

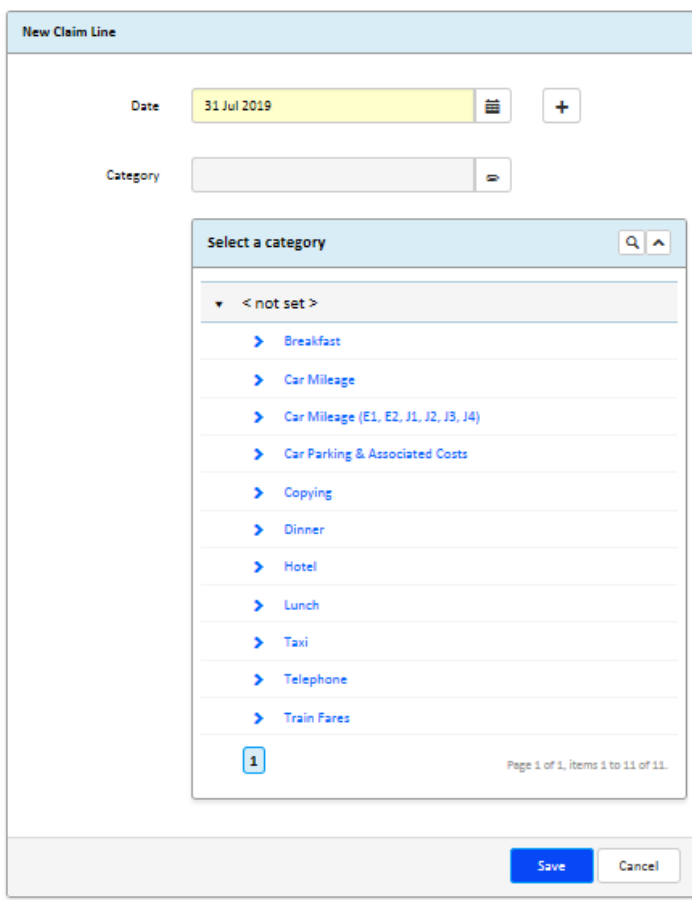
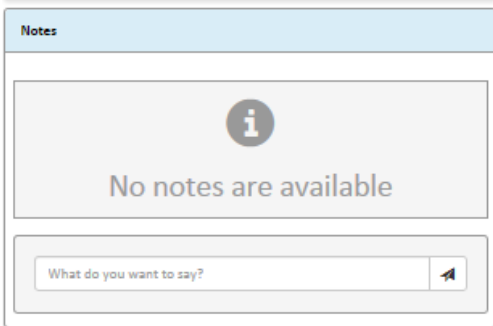
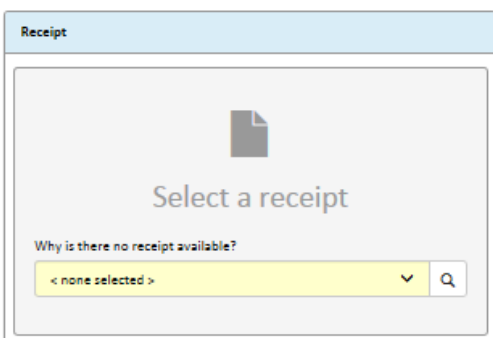
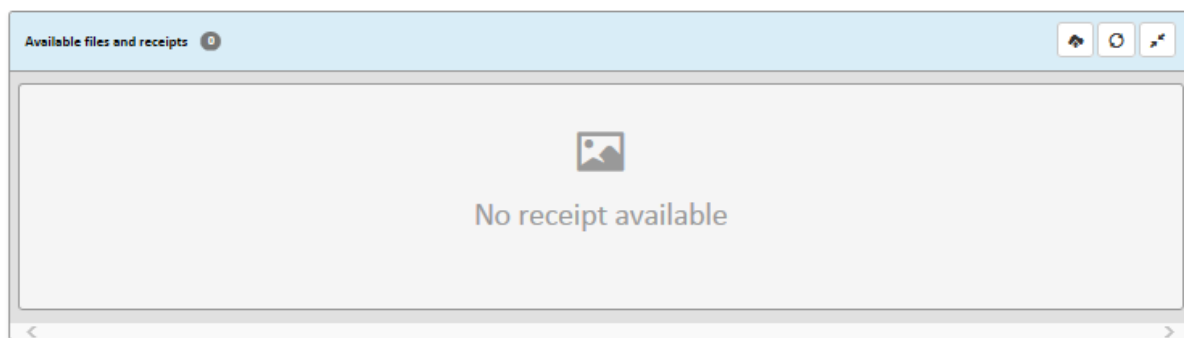
My Expenses Online

