THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

OneFinance

Travel and Expenses

Making an Expense Claim – Full Guide

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Last updated: 03 December 2019

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.

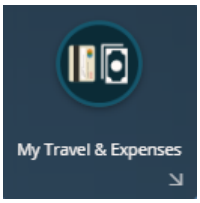
1 Making an Expense Claim

1.1 Getting Started

1. Login to OneFinance at https://lse.t1cloud.com

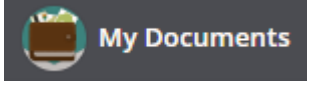
2. In the Home page click on the **My** tab in the roles bar at the bottom left of the screen

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



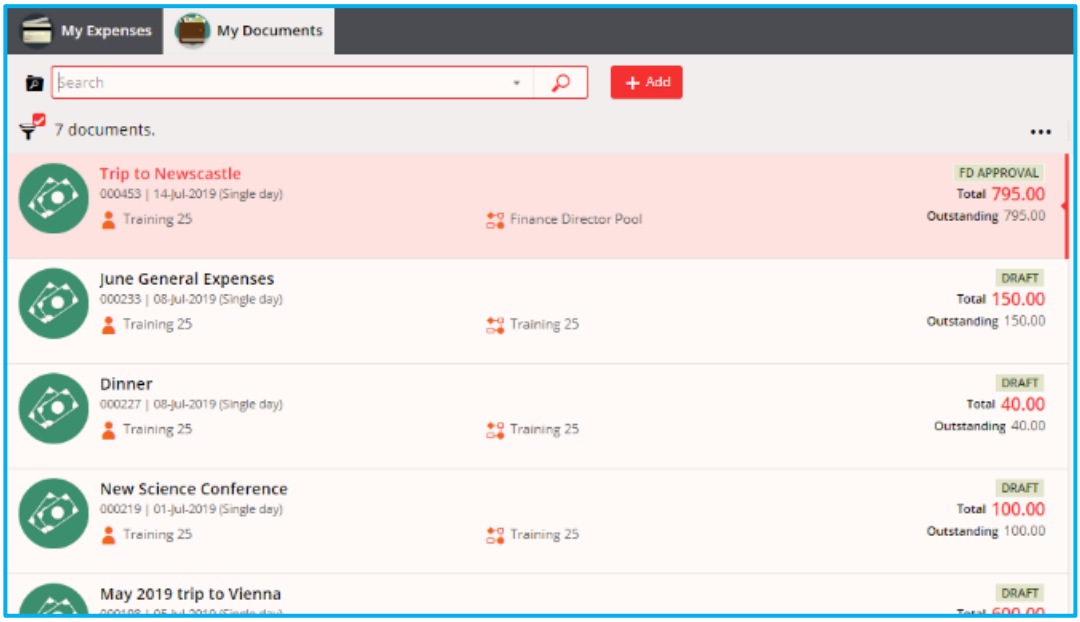
The **My Travel & Expenses** function opens

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



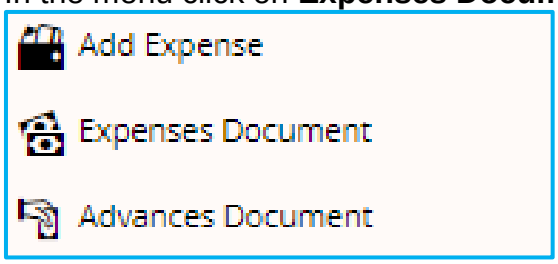
A list of any previously created documents will appear

If you want to start from the My Expenses tab instead, please see Section 10. This is useful for capturing expenses and receipts on the go, for adding to a claim later.

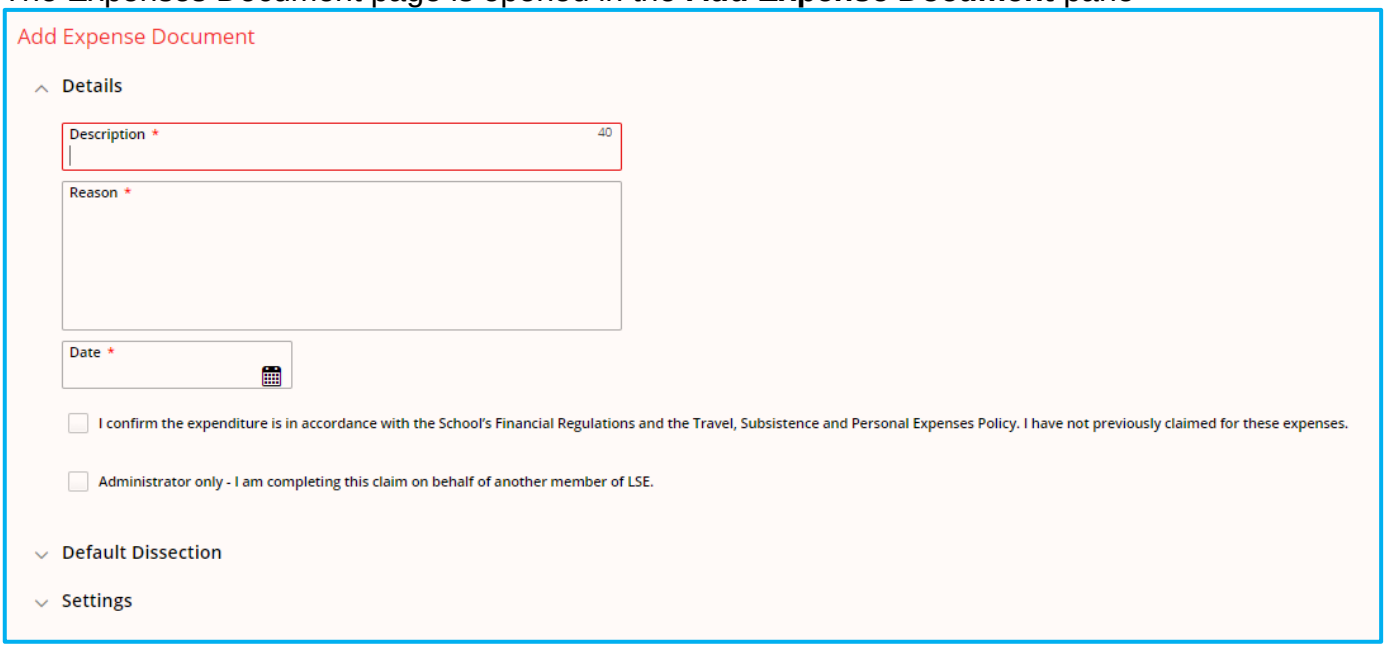


5. Click on the button next to the **Search** field at the top of the page to create a new expenses document

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

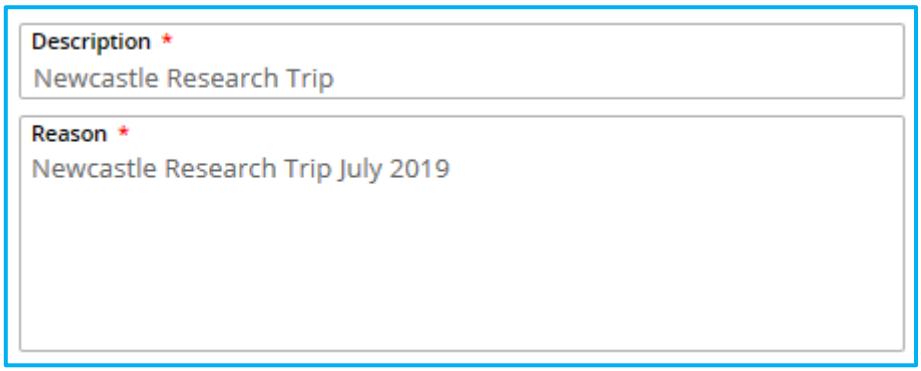


The Expenses Document page is opened in the **Add Expense Document** pane

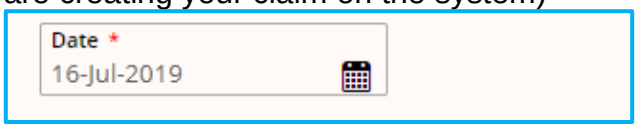


7. Enter a meaningful **Description** for the document, eg. Newcastle Research Trip

   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



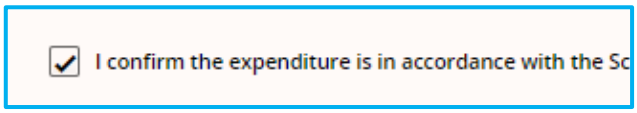
8. Click on the calendar icon in the **Date** field and select the current date (ie. the date that you are creating your claim on the system)



1.2 Is the claim for you or a colleague?

The claim is mine:

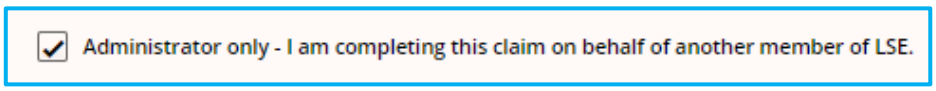
9. If you are making the claim for yourself, click the checkbox next to the statement 'I confirm the expenditure is in accordance with the School's Financial Regulations and the Travel, Subsistence and Personal Expenses Policy. I have not previously claimed for these expenses'.

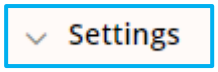


This confirms that the expenditure is valid School business expenditure, in accordance with the Travel, Subsistence and Personal Expenses Policy and Procedures.

The claim is not mine:

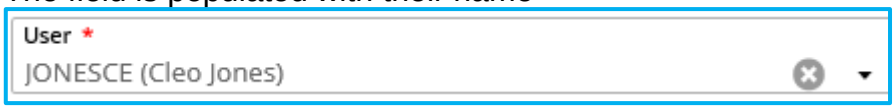
10. If you are making the claim on behalf of someone else, click the checkbox next to the statement 'Administrator only - I am completing this claim on behalf of another member of LSE'. Once the claim is submitted, this will trigger an email to the claimant to confirm the same statement in 9 (see page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



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

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 field is populated with their name



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.

