

# Travel and Expenses

## Making an Expense Claim on a Horizon 2020 project

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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. See [How to Obtain Goods and Services](#) for guidance when to use an expense claim, a purchase order or a School Purchasing card.

### ***For H2020 projects only***

This guide deals specifically on what you need to know for Horizon 2020 expense claims. For more detailed guidance on making an expense claim please refer to the main Travel & Expenses user [guide](#).

Where Expense claims are for more than one project a separate Expense Document should be started for each project and the expenses attached to the relevant Expense Document.

Where the expense includes costs considered ineligible by the European Commission (EC) or European Research Council (ERC) but are in accordance with the School's own [Travel, Subsistence and Personal Expenses Policy and Procedures](#), the ineligible part of the expense should be coded to the Ineligible costs nominal code (36954) – see section 2.3. *For full details of eligible and ineligible costs under H2020 please refer to Article 6 of the Model Grant Agreement (MGA).*

In general, for costs to be eligible they must be actual and supported by receipts, incurred in connection with the action described in Annex 1 of your grant agreement, must be indicated in the estimated budget set out in Annex 2 and they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

*Things to look out for that are generally considered ineligible and will be rejected:*

- *Entertainment or hospitality expenses (including gifts, special meals, and dinners)*
- *Tips or gratuities that are not obligatory. However, If the invoice/receipt of the restaurant includes a mandatory service charge, then this amount is may be considered eligible*
- *Bank Charges (e.g. non-sterling transaction card fee) and Credit Card Charges.*

Any claims for flights or Eurostar travel must be supported with boarding passes for each and every journey. Based on past financial audits, the EC can choose not to pay flight costs without boarding passes attached to the Expense claim.

## **1 Making an Expense Claim**

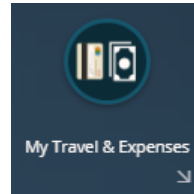
An expenses document is the “envelope” that your individual expense receipts are placed into, for example a research trip to Newcastle where you have incurred travel, hotel and subsistence costs.

