past</div> <div>Future</div> </div> </div>			
		<div> <div>test</div> <div>001300   18-Sep-2019 (Single day)</div> <div>Catherine Osley</div> <div>Catherine Osley</div> <div>DRAFT</div> <div>Total 0.00</div> <div>Outstanding 0.00</div> </div>	
		<div> <div>Test</div> <div>000705   03-Sep-2019 (Single day)</div> <div>Catherine Osley</div> <div>Catherine Osley</div> <div>DRAFT</div> <div>Total 0.00</div> <div>Outstanding 0.00</div> </div>	
		<div> <div>Tesr3</div> <div>000508   27-Aug-2019 (Single day)</div> <div>Catherine Osley</div> <div>Catherine Osley</div> <div>DRAFT</div> <div>Total 0.00</div> <div>Outstanding 0.00</div> </div>	
		<div> <div>test2</div> <div>000507   07-Aug-2019 (Single day)</div> <div>Catherine Osley</div> <div>Catherine Osley</div> <div>DRAFT</div> <div>Total 111.05</div> <div>Outstanding 111.05</div> </div>	
		<div> <div>test</div> <div>000440   06-Aug-2019 (Single day)</div> <div>Catherine Osley</div> <div>Catherine Osley</div> <div>DRAFT</div> <div>Total 0.00</div> <div>Outstanding 0.00</div> </div>	

## Appendix

### Other Expenses Types

The Expense Date, Payment Method, Project Ledger and Description fields are common for each expense type as are entering the expense amount (request total) and attaching receipts. The particular fields for other expense types are detailed below.

### Conference Attendance

<div><b>Description *</b> Conference in Norwich</div> <div><b>Nominal Code *</b> 31101 (Conference Attendance - Home) ▼</div>
---

### General Expenses

- These are expenses which are not covered elsewhere, please note that all expenditure must be in accordance with School policies.
- Enter a description of the expense and select the appropriate nominal code.

<div><b>Description *</b> BUFDG Tax Training</div> <div><b>Nominal Code *</b> 31104 (Training) ▼</div>
--

- A full list of expense types covered by General Expenses and their nominals is shown below.

31103	Coaching	Active
31104	Training	Active
31105	Learning and Development	Active
31106	Study Support	Active
31206	Staff Relocation Expenses	Active
31207	Chair's Expenses	Active
31301	Protective Clothing & Equipment	Active
31302	Uniforms and Overalls	Active
33054	Visas and Other Border Agency Charges	Active
33055	Vaccinations	Active
34003	IT Other Consumables	Active
36201	Printing	Active
36203	Photocopying	Active
36205	Postage	Active
36207	Couriers	Active
36209	Freight	Active
36211	Stationery	Active
36213	Office Consumables	Active
36301	Marketing & Advertising Expenses	Active
36302	Market Research	Active
36303	Publicity and Branding	Active
36304	Promotional Material	Active
36305	Production Services and Equipment	Active
36401	Venue and Room Hire	Active
36406	Gifts and Cards	Active
36501	Books	Active
36502	Magazines and Newspapers	Active
36503	Electronic Reference Materials	Active
36504	Journals, Articles and Reports	Active
36505	Course Packs	Active
36506	Case Study Materials	Active
36507	Teaching and Research Materials	Active
36513	Subscriptions To Journals and Online	Active
36514	Subscriptions To Organisations	Active



## Hospitality – Annual Internal Events

- This code is for annual events as detailed in paragraph 94 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#).

*Departments may allocate modest funds of up to £50 per head to staff Christmas parties or other similar functions where they are open to staff generally in a department and are not limited to particular grades or categories of staff.*

- Complete the description and the number of LSE staff who attended

Description \*
Finance Division Christmas Lunch

No of People LSE \*
55

## Hospitality – Events for Students

- Add details of the events as well as the number of students and LSE staff who attended the event

Description \*
MSc programme end of term pizza party

No of Staff \*
4

No of Students \*
35

## Hospitality – LSE Staff Only Events

Consideration should be given to the requirements in paragraphs 95 and 96 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure. If the policy is not followed, there may be tax and National Insurance implications for the individuals and the School.