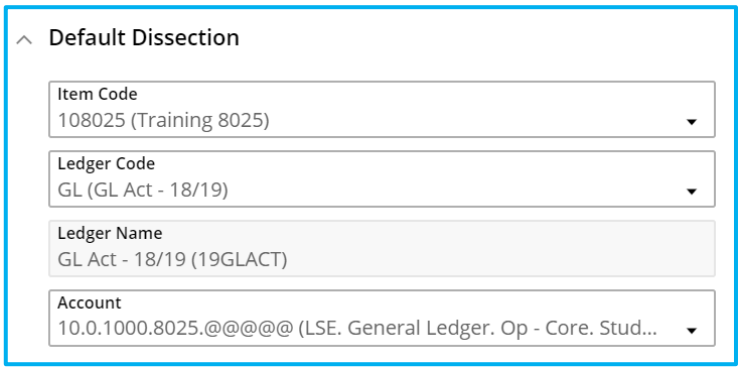
You can change the cost centre to be charged for the entire Document using the **Default Dissection** section. You can also do this at a later point for individual expense lines, if you wish to charge different items within the claim to different cost centres (See section **6 - Changing the Cost Centre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

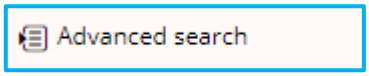
12. Click on the

link and the section opens

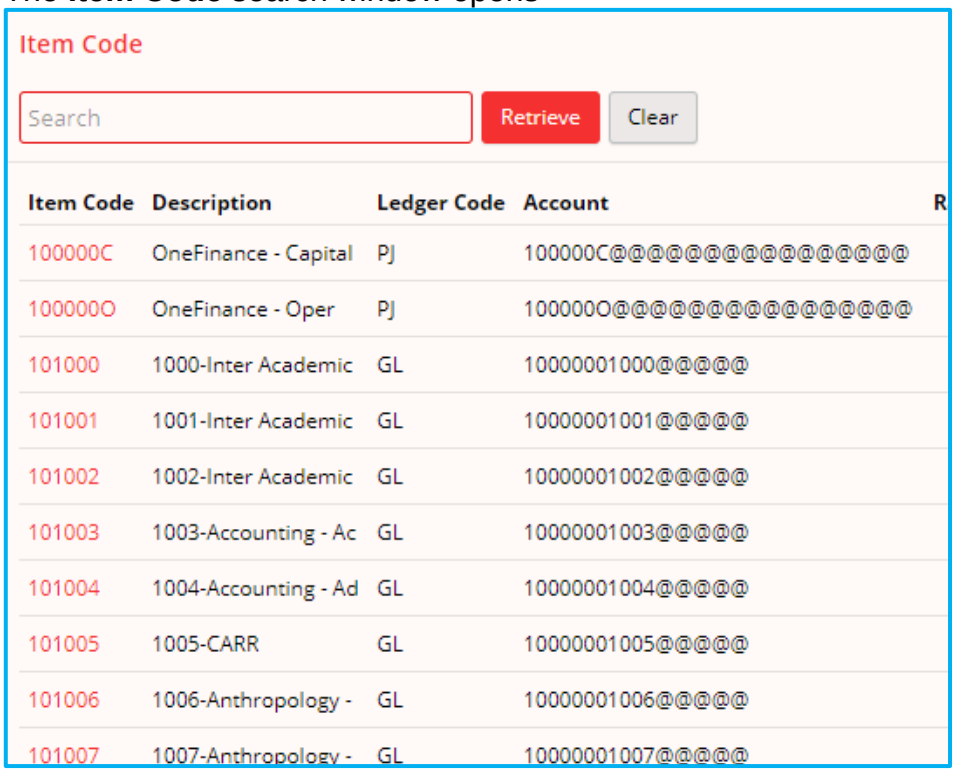


13. To change the **Item Code**, i.e. the cost centre, click on the down arrow in the field

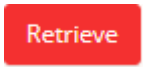
14. Click on the **Advanced Search** link



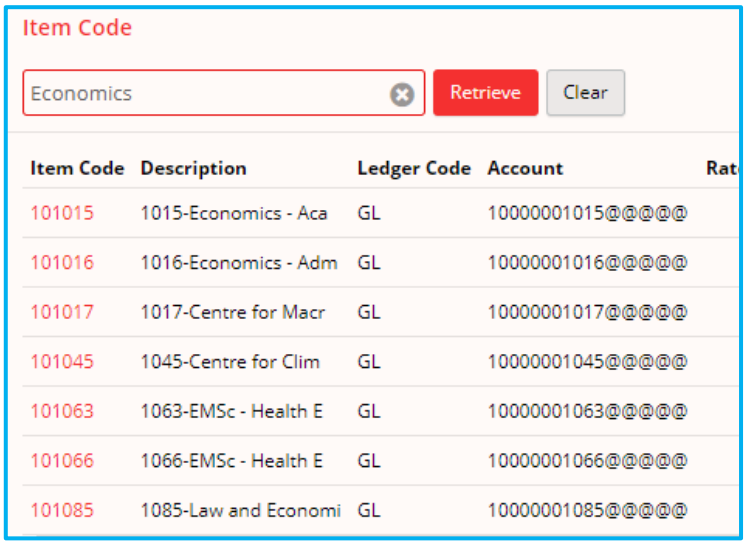
The **Item Code** search window opens



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

16. Click on the 

button and a list of matching results is displayed



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

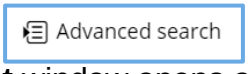
18. To change the **Ledger Code**, click on the down arrow in the field. Travel and Expense claims will be charged to either the General Ledger (GL) or the Project Ledger (PJ). Whichever you select will determine the options to select from in the **Account** field.

    The list of ledger code opens

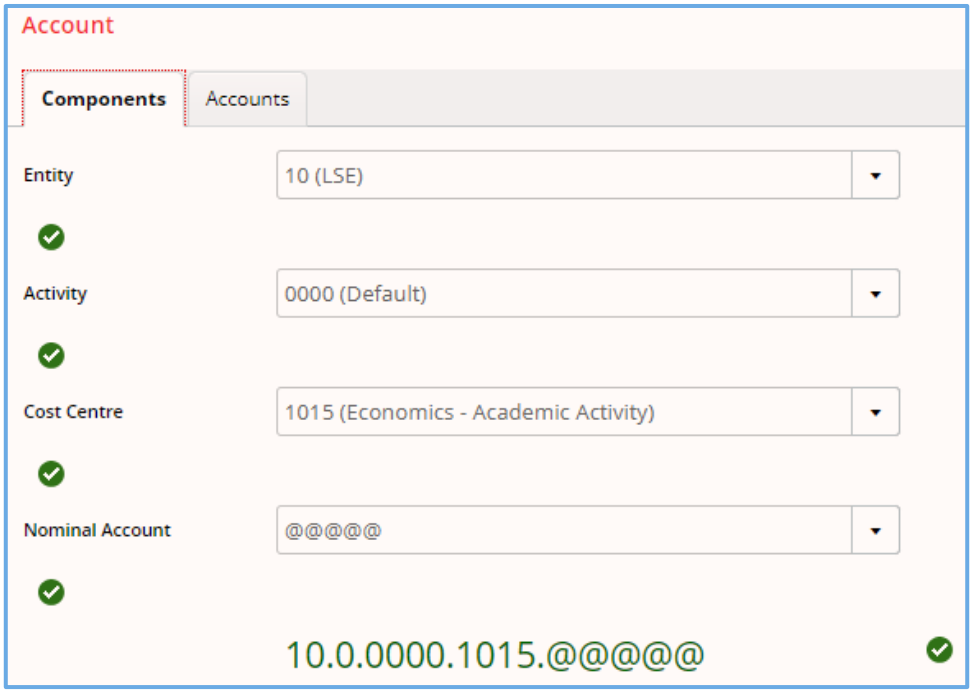
Ledger	Ledger Name	Description
GL	19GLACT	GL Act - 18/19
P1	AP10	AP - LSE
PC	PC	Purchase Card
PJ	19PJACT	PJ Act - 18/19
R1	AR10	AR - LSE

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 

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

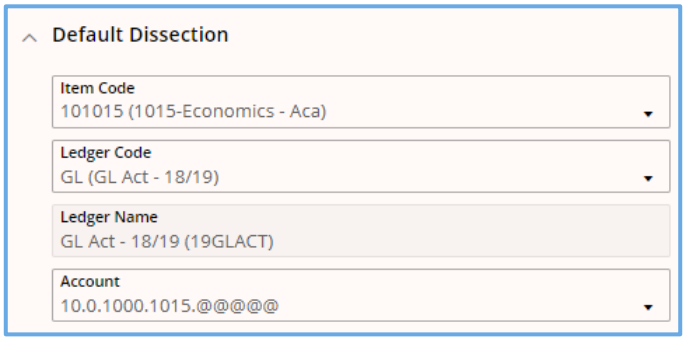


22. To update the **Entity**, click on the down arrow in the field and select the appropriate option

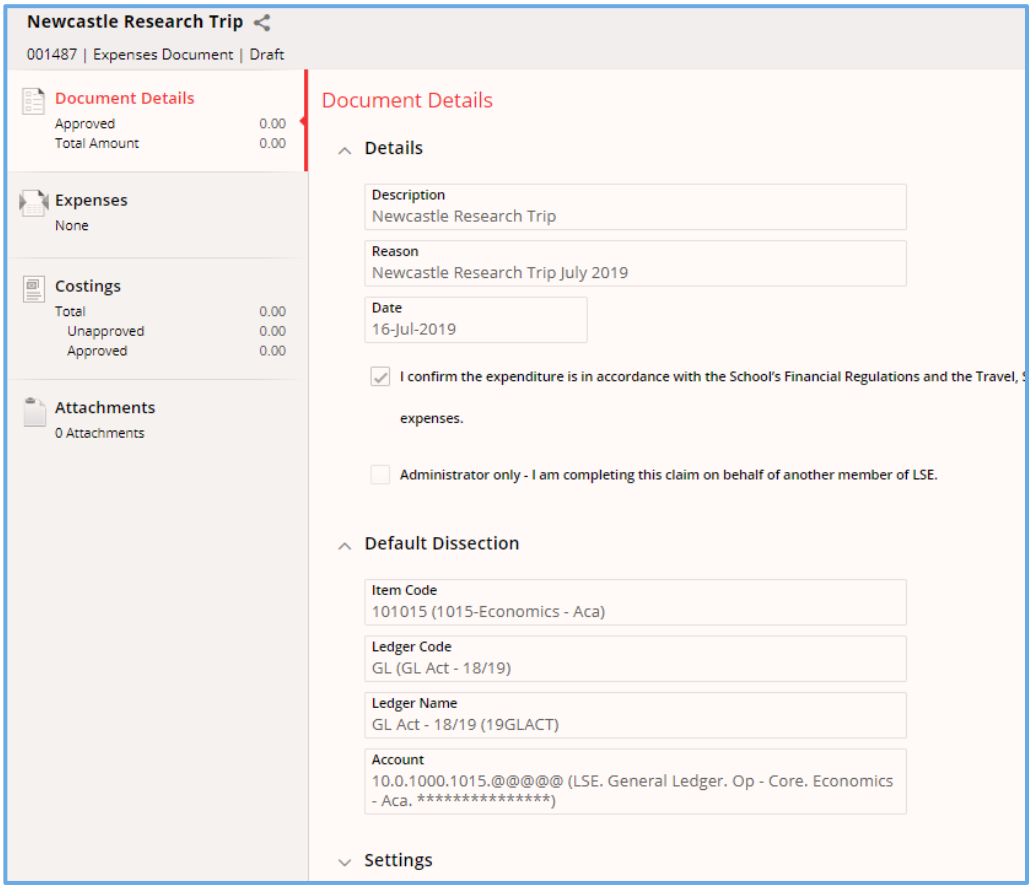
23. To update the **Activity**, click on the down arrow in the field and select the appropriate option

- **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



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



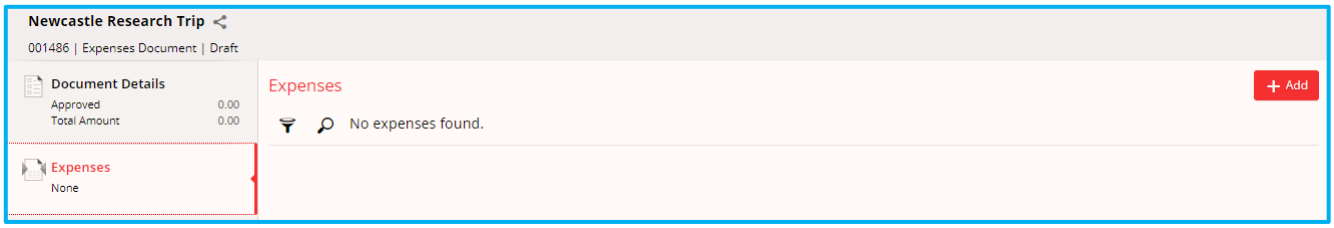
25. Click on the

button

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

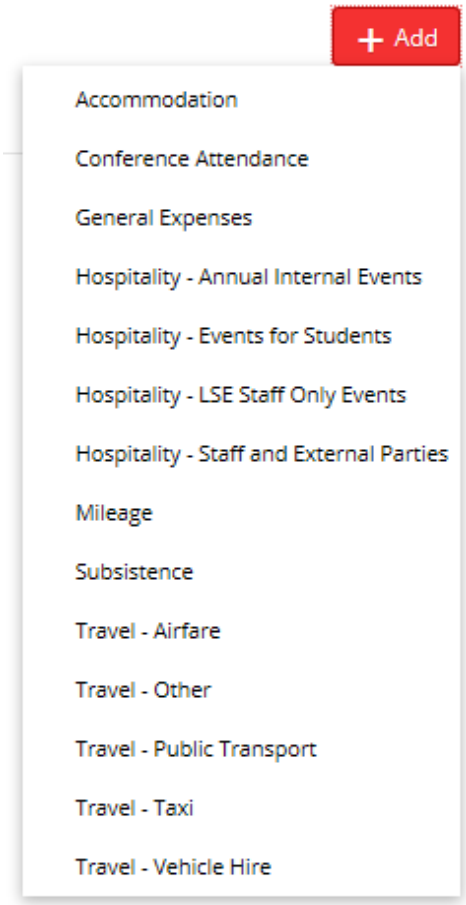
2 Adding Expense Lines to a Document

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



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

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



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.