## 1.1 Getting Started

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

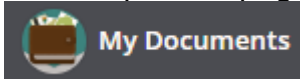


3. Click on the **My Travel & Expenses** function tile

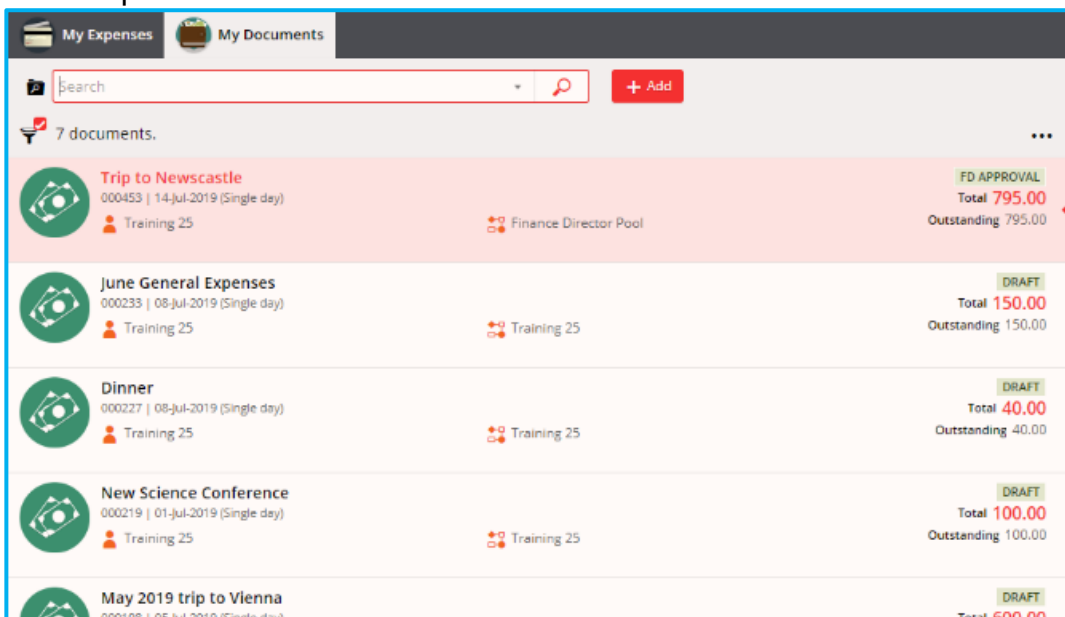



The **My Travel & Expenses** page opens

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

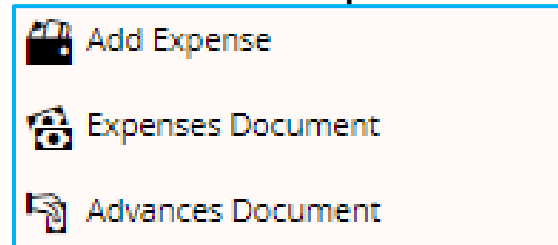


Your list of previous documents is shown.



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

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




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

Add Expense Document

^ Details

Description \* 40

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.

Description \*  
Newcastle Research Trip

Reason \*  
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 entering your expenses onto the system)

Date \*  
16-Jul-2019 

## 1.2 Submitting your own Claim

9. If you are making the claim for yourself; check 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'.

....

I confirm the expenditure is in accordance with the Sc

This confirms that the expenditure is valid School business expenditure.

### 1.3 Submitting on behalf of a Colleague

10. If you are submitting the claim on behalf of a colleague, also check the box next to the statement 'Administrator only - I am completing this claim on behalf of another member of LSE'.

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

- click on the Settings link
- type the surname of the person who are submitting on behalf of in the User field and choose the relevant person.

The screenshot shows a user selection interface. At the top, there is a search box labeled 'User \*' containing the text 'jones'. Below the search box is a dropdown list with two entries: 'JONESCE Cleo Jones' and '201732161 Dominic Jones'. Below the dropdown list, the selected option 'JONESCE (Cleo Jones)' is displayed in the input field.

### 1.4 Coding the Transaction

11. By default all of the expenses lines will be coded to your default cost centre.

- Click on the Default Dissection link and the section opens
- Click **Item Code** to select correct cost centre if your project is in a different academic unit, for example you are in a Academic Department by your grant is held in a Research Centre.
- Click on the down arrow in the **Ledger Code**, and select the PJ ledger option.
- Click **Account** if you know your project number and type it into the box. Select the account by clicking on it.
- Highlight the last 5 digits of the account and overwrite them with @@@@@

Default Dissection

Item Code  
101202 (1202-Research and In)

Ledger Code  
PJ (PJ Act - 18/19)

Ledger Name  
PJ Act - 18/19 (19PJACT)

Account  
101505.R.101.1045.1067.@@@@@ (Chiefdom Land C. Research...

- Or do an advance search. If your project has workpackages, goals, streams or categories this will part of the account number – please make sure you select the relevant budget group – see advanced search below.

12. Click the down arrow in the **Account** box. Click on Advanced Search

101005 1005-CARR

Advanced search

108025

The Account pane will open. Select 'Components'. In the Project search box, enter a keyword in the search bar

Account

Components Accounts

Project economic Growth

Project/Type

Invalid

Project/Budget Group

Project	Account Name
101507	Refugees, Poverty and Economic Growth (REFUGEDEV)
101611	STATES, FIRMS AND SUSTAINABLE ECONOMIC GROWTH
101805	Economic Growth Forum - 2018

Select the correct project

Account

Components Accounts


Project 101507 (Refugees, Poverty and Economic Growth (RE...)

✓

Repeat this for **Project/Type**, **Project/Budget Group**, **Project/Fund Source**, **Project Cost/Centre** boxes.

In the **Nominal Account** box type '@@@@@'

Nominal Account @@@@

Once all boxes are correct, click 

**Account**

Components Accounts

Project 101507 (Refugees, Poverty and Economic Growth ...)