How to make a claim – Suspense code

Overview	Pages
<p>Claim reference ID MEO13195</p> <p>Current status Draft</p> <p>Created on 14 Oct 2019</p> <p>Created by Sarah Cheese</p> <p>Purpose of claim <input type="text" value="London Spring conference 24/04/19"/></p>	<ul style="list-style-type: none">OverviewClaim lines (1)AttachmentsNotesHistory

[Add a claim line](#)

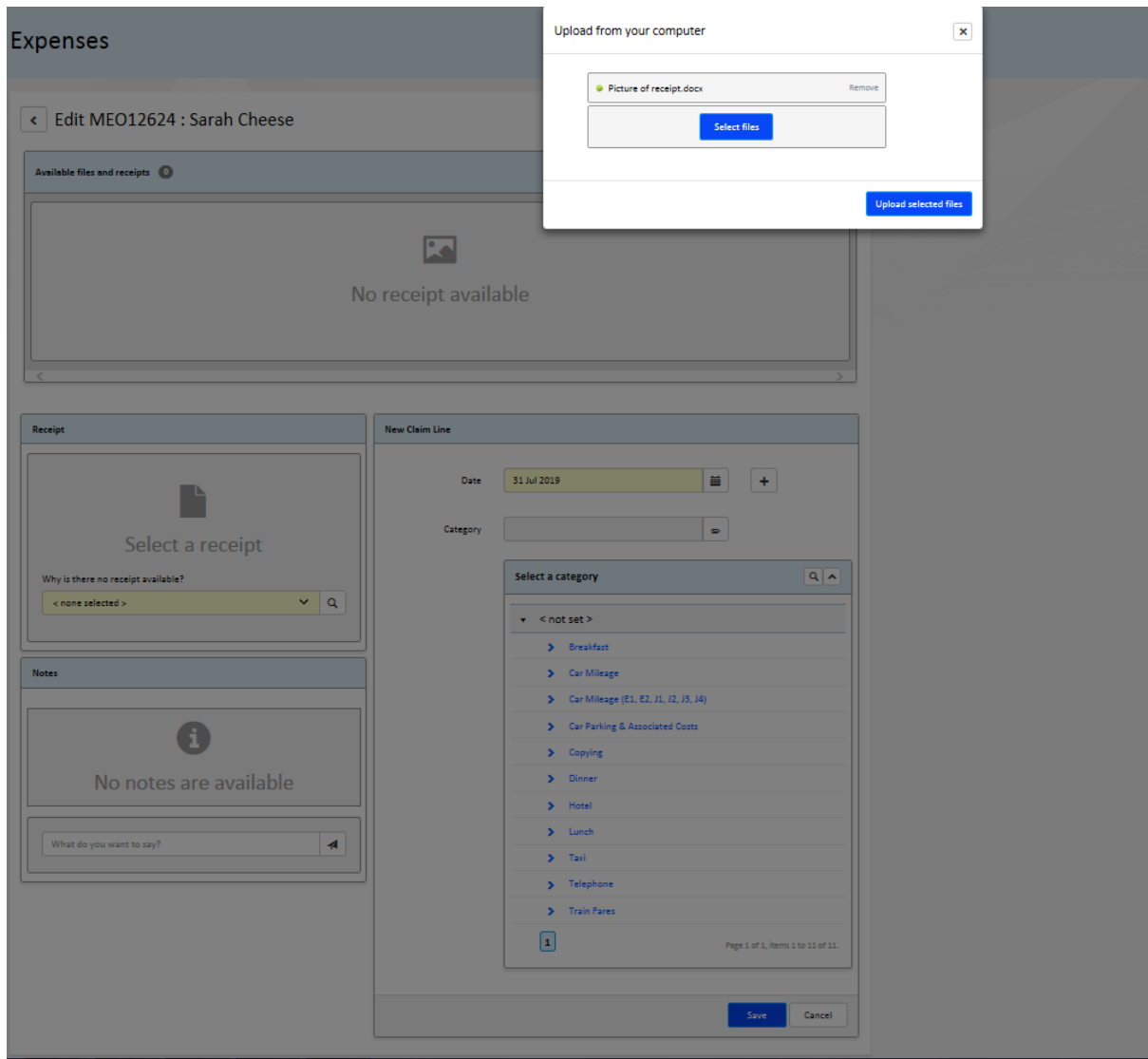
Please enter the purpose of the claim, e.g. London Spring conference 24/04/19. Then click "Add a claim line"






The date in the "New Claim Line" field, should be the date of the meeting/review/event that you attended.