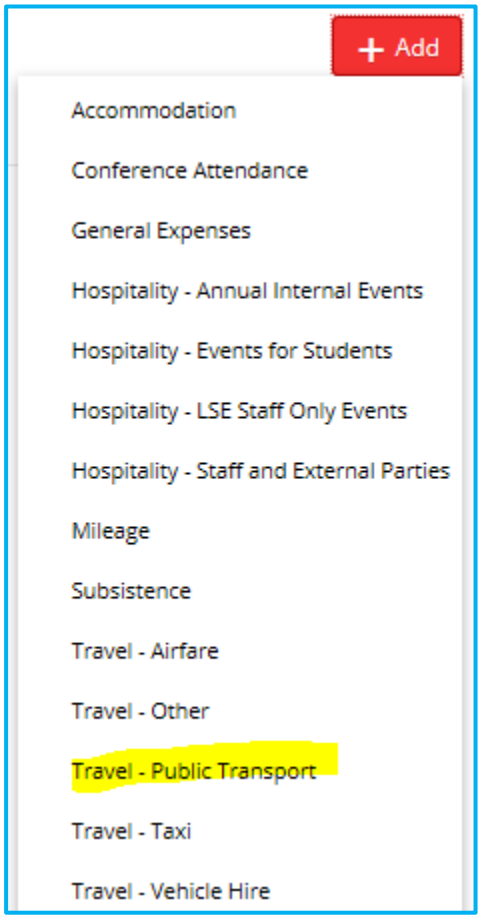
*Denotes a mandatory field which must be completed before the expense can be saved/submitted

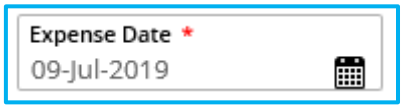
In some cases, information is required for sustainability monitoring and compliance with both HMRC rules and the Travel, Subsistence and Personal Expenses Policy and Procedures

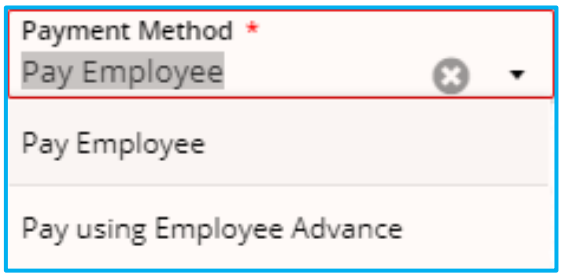
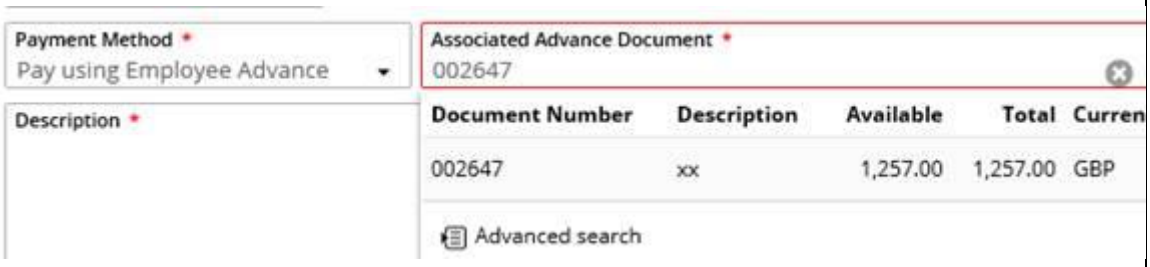
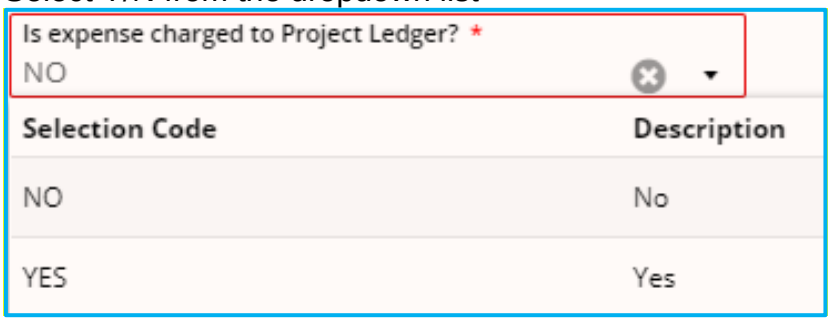
2.1 Public Transport Expense

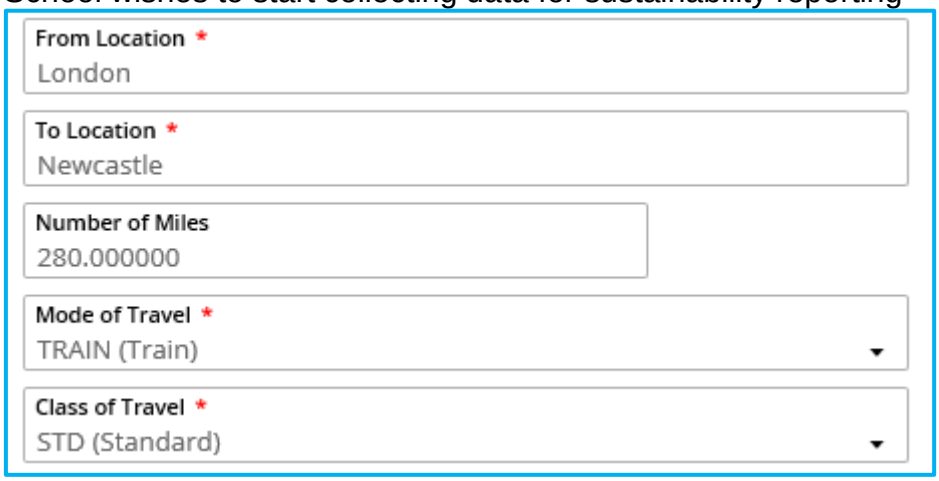
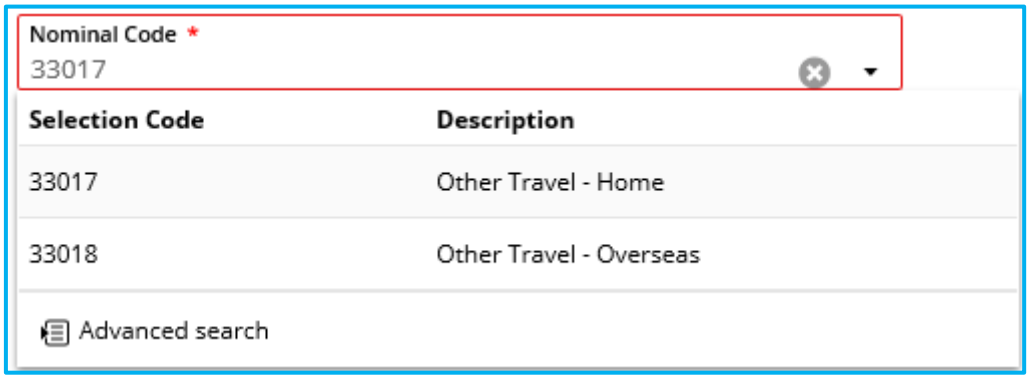
Consideration should be given to paragraphs 52 to 54 of the Travel, Subsistence and Personal Expenses Policy and Procedures before incurring this type of expenditure.

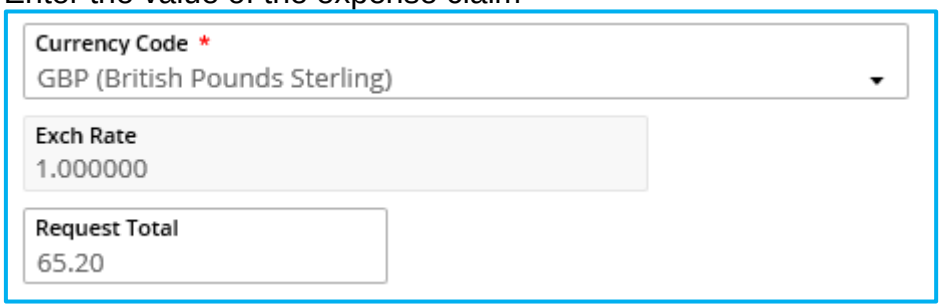
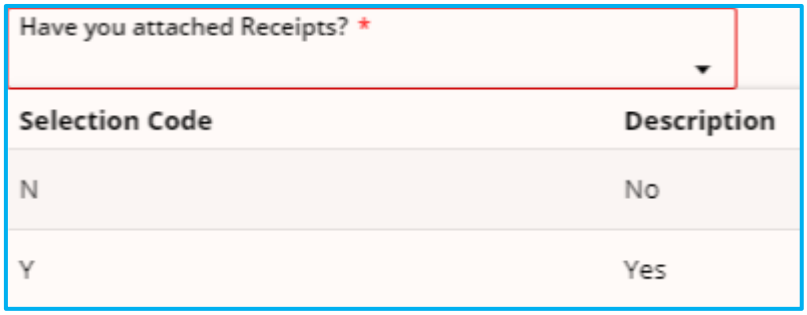
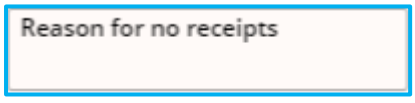
- In this example an expense line for a train journey to Newcastle for a research trip is being added to an expenses document
- In the expense types list, click on **Travel – Public Transport**



Field	Value
Expense Date*	• Click on the calendar in the date field  Select the date when the expenditure was incurred, ideally to match the date on the receipt or documentation

Payment Method*	• By default the field is set to “Pay Employee” to indicate that the employee should be reimbursed for the expenses.  • 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.  For more information on cash advances, please see the companion guide Requesting a Cash Advance
Is expense charged to Project Ledger?*	• Select Y/N from the dropdown list  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) Y should be selected whenever an academic staff member wishes to charge expenditure to a personal research allowance.

Description *	• Enter details of the expense eg. Train to Newcastle
Public Transport Details	• Add the details as requested – the number of miles is an optional field but the School wishes to start collecting data for sustainability reporting 
Nominal Code (previously known as expense code)	• Select either Home or Overseas Travel 

Request Total	• The default currency is GBP, and guidance on foreign currency expenditure can be found in section **3 - Foreign Currency Expenses** • Enter the value of the expense claim 
Optional Notes	• If desired insert additional notes to support the expense claim
Have you attached Receipts?*	• Select an option from the dropdown list, eg. “Yes”  If you select Yes, you must ensure you have attached supporting evidence to the particular expense (see 2.2. below).
Reason for no receipts	• Click into the field and enter a reason if you do not have a receipt  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.