Project/Type r (Research)



Project/Budget Group 302 (WP2 - [Name of Work Package 2])


Project/Fund Source 1051 (European Research Council)

Project/Cost Centre 1023 (STICERD)

Nominal Account @@@@

101507.R.302.1051.1023.@@@@


 

13. Click the  button at the top right of the screen.

The expenses document opens in the Document Details pane

The document name and number is displayed at the top. In this example you can see the number is 000341 and the status is set to "Draft"

Research Trip <

000341 | 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  
Research Trip

Reason  
Research Trip

Date  
30-Jul-2019

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**

Item Code  
101023 (1023-STICERD)

Ledger Code  
PJ Act - 18/19 (PJ)

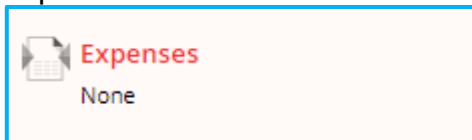
Ledger Name  
PJ Act - 18/19 (19PJACT)


Account  
100001.R.000.1001.1076.@@@@ (Academic Collab. Research. Default. Emirates Founda. Middle East Cen, \*\*\*\*\*. Research. 000. Emirates Founda. Middle East Cen)

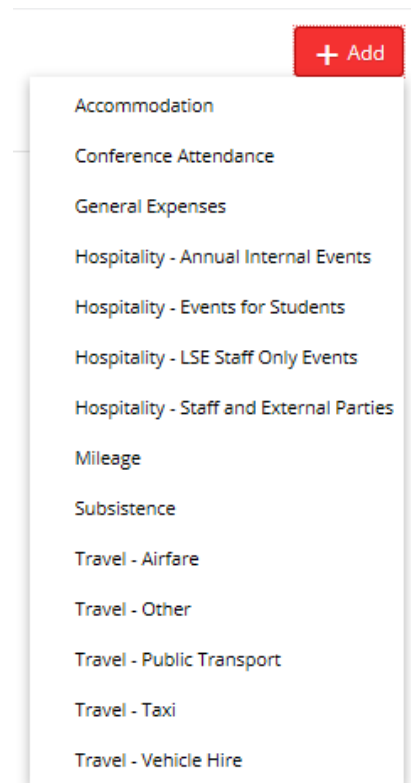
## 2 Adding Expense Lines to a Document

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

The value is currently set to “None” as no expenses have been entered



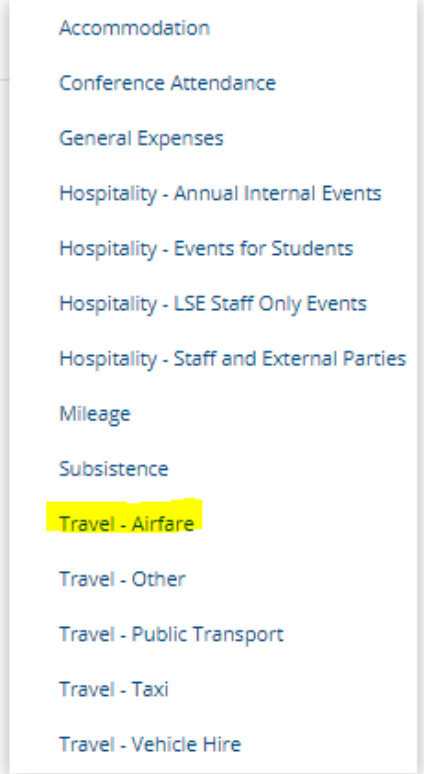

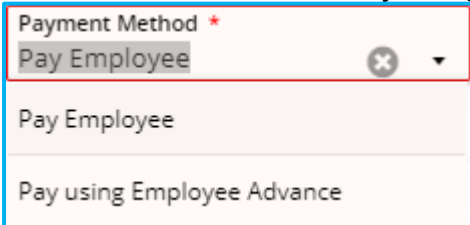
2. Click on the  button to show the various type of expenses.