Select one category expense e.g. Breakfast, Taxi etc.

Add either a photo or scan of your receipt, by clicking on the "Upload a file icon" 



Upload the file picture.


Available files and receipts   



No receipt available


Receipt

Picture of receipt...
31 Jul 2019
Receipt available and attached




DOC



Notes





No notes are available

What do you want to say? 



New Claim Line


Date: 31 Jul 2019  



Category: Breakfast 


 **ADVISORY LIMIT**
You should not claim more than £ 10.00 per person for this claim

Transaction


Country: United Kingdom  

Total amount: £ GBP 

VAT rate: Zero Rate  



VAT amount: £ GBP 

Additional people





Information



Description:




Cost centre: Please select a cost centre  


Reference:

Enter the amount that you are claiming. Please do not amend the VAT rate, the system will automatically amend the VAT.

← Edit MEO13195 : Sarah Cheese Submit  


Available files and receipts   





No receipt available


Receipt

Picture of receipt...
Receipt available and attached ✕


W


Notes





No notes are available

↗


New Claim Line


Date  +


Category 

 **ADVISORY LIMIT**
You should not claim more than £ 25.00 per person for this claim

Transaction

Country 

Total amount 


VAT rate 



VAT amount

Additional people

Information

Description

Cost centre 

Reference  


Suspense CCQ: QN-LD

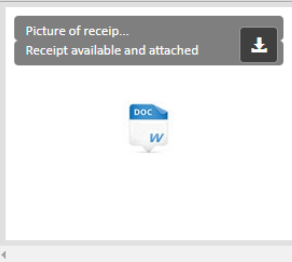
Now select your "Cost centre" & press "Save"



If you are unsure of the cost centre, please select the College department that relates to your expense claim: "SUSPENSE *Department name*"

Claim lines Group Sort



▼ This week - week beginning Mon 14 Oct 2019

Picture of receipt...
Receipt available and attached 



Expenses  






Mon 14 Oct 2019 **£ 10.00**
Dinner VAT: £ 0.00
- Fully reclaimable
Cost Centre: Suspense CCQ: QN-LD

 Add a note
 View additional information

1 Page 1 of 1, items 1 to 1 of 1.

£ 10.00

[Add a claim line](#)

- Pages
-  Overview
 -  Claim lines (1)
 -  Attachments
 -  Notes
 -  History

You can now go on to add multiple claim lines for the same event & date. Please select “Add a claim”

Once you have uploaded all the expenses and receipts, please press “SUBMIT”

Claim authorisers

The list below are the authorisers that are available to process your expense claim.

All authorisers that will be asked to view your claim are shown below, including where the claim has been escalated due to authorisation limits.

▼ SUSPENSE CCQI QN-LD - step 1 (1 authoriser required)

Amy Colwill	authorising 1 line	Add
Harriet Clarke	authorising 1 line	Add
Leyla Golparvar	authorising 1 line	Add

Terms and Conditions

Please Read and Confirm

By submitting this expense claim, I confirm that all details being claimed for are correct and an accurate reflection of the costs incurred through College business activity alone.

I confirm that all VAT figures have been correctly entered, and receipts that are required have been or will be sent for validation. I confirm that I have read the guidance notes before incurring expenditure.

[Submit](#)

Please "Add" one (1) manager that you wish your claim to be approved by. The College organiser should advise you beforehand which manager to choose. If unsure, please save your claim and contact your College organiser.

Submit ✕

Claim authorisers

The list below are the authorisers that are available to process your expense claim.
All authorisers that will be asked to view your claim are shown below, including where the claim has been escalated due to authorisation limits.

▼ SUSPENSE CCQI QN-LD - step 1 (1 authoriser required)

Amy Colwill	authorising 1 line	Remove
Harriet Clarke	authorising 1 line	Add
Leyla Golparvar	authorising 1 line	Add

Terms and Conditions

Please Read and Confirm

By submitting this expense claim, I confirm that all details being claimed for are correct and an accurate reflection of the costs incurred through College business activity alone.

I confirm that all VAT figures have been correctly entered, and receipts that are required have been or will be sent for validation. I confirm that I have read the guidance notes before incurring expenditure.

Submit

**Once you have added the authorising manager,
please submit the claim.**