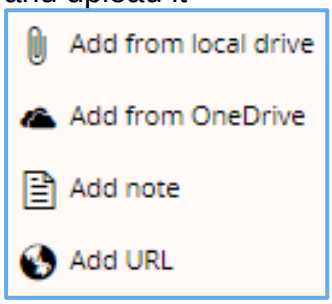
2.2 Attaching Receipts and Documentation

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

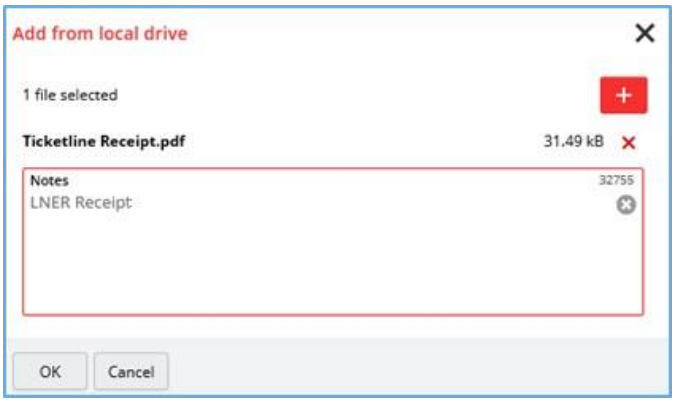
2. To attach a receipt, scroll to the **Attachments** section at the bottom of the expense screen to upload it. **You should not attach supporting evidence using the Attachments pane in My Documents as this will cause an error.**

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

   click on the Add 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

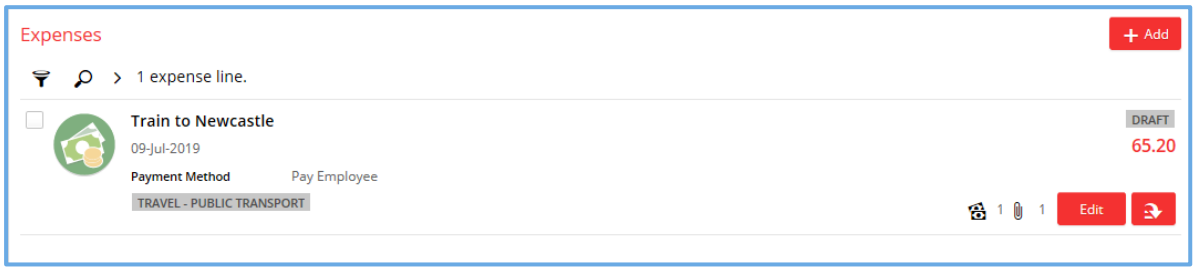


5. Click on the OK button

6. If applicable click on the Add 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 Save button
   The expense line is displayed in a 'card view'. The paperclip icon shows that documents have been successfully added.



9. To continue adding expense lines click on the + Add 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**

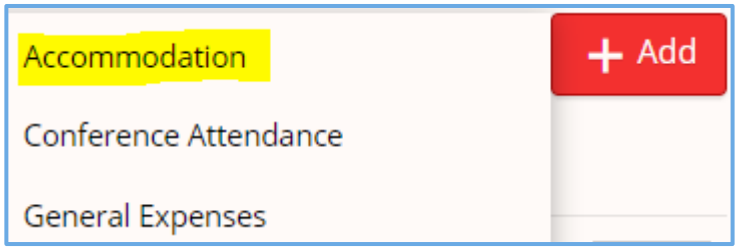
2.3 Accommodation Expense

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

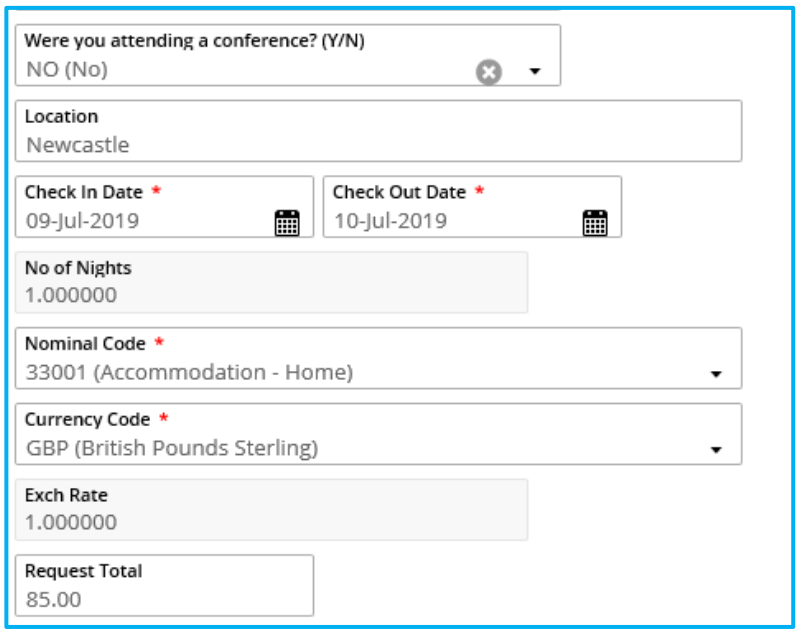
1. To continue adding expense lines to a document, in this case a hotel bill, click on the + Add button

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



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

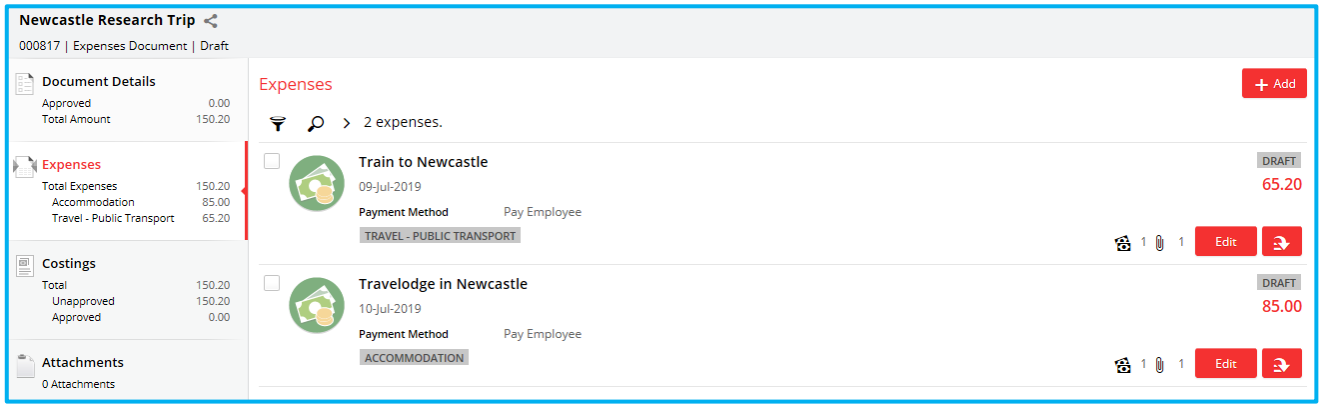
4. Complete the specific fields for hotel expenses like the example shown below. Select the correct **Nominal Code** and enter the **Request Total** i.e. the cost of the hotel bill



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 Save 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



7. To continue adding expense lines click on the + Add 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

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.

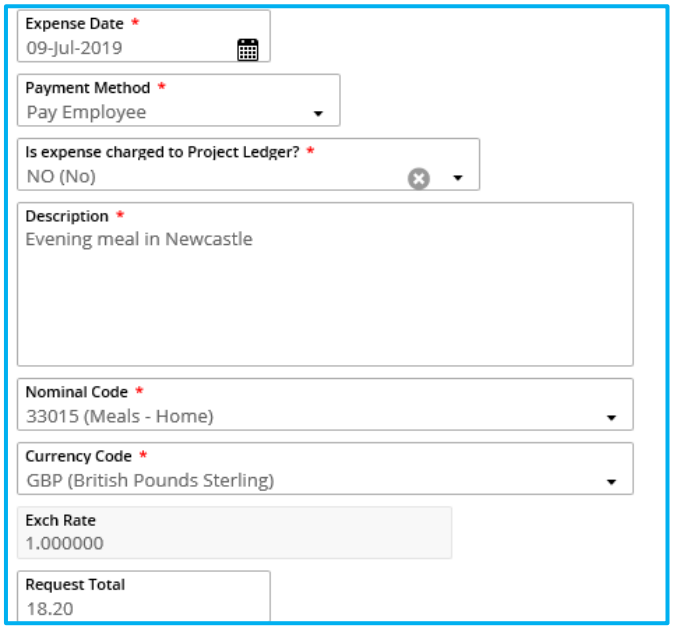
In this example an expense line for an evening meal in Newcastle for a research trip is being added to the expenses document

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

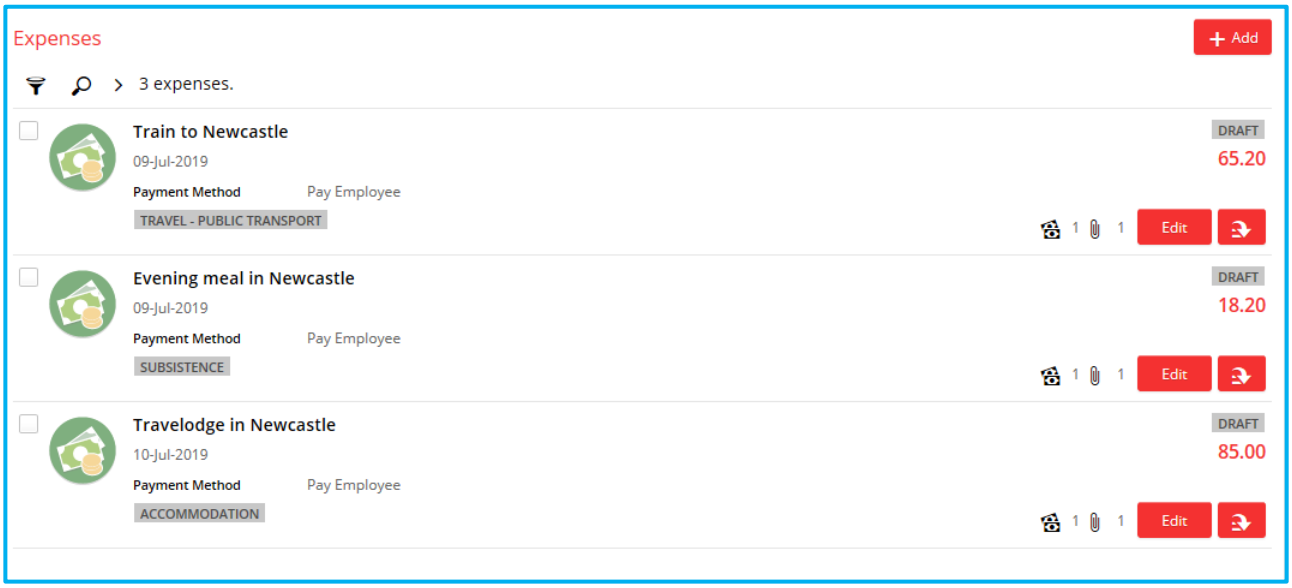
4. Complete the specific fields for subsistence like the example shown below. Select the correct **Nominal Code** and enter the **Request Total** ie. the cost of the meal



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 Save 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