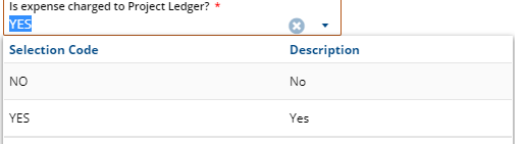


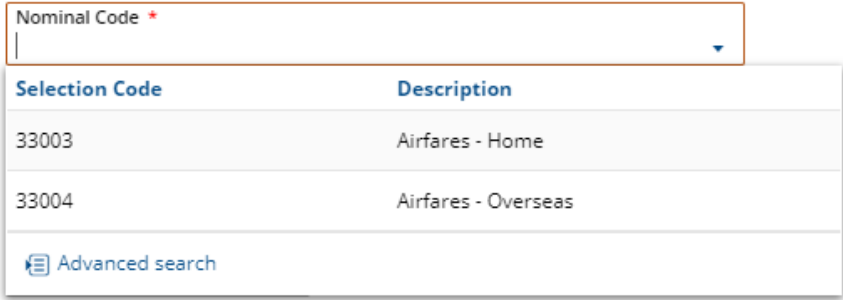


3. The information required for each type of expense will vary to gather information for sustainability monitoring and to ensure tax compliance but you will be guided through the progress by the various screens.
4. Some of the requirements are common to all claims.



## 2.1 Adding the first expense





Field	Value
	<ul style="list-style-type: none"> <li>Select an expense type e.g. Travel – Airfare from Expense Options.</li> </ul> 
Expense Date*	<ul style="list-style-type: none"> <li>Click on the calendar in the date field</li> </ul>  <p>Select the date when the expenditure is incurred.</p>
Payment Method*	<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> <p>However, if the employee has received a cash advance click on the down arrow and select “Pay using Employee Advance”</p> 

Field	Value
<p>Is the expenses charged to Project Ledger?*</p>	<ul style="list-style-type: none"> <li>Select "YES" from the drop down list</li> </ul> 
<p>Description*</p>	<ul style="list-style-type: none"> <li>Enter details of the expense e.g. Airfare to Munich</li> </ul> 
<p>Public Transport Details</p>	<p>Add the details as requested – the number of miles is an optional field but the School wishes to start collecting such data for sustainability reporting.</p> 
<p>Nominal Code</p>	<p>Select either Airfares - Home or Airfares - Overseas Travel</p> 

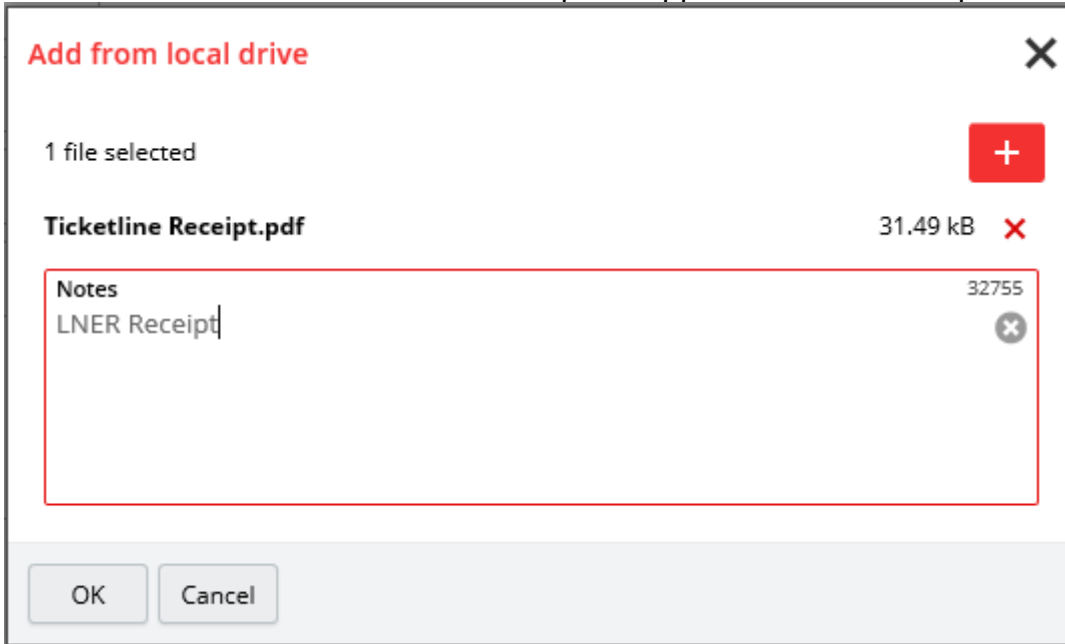
Field	Value						
Request Total	<ul style="list-style-type: none"> <li>The default currency is GBP – guidance on foreign currency expenditure is included below. Enter the value of the expense claim.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Currency Code * GBP (British Pounds Sterling) ▼</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Exch Rate 1.000000</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Total 220.00</p> </div>						
Optional Notes * <i>Mandatory for H2020</i>	<ul style="list-style-type: none"> <li>For H2020 this section is mandatory for completion.</li> <li>Please enter here the 1) Activity (if applicable) e.g. RTD, Demonstration, Dissemination, Training, Management, or Other, 2) Title of Event, e.g. Conference title and 3) where appropriate further details and justification of the expense</li> </ul>						
Have you attached Receipts?*	1. Select an option from the dropdown list, e.g. “Yes” <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Have you attached Receipts? * ▼</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>	Selection Code	Description	N	No	Y	Yes
Selection Code	Description						
N	No						
Y	Yes						