- Add details of the event and the names of staff who attended. A list of staff can be attached rather than listing them all in the staff field.

**Description \***  
 Lunch for Departmental Senior Managers - Annual Meeting

**Names of Staff (Attach list if required) \*** 6  
 j Brown, F Green, K Black, K White

## Hospitality – Staff and External Parties

Consideration should be given to the requirements in paragraphs 89 to 93 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure. If the policy is not followed, there may be tax and National Insurance implications for the individuals and the School.

- Add a description as well as the names of attendees with their institutions – in this example the details are attached to the line along with the receipt.

**Description \***  
 Dinner after Key Note Speaker at LSE Conference

**Names of People and Institutions \***  
 See details on attached

**No of LSE Staff \***  
 2

**No of External People \***  
 2

## Mileage

Mileage is payable for use of private vehicles on School Business, consideration should be given to paragraphs 64 to 69 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

- Enter details of the journey and the Mode of Travel

**Description \***  
 LSE to Norwich, carrying bulky research materials - return

**From Location \***  
 LSE

**To Location \***  
 Norwich

**Mode of Travel \***  
 CAR

Selection Code	Description
BICYCLE	Bicycle
CAR	Car
MOTOR	Motorbike

- No receipt is required for a mileage expense
- Enter the number of miles in total and the claim will calculate automatically.
- If you are carrying passengers who are also on School business add the number and the number of miles they travelled in the car. This will automatically calculate the total payable.

**Mileage \***  
 248.00

**Mileage Rate**  
 0.45

**Mileage with Passengers**  
 248.00

**No of Passengers**  
 1.00

**Passenger Mileage Rate**  
 0.05

**Total Passenger Miles (£)**  
 12.40

**Total Mileage Claim**  
 124.00

## Travel – Airfare

Consideration should be given to paragraphs 36 to 51 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

- Complete the description, start and finish points and Class of Travel as well as the nominal code. The number of miles is not compulsory but can be completed to assist in gathering of data for sustainability purposes.

<b>Description *</b> Research trip to New Zealand
<b>From City *</b> London
<b>To City *</b> Auckland
<b>Number of Miles</b> 11,407.00
<b>Class of Travel *</b> PREMECON (Premium Economy)
<b>Nominal Code *</b> 33004 (Airfares - Overseas)

## Travel – Other

- This is to claim for other travel related expenditure such as fuel and parking. For example, fuel can be claimed for cars hired on School business.

Description \*  
Fuel for hire car in Scotland

From Location \*  
Edinburgh

To Location \*  
Skye

Number of Miles  
240.00

Nominal Code \*  
33007 (Fuel - Home) ▼

- Select the applicable nominal code from the list below:

Selection Code	Description
33007	Fuel - Home
33008	Fuel - Overseas
33013	Parking - Home
33014	Parking - Overseas
33017	Other Travel - Home
33018	Other Travel - Overseas
33052	Study Trips and Visits

## Travel – Taxi

Consideration should be given to paragraphs 55 to 61 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure.

- Complete the description field, from/to locations and mileage although the latter is not compulsory

Description \*

From Location \*

To Location \*

Number of Miles  
0.000000

- Select the requirement for the taxi from the Taxi Reason drop down list and select the applicable nominal code

Selection Code	Description
ECO	Most Economic Practical Means
HEAVY	Heavy/Bulky Equipment
NIGHT	Late Night Working
NOPT	No Suitable Public Transport
TIGHT	Tight Schedule

## Travel - Vehicle Hire

Consideration should be given to paragraphs 64 to 69 of the [Travel, Subsistence and Personal Expenses Policy and Procedures](#) before incurring this type of expenditure

- Complete the Description From/To Location, Number of Miles, Vehicle Type and Nominal Code fields

**Description \***

Car Hire for Research Trip

**From Location \***

LSE

**To Location \***

Penzance

**Number of Miles \***

284.000000

**Vehicle Type \***

CARHIRE (Car) ▼

**Nominal Code \***

33005 (Vehicle Hire - Home) ▼