7. To continue adding expense lines click on the + Add 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

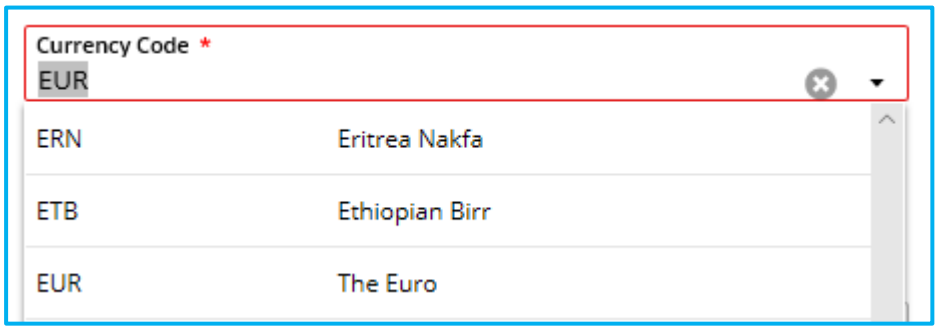
8. To submit the final expense document, see section **8 – Submitting an Expenses Document for Approval** for details

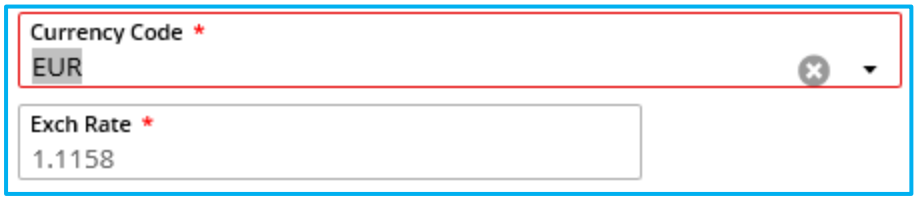
2.5 Other Available Expense Types

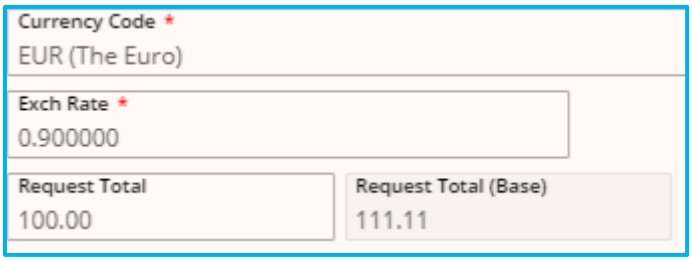
Further expense type options and information about each of them can be found in the **Appendix**.

3 Foreign Currency Expenses

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



Exchange Rate – major currencies	• Exchange rates for major currencies are held within OneFinance and so will populate the Exch Rate field.  • 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. • 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	• 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. • Please ensure you **redact** any confidential information such as the bank account or credit card numbers before attaching the document. • Also attach the original expense receipt or supporting documentation
Request Total (Base)	• 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 

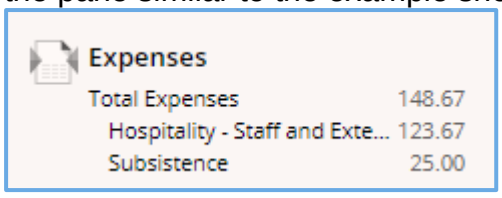
4 Editing an Expense Line

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

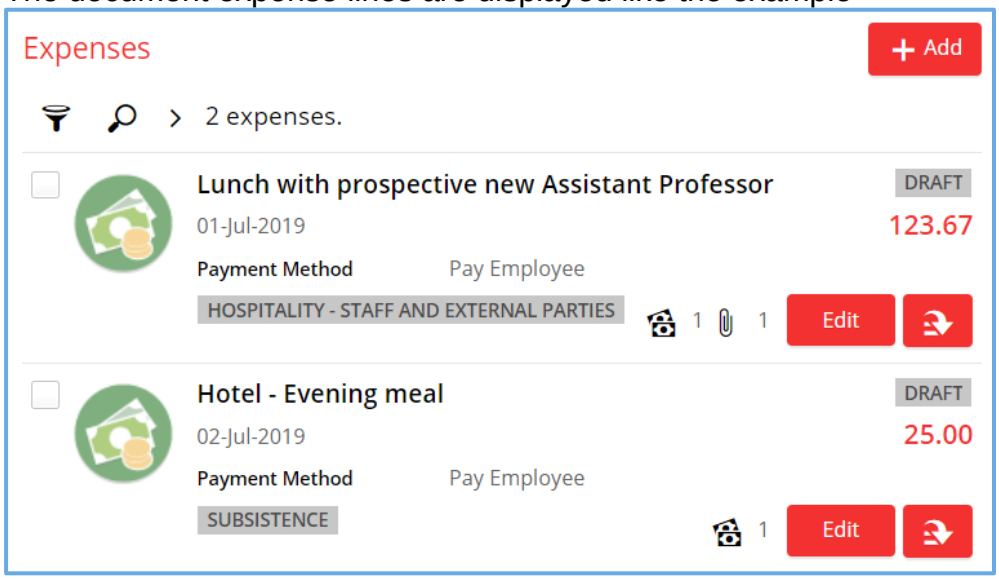
1. If applicable, open your My Travel & Expenses document list and click on the relevant **Document** name

2. Click on the View 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



   The document expense lines are displayed like the example



4. Click on the Edit 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

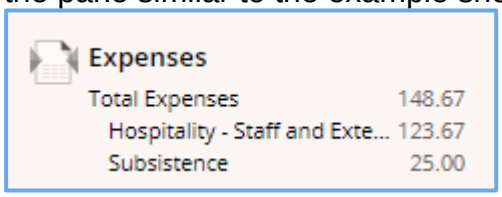
6. Click the Save button

5 Deleting an Expense Line

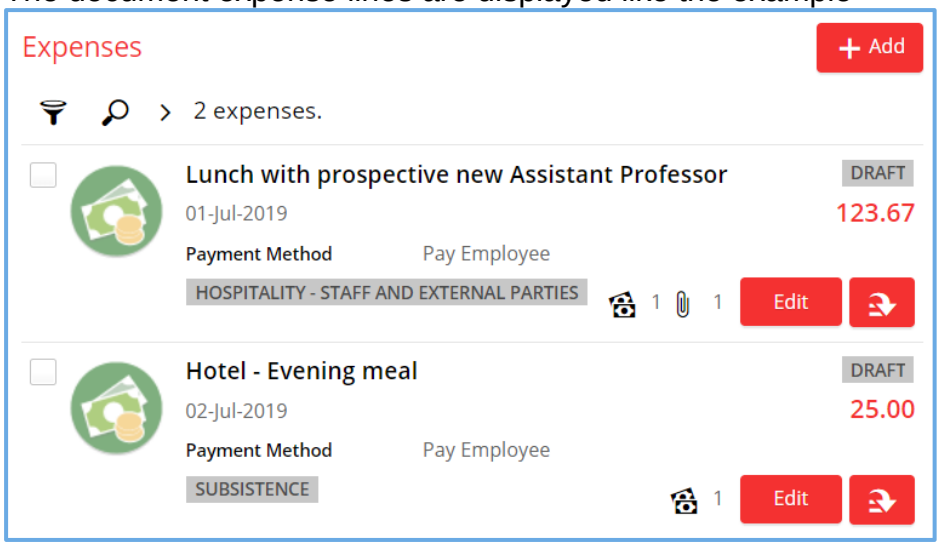
1. If applicable, open your My Travel & Expenses document list and click on the relevant **Document** name

2. Click on the View 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



   The document expense lines are displayed like the example



4. Click on the button next to the expense line that you want to delete

5. Click on **Delete** in the menu

   The expense line is removed from the document

6. Click the Save 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

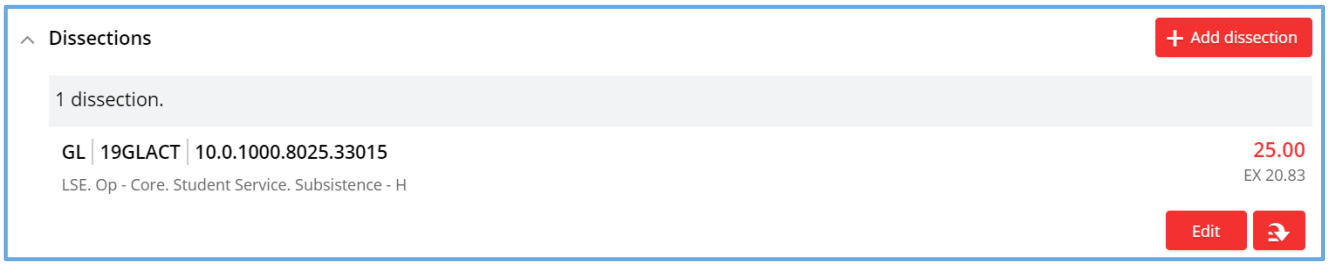
2. Click on the View button on the right hand side
   The expenses document is opened

3. Click on the **Expenses** pane

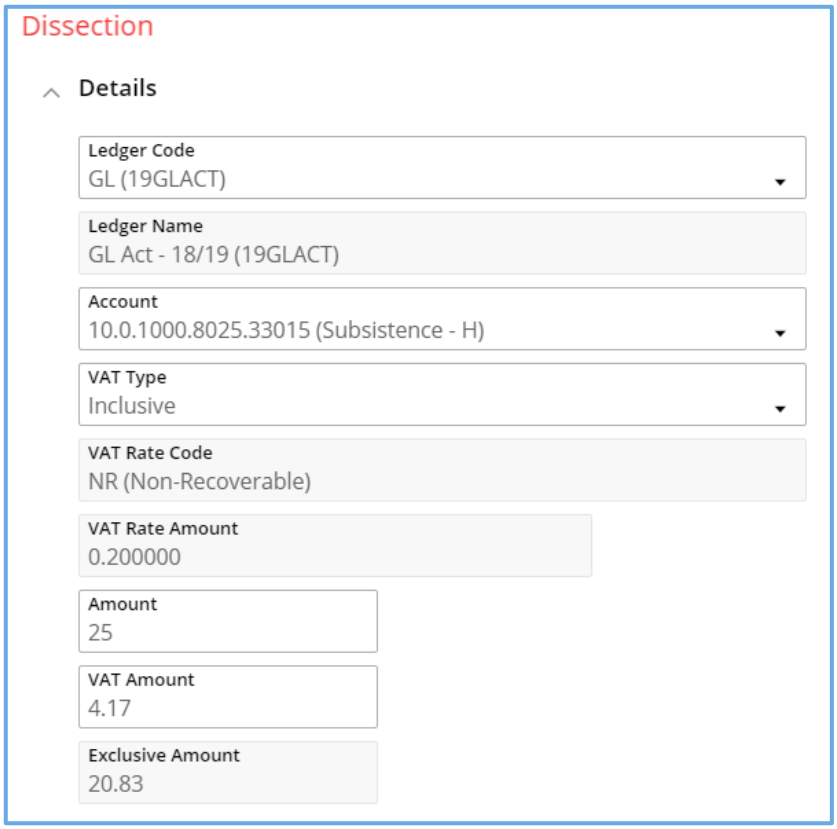
   The document expense lines are opened

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

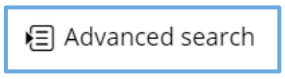
5. Scroll to the **Dissections** section and click on the Edit button