<p>Reason for no receipts</p>	<p>2. Click into the field and enter a reason if you do not have a receipt</p> <div data-bbox="464 324 868 409" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Reason for no receipts</div> <p>Receipts are required to support expenditure; a credit card slip is not sufficient in itself. If receipts are 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 the department.</p>
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## 2.2 Attaching Receipts

<p>1. It is recommended that you scan your receipts and save them in an accessible folder before starting your claim.</p>
<p>2. To attach receipts, scroll to the <b>Attachments</b> section to upload it</p> <div data-bbox="151 1048 1289 1227" style="border: 1px solid #add8e6; padding: 10px; margin-bottom: 10px;"> <p>^ Attachments</p> <p style="text-align: center; color: #ccc;">📁 Drag new attachments here</p> <p style="text-align: right;">... <span style="background-color: #ff0000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span></p> </div>
<p>3. You can drag the receipt to the area shown.</p>
<p>4. Or Click on the <span style="background-color: #ff0000; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span> button and select the applicable option to browse and upload the receipt.</p> <div data-bbox="151 1570 426 1816" style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li> Add from local drive</li> <li> Add from OneDrive</li> <li> Add note</li> <li> Add URL</li> </ul> </div>
<p>5. Navigate to the location where the supporting information is stored and upload it</p>

6. Add information in the **Notes** box to help the Approver when the requisition is reviewed




7. Click on the  button

8. If applicable click on the  button in the **Attachments** section to add more receipts to the expense line

9. Repeat until all of the supporting attachments applicable for the expense line have been uploaded

10. **Remember to attach your boarding pass if applicable**

11. Click on the  button. The expense line is displayed in card view.




## 2.3 Splitting out and coding ineligible costs

1. Click on the  button of the expense

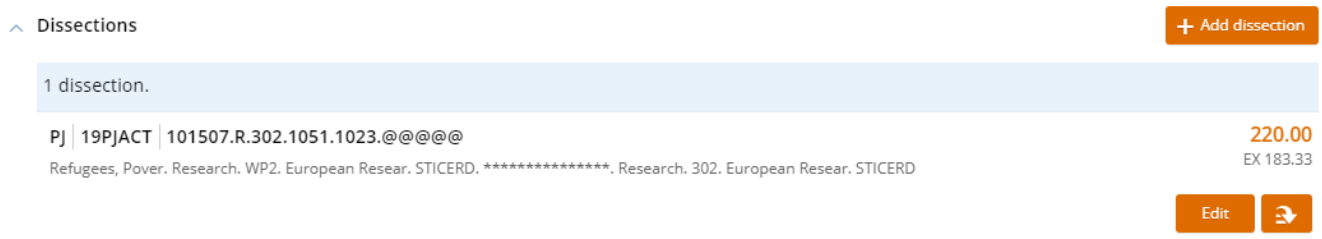


Expenses + Add

2 expenses.



<input type="checkbox"/>		airfare to Munich	DRAFT
		09-Jul-2019	220.00
	Payment Method	Pay Employee	
	TRAVEL - AIRFARE		
			1  

2. Scroll down to the **Dissections** section and click 



Dissections + Add dissection

1 dissection.

