




Create New Expenses Claim

Expenses

 New Expenses Claim	 Submitted Expenses	 My Account
Transactions	Enquiry	Personal

① When you are logged in, select 'New Expenses Claim'.

Expense Claim

Event Date:

Event:

Description:

② Date of travel or event (use the LAST expenses date if multiple events).

③ Select the event from the drop down list.
Select <Multi Event> if the claim relates to more than one event.
Select **General Expenses** if your event is not on the list.

Expense Details

④ Purpose of travel. i.e. the event name and date. When the event is selected the description will be populated

Event	Expense Type	Description	Cost Code
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No records...

New

⑤ Click "New" to add expense details in the pop up window as below:

Add a new expense line

Event	<input type="text" value="EU - External Affairs Dept"/>
Type	<input type="text" value="Please select an expense type"/>
Description	<input type="text"/>
Amount	<input type="text"/>

Ok Cancel

*Please note the event field is disabled as the event at the main page has been selected.

*Please repeat this if other types of expense are needed.

Additional Notes

Please provide RCP contact name in order to speed up processing






Please enter any additional information here

I agree with the terms and conditions

⑥ Attached digital copies of the receipts (BMP, PNG, JPEG, TIFF or PDF format)

Expenses

New Expense Options

				
New	Delete	Attach	Submit	Help

Activities

⑦ You can amend or delete the details entered before you submit the claim.
Click "Submit" once you are happy with all the details.

You will receive a notification email with a unique reference number for each claim submitted.

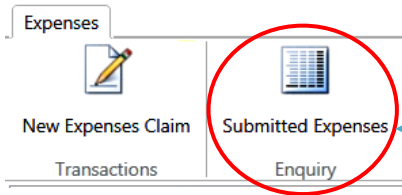
Expense Claim

Event Date	<input type="text" value="22/01/2015"/>	Created By	Test User
Event	<input type="text" value="EU - External Affairs Dept"/>	Created On	22/01/2015 15:56:13
Description	<input type="text" value="T User - EU - External Affairs Dept"/>		

Expense Details

	Event	Expense Type	Description	Amount
Edit Delete	EU - External Affairs Dept	Train	London to Birmingham	£40.00
Edit Delete	EU - External Affairs Dept	Taxis	Return to Station	£15.00
Edit Delete	EU - External Affairs Dept	Meals	Lunch	£10.00
New				£65.00

Submitted Expenses



⑧ Click “Submitted Expenses” to view all expense claims.

If the status of a claim is “Submitted”, you can edit or delete it.

	Document Date	Reference Number	Description	Amount	Submitted On	Status	Submitted To
Select	22/01/2015	TUser-20150218-1	T User - EU - External Affairs Dept	£65.00	22/01/2015	Submitted	Tom Grinyer
Select	17/12/2014	TUser-20141209-5	T User - General Expenses	£100.00	09/12/2014	Approved	Test Approver
Select	09/12/2014	TUser-20141209-3	T User - RCP Staff Eye Test	£50.00	09/12/2014	Processed	Test Approver 1
Select	09/12/2014	TUser-20141209-4	T User - External Affairs Travel & Meeting	£20.00	09/12/2014	Submitted	Test Approver
Select	02/12/2014	TUser-20141209-1	T User - NOS Conference	£10.00	09/12/2014	Approved	Test Approver
Select	30/11/2014	TUser-20141201-3	T User - 2014 Teach-ins	£40.00	01/12/2014	Paid	Test Approver
Select	30/11/2014	TUser-20141201-3	T User - Future Hospital Programme -External Affairs	£10.00	01/12/2014	Paid	Kieron Scott
Select	03/11/2014	TUser-20141209-2	T User - General Expenses	£50.00	09/12/2014	Submitted	Test Approver
Select	03/11/2014	TUser-20141201-1	T User - External Affairs Travel & Meeting	£43.50	01/12/2014	Processed	Test Approver

Status:

Submitted – ready for approval

Approved – ready for processing in the financial system

Rejected – needs your attention and must be resubmitted

Processed – submitted to the financial system for payment

Paid – paid by the finance department. You will be notified by email