The expense line dissection form opens

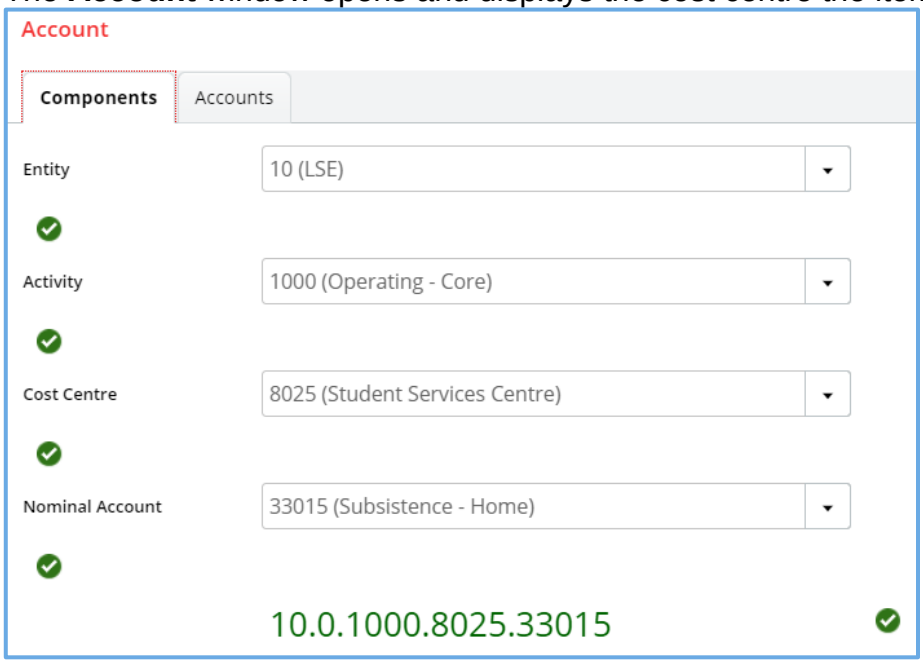


6. Click on the down arrow in the **Account** field

7. Click on the 

link

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



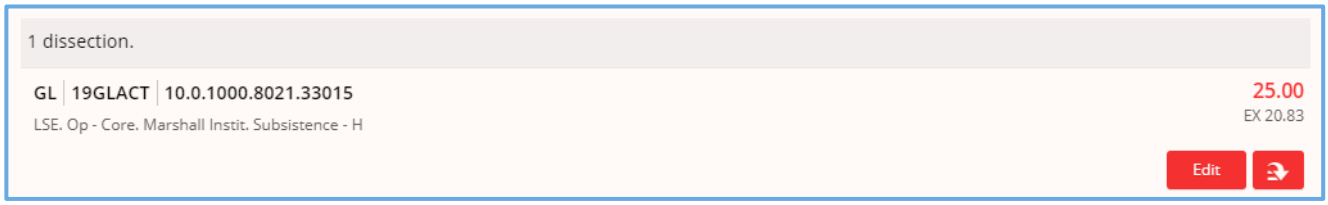
8. Update the applicable fields in the **Entity**, **Activity** and **Cost Centre** fields to amend the account code:

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

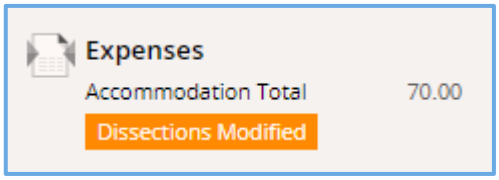
Note: The **Nominal Account** code remains the same as this is linked to the type of expense. **You must not change the nominal account code in this section. The nominal can only be changed in the Nominal field within the drop down list in the expense entry**

9. Click on the OK button

10. Click on the Save button
The cost is changed from “Student Services” to the “Marshall Institute” in this example



11. Click on the Save button
The expense line is displayed in card view with the text ‘Dissections Modified’ in the Expenses pane



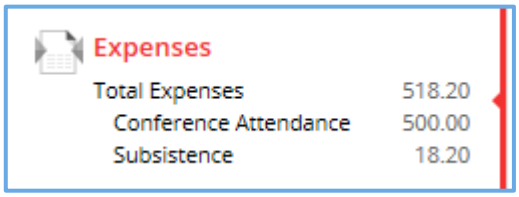
7 Splitting Expense Lines between Multiple Cost Centres

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.

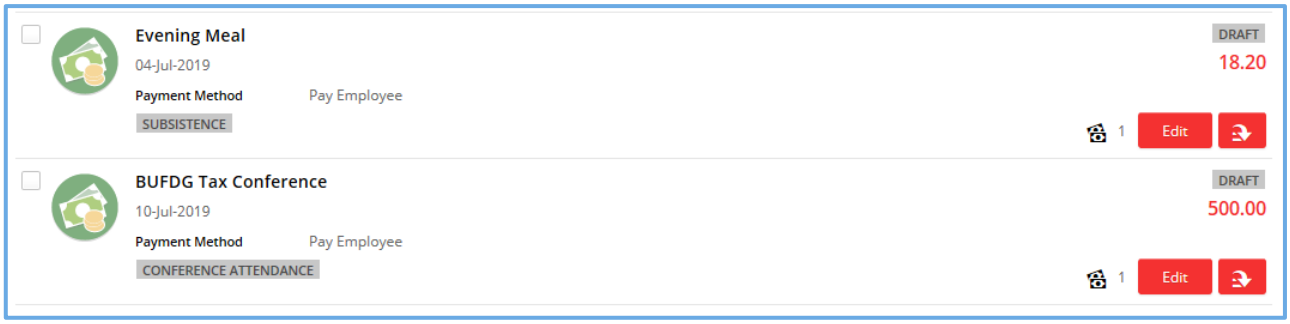
1. Open your My Travel & Expenses document list and click on the relevant **Document** name

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

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



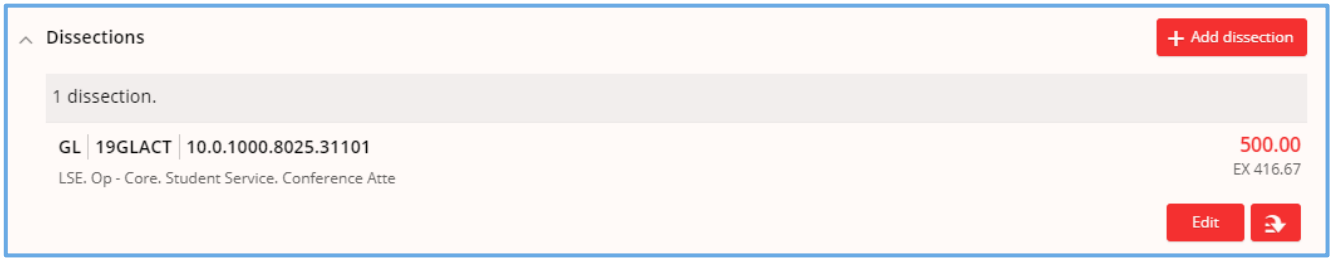
   The document expense lines are opened like the example below



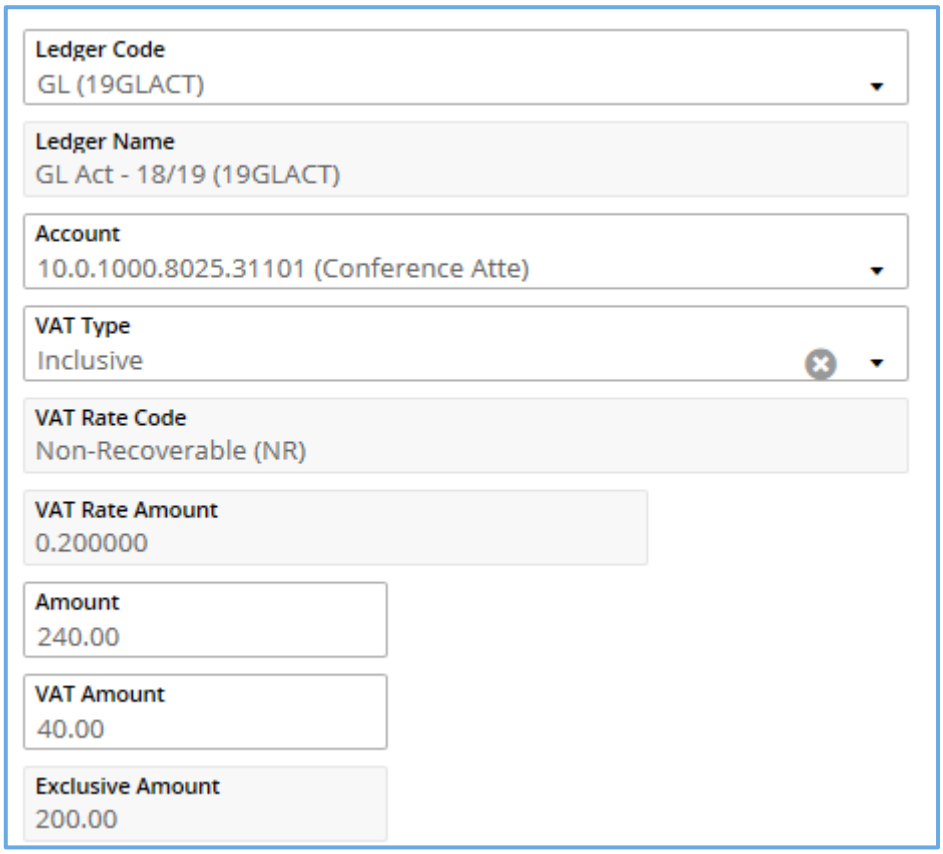
4. Add the expense line if it has not been entered (see section 2 Adding Expense Lines to a Document) and ensure the line is saved as it cannot be split on the initial data entry

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

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

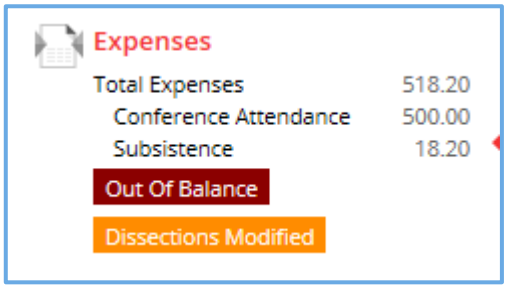


7. Add the value to be charged to the original account number in the **Amount** field. The original cost centre is the code selected for the Document in section **1.3 - Selecting the Account (Cost Centre) to be Charged**. No part of the claim needs to be charged to the original cost centre if that applies