PJ   19PJACT   101507.R.302.1051.1023.@@@@@	220.00
Refugees, Pover. Research. WP2. European Resear. STICERD, ***** Research. 302. European Resear. STICERD	EX 183.33
	 

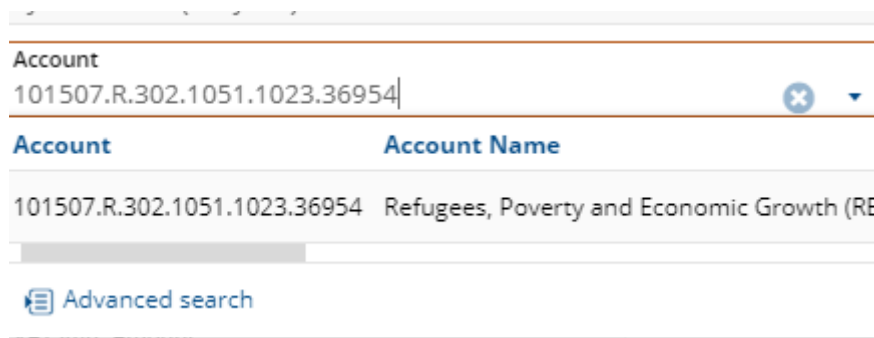
3. Change the value to be charged to the original account number in the Amount box, e.g. from £220.00 to £200.00

4. Click 

5. Click on the  button of the expense

6. Click 

7. Overwrite the last 5 digits in the Account box with 36954



Account

101507.R.302.1051.1023.36954

Account	Account Name
101507.R.302.1051.1023.36954	Refugees, Poverty and Economic Growth (RE

[Advanced search](#)

8. The value in the Amount box will default to the balancing amount, in this case £20.00

Amount
20.00
VAT Amount
3.33
Exclusive Amount
16.67


9. Click 

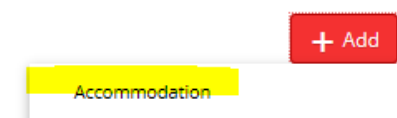
10. And the  again

11. In the natural view to the right of the screen you will see that in the dissection summary the original amount is split into two lines

Dissection Summary	Outstanding	Amount
PJ   19PJACT   101507.R.302.1051.1023.33001 Refugees, Pover. Research. WP2. European Resear. STICERD. Accommodation -	200.00	200.00
PJ   19PJACT   101507.R.302.1051.1023.36954 Refugees, Pover. Research. WP2. European Resear. STICERD. H2020 and Other	20.00	20.00
<b>Total Dissections</b>	<b>220.00</b>	<b>220.00</b>

## 2.4 Adding another Expense line

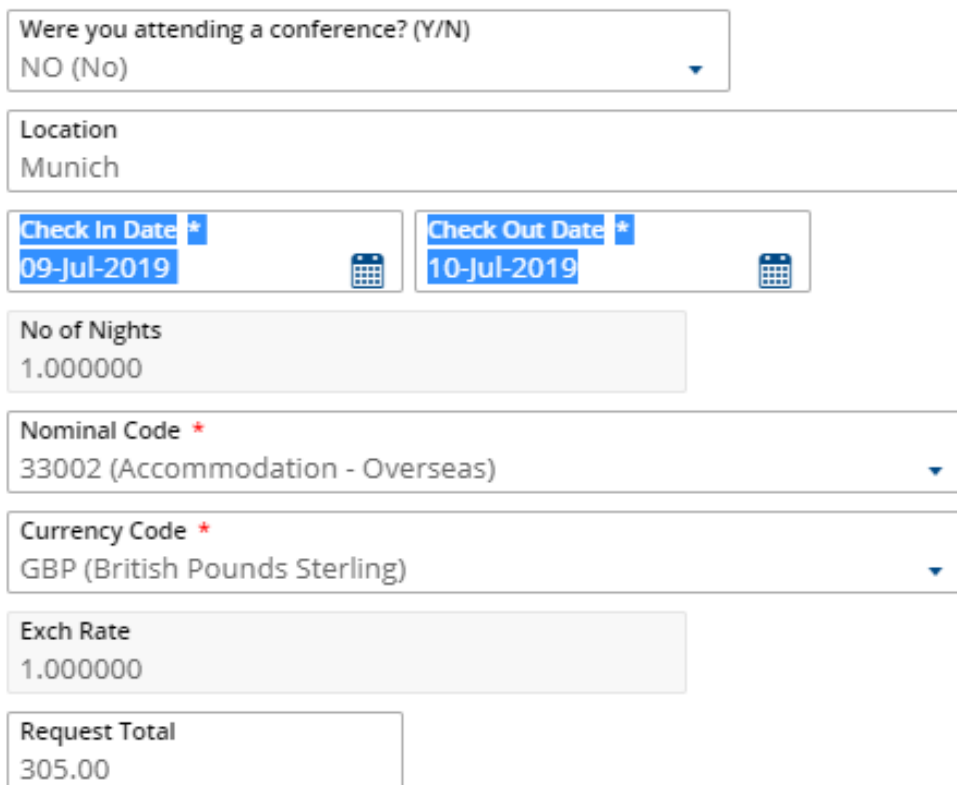
1 To add another expense click  and then select the Expense Type.



The screenshot shows a red button with a white plus sign and the text '+ Add'. Below it, a dropdown menu is open, showing 'Accommodation' selected and highlighted in yellow.

2 Complete Expense Date, Payment Method, Description and Project Ledger fields as before.

3 Complete the specific fields for hotel expenses as shown below, select the correct nominal code and enter the amount of the bill.



The screenshot shows a form with the following fields and values:

- Were you attending a conference? (Y/N): NO (No)
- Location: Munich
- Check In Date: 09-Jul-2019
- Check Out Date: 10-Jul-2019
- No of Nights: 1.000000
- Nominal Code: 33002 (Accommodation - Overseas)
- Currency Code: GBP (British Pounds Sterling)
- Exch Rate: 1.000000
- Request Total: 305.00

*Don't forget to add Activity, title of event and justification to the **Optional Notes Section** for each additional Expense you add*



4 Attach the receipts as before

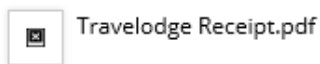
Have you attached Receipts? \*  
 Y (Yes) ▼

Reason for no receipts

▼ Additional Information

▲ Attachments

📎 Drag new attachments here



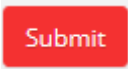
5 Select Save and you will see both items against your Research Trip Document.

Expenses + Add

🔍 > 2 expenses.

<input type="checkbox"/>		<b>Airfare to Munich</b> 09-Jul-2019 Payment Method: TRAVEL - AIRFARE Pay Employee	DRAFT 220.00	🗑️ 1	Edit	🔄
<input type="checkbox"/>		<b>Hotel stay at Hilton</b> 09-Jul-2019 Payment Method: ACCOMMODATION Pay Employee	DRAFT 305.00	🗑️ 1	Edit	🔄

6 Continue to add expenses until they have all been recorded for your trip.

If everything is OK, press the  button on the top left of the screen.

The status will change to 'Budget Approval assigned to xxx'

**Newcastle Research Trip** <

000817 | Expenses Document | Budget Approval assigned to 8002

### 3 Foreign Currency Expenses

If you have expenses in foreign currency, record the details as above but then select the relevant currency from the **Currency Code** drop down menu.

The screenshot shows a dropdown menu titled 'Currency Code \*' with 'EUR' selected. Below the menu, three options are 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.

The screenshot shows a form with two fields. The first field is 'Currency Code \*' with a dropdown menu showing 'EUR'. The second field is 'Exch Rate \*' with the value '1.1158' entered.

If this rate differs from the rate you obtained the currency, for example at a bureau de change, you can amend the rate as long as you attach to the expense line documentation showing the exchange rate you received.

Also attach the receipt in currency for the expense.

Exchange Rate – for other currencies

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

The screenshot shows a form with two fields. The first field is 'Currency Code \*' with a dropdown menu showing 'MWK (Malawian Kwacha)'. The second field is 'Exch Rate \*' with the value '0' entered.

Enter the rate you obtained when buying the relevant currency and attach supporting documentation to the line.