8. Click the Save 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.

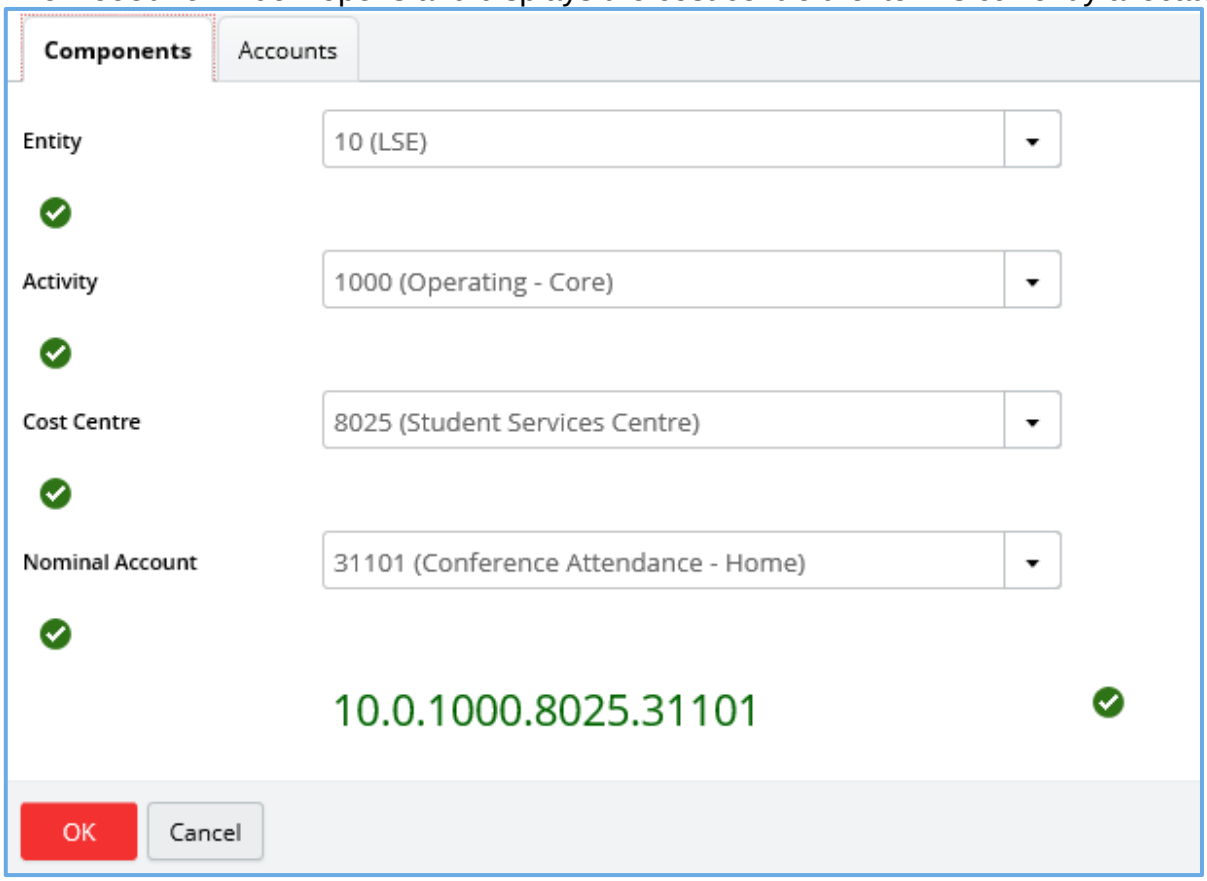


9. To add the next dissection click on the + Add dissection button in the **Dissections** section

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

11. Click on the Advanced search link

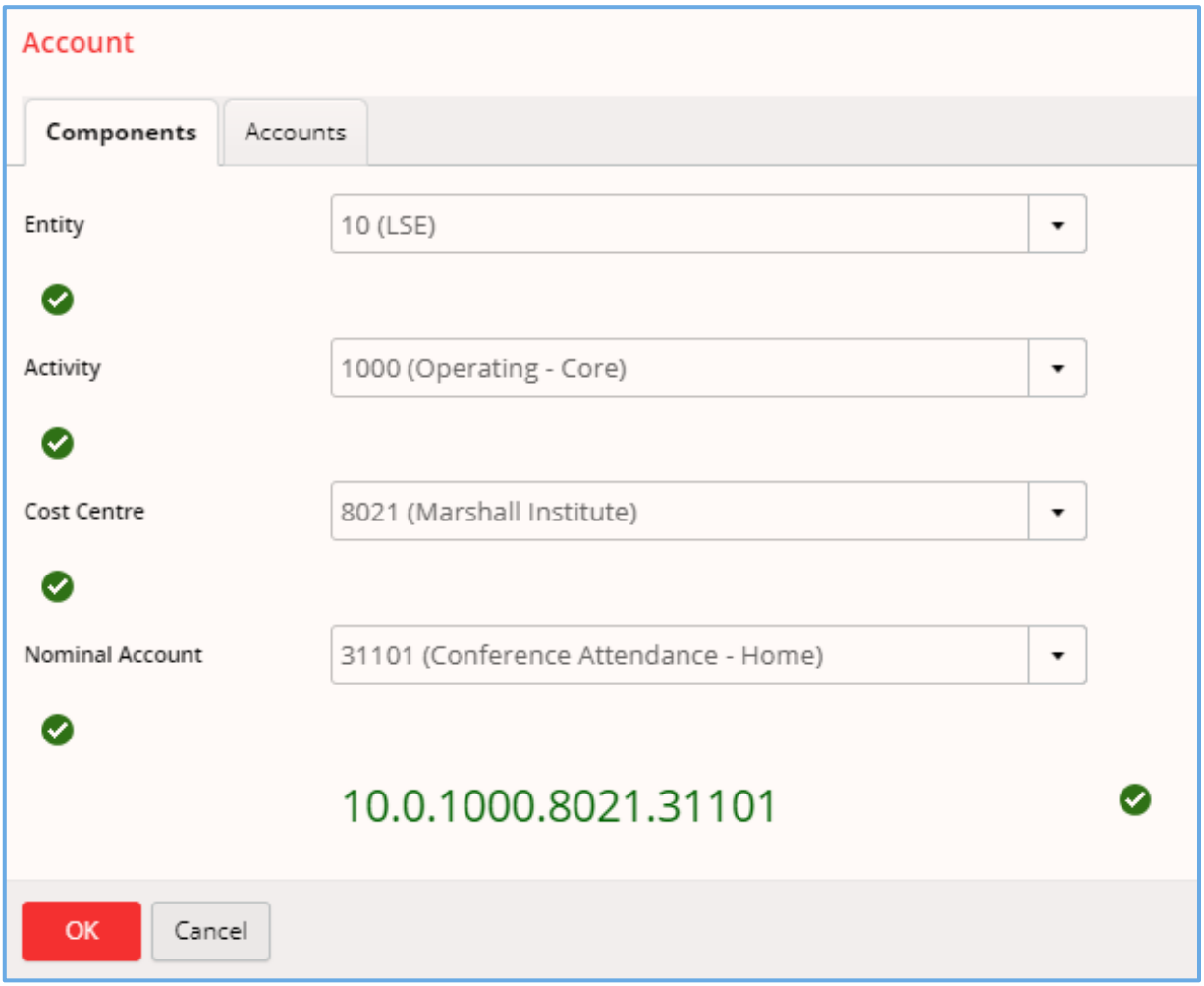
The **Account** window opens and displays the cost centre the item is currently allocated to



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.

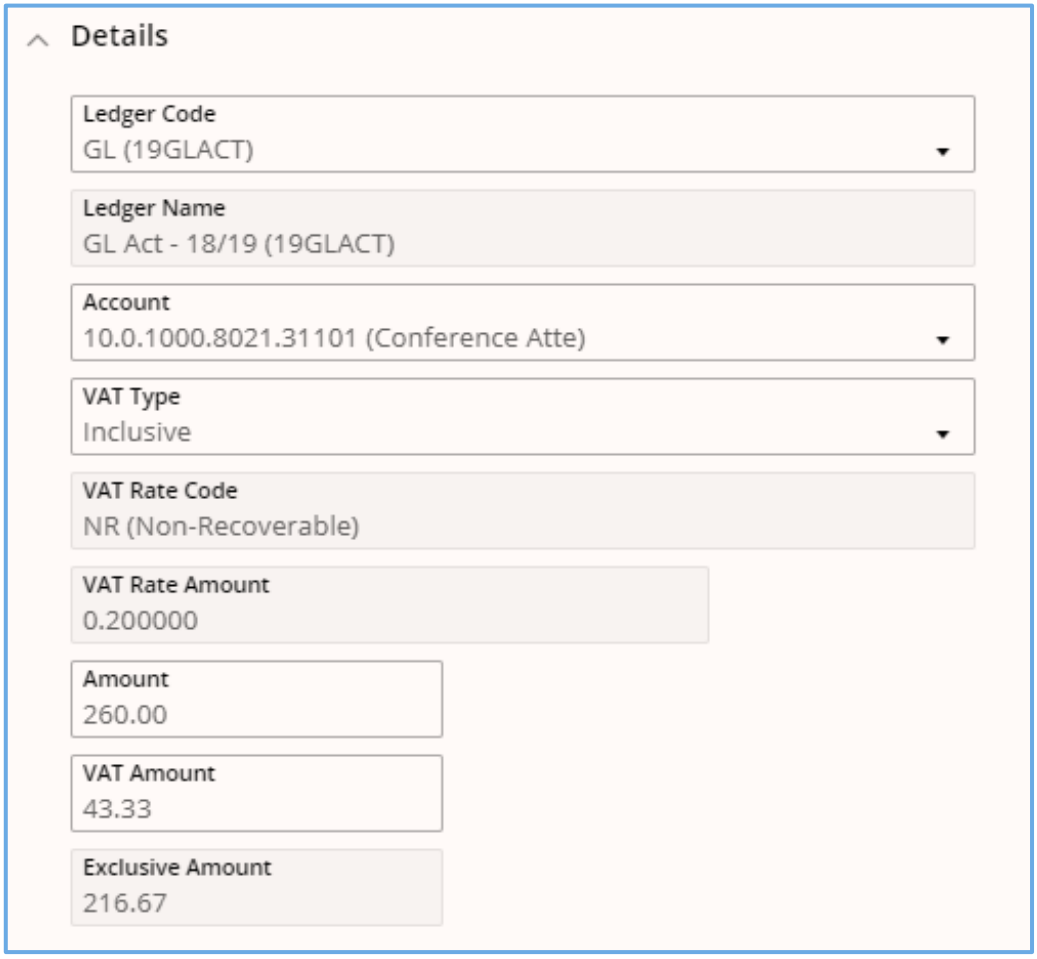
    In the example the cost is split between the original cost centre “Student Services” and another cost centre, “Marshall Institute”



13. Click on the

button

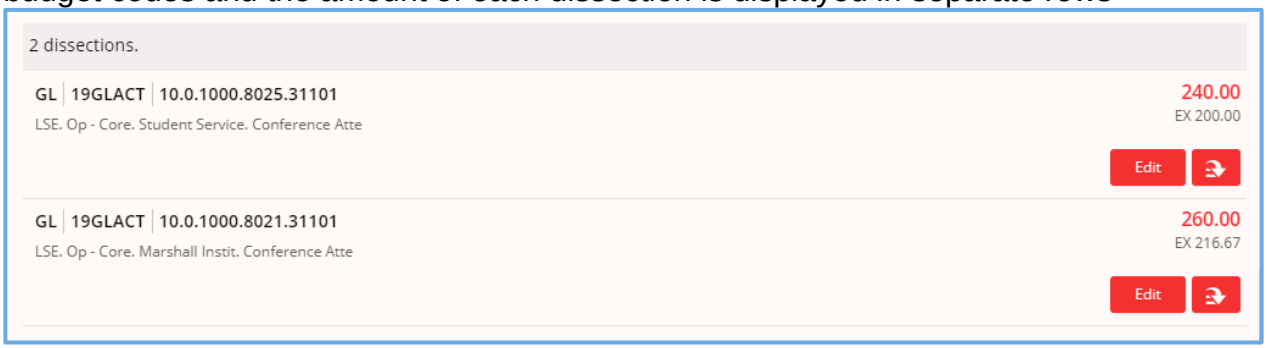
The **Dissections summary** form is displayed and the **Account** field is populated with the new budget code similar to the example shown



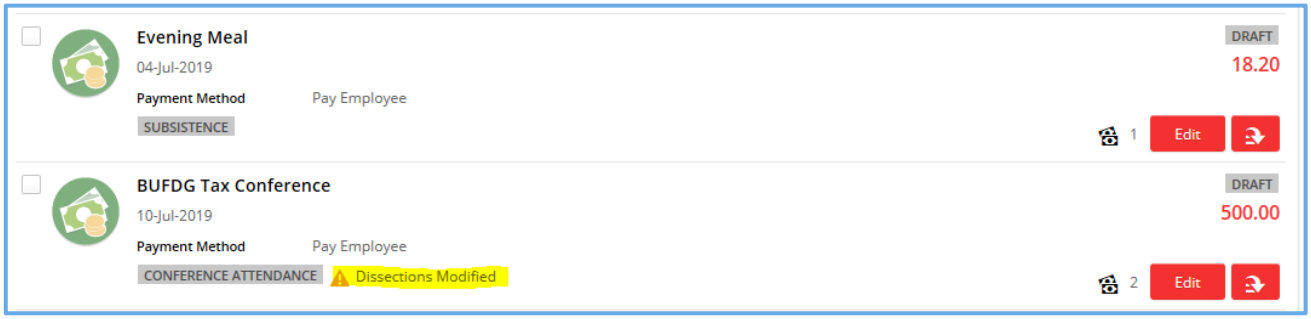
The **Amount** field is automatically calculated to balance the total of the expense line claim which equates to £260.00 in this instance. This can be amended if there is a further dissection to complete

14. Click on the Save button

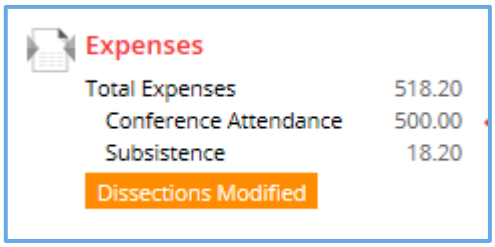
In the Dissections section you see that the expense line is now split between the two different budget codes and the amount of each dissection is displayed in separate rows



15. Click the Save button
    The expense line is displayed in card view with an amber warning triangle and the text 'Dissections Modified'

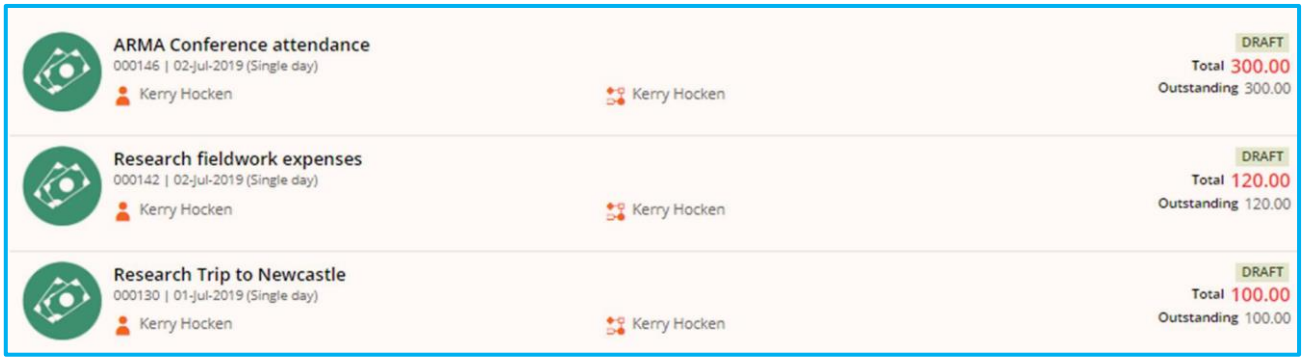


The Expenses pane will also show the 'Dissections Modified' warning. However the 'Out of Balance' warning has gone so the claim can be submitted for approval.

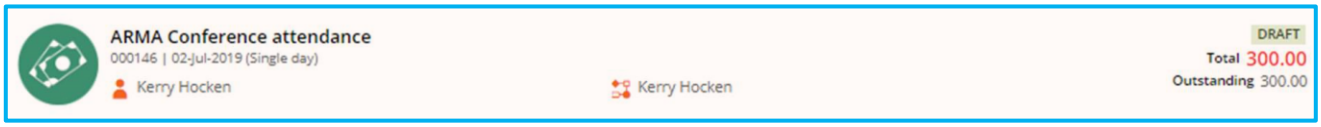


8 Submitting an Expenses Document for Approval

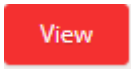
1. Open your list of My Travel & Expense documents if not already on screen



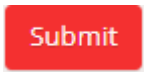
2. In the list check that the document is in “DRAFT” status otherwise it cannot be submitted



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

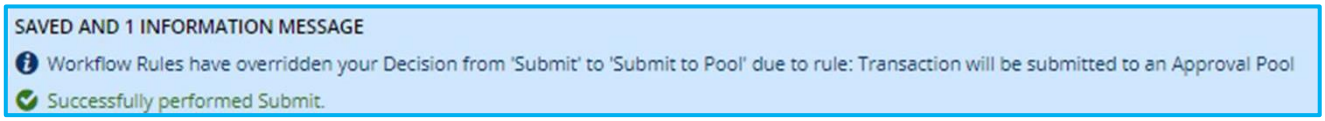
4. Click on the 

button on the right hand side
The expenses document is opened

5. Click on the 

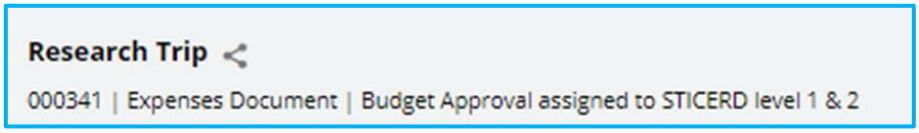
button at the top left of the screen to send the expenses document for approval by the Budget Holder

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



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”

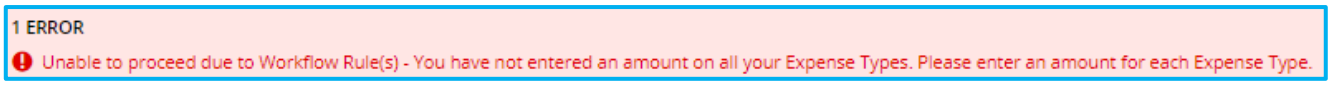


- The authorisers in the approver pool are notified by email to review and approve the transactions

  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



- 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.

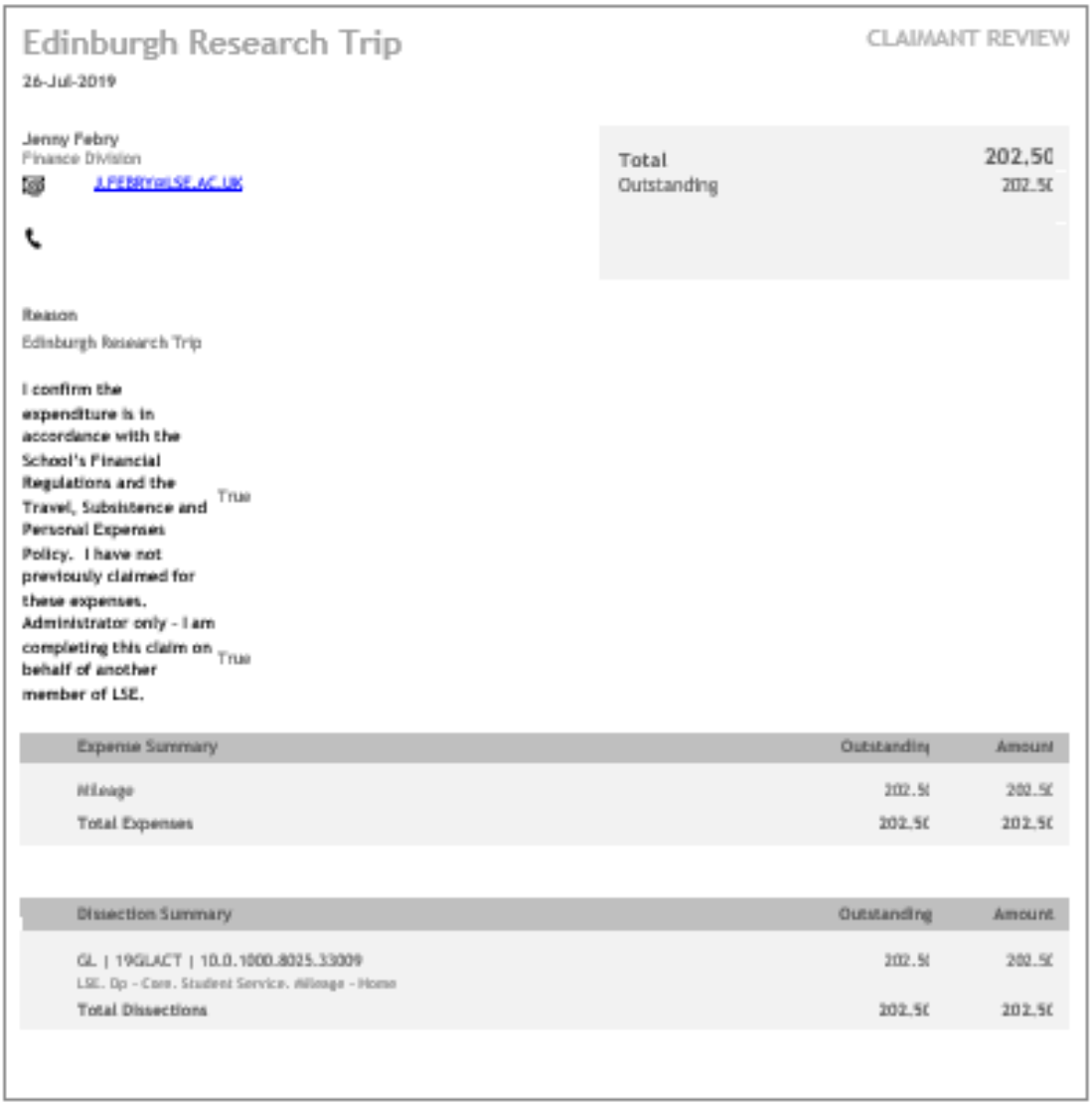
By approving this claim for submission, you confirm the expenditure is in accordance with the School's Financial Regulations and the Tra

From: Training 25

Please choose an action below to proceed[1]:

- Submit
- Reject

To view this in CI Anywhere, click here



Edinburgh Research Trip

CLAIMANT REVIEW

26-Jul-2019

Jenny Pebry
Finance Division
J.PEBRY@LSE.AC.UK

Total 202,50
Outstanding 202.5(

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	202.5(	202.5(
Total Expenses	202.5(	202.5(

Dissection Summary	Outstanding	Amount
GL | 19GLACT | 10.0.1000.8025.33009 LSE. Dp - Core. Student Service. Mileage - Home	202.5(	202.5(
Total Dissections	202.5(	202.5(

[1] 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 Conversion [KAHCOHE6M2]

- 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.

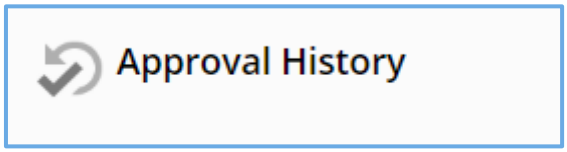
9 Checking the Status of Your Claim

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

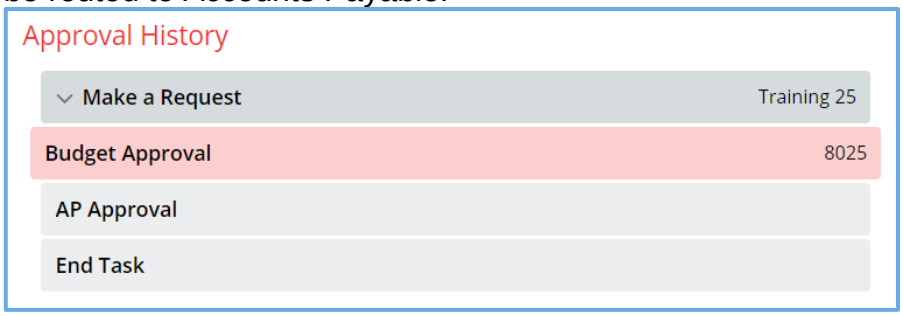
   In your My Travel and Expenses document list, submitted expense claims appear with the status of **Budget Approval** like the example below

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.



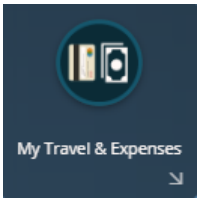
10 Recording Ad hoc Expenses without an Expenses Document

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

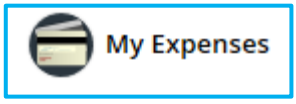
2. In the Home page click on the **My** tab in roles bar at the bottom left of the screen

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