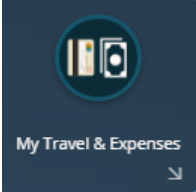
Also attach the receipt in currency for the expense.

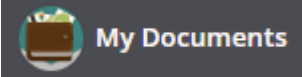
Request Total (Base)	<ul style="list-style-type: none"> <li>If you altered the Currency Code from GBP, the Request Total (Base) field displays the calculated amount that you will be reimbursed in GBP. In the example the claimant will receive £107.55 for an expense of €120.00</li> </ul>
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Currency Code *	
EUR (The Euro)	
Exch Rate *	
0.900000	
Request Total	Request Total (Base)
100.00	111.11

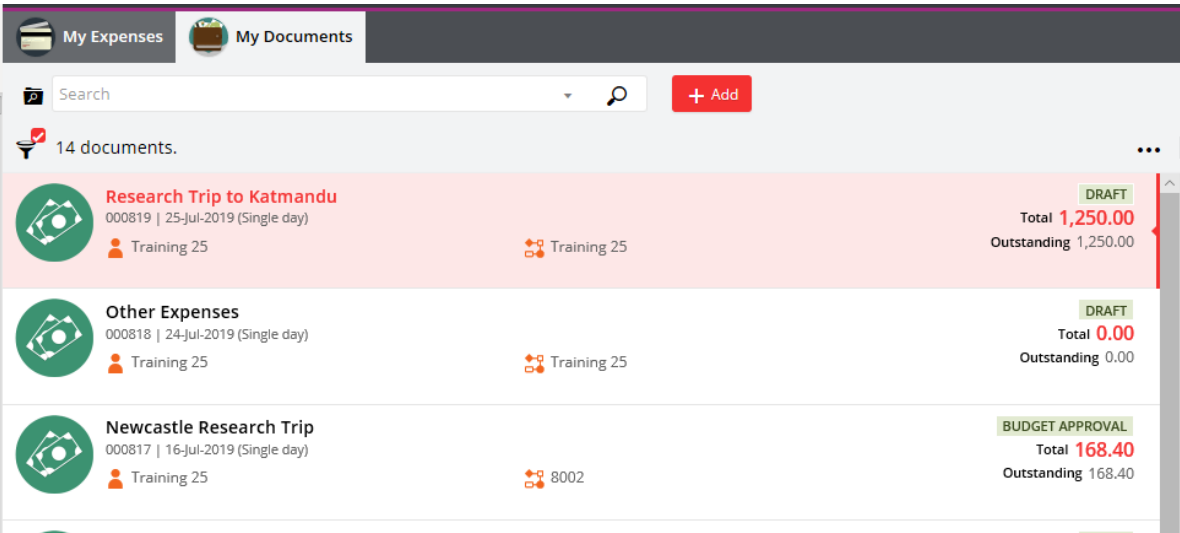
## 4 Submitting an Expenses Document for Approval

If you have not submitted your expense document immediately after adding expense types, as shown in 2.4 paragraph 6 above, you will need to retrieve the document to submit it for approval.

<p>1. Login to OneFinance</p> <p>In the Home page click on the <b>My</b> tab in roles bar at the bottom left of the screen</p> 	<p>2. Click on the <b>My Travel &amp; Expenses</b> function tile</p>  <p>The <b>My Travel &amp; Expenses</b> page opens</p>
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<p>3. At the top of the page, click on the <b>My Documents</b> tab</p> 
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Your list of documents is shown.




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

The screenshot shows a document card for "Research Trip to Katmandu" with ID 000819, dated 25-Jul-2019 (Single day). It is categorized as "Training 25" and is in "DRAFT" status. The total amount is 1,250.00, with an outstanding amount of 1,250.00.


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


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

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


- A message is briefly displayed and informs that your claim has been submitted to an Approval Pool.

SAVED AND 1 INFORMATION MESSAGE

 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.

- 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 to Katmandu** 

000819 | Expenses Document | Budget Approval assigned to 8025

- The approver is notified by email to review and approve this transaction.

If there is more than one budget holder required to approve the claim, it will be routed to them in sequence. The claim will be paid after it has been approved by all of the authorisers; you will be notified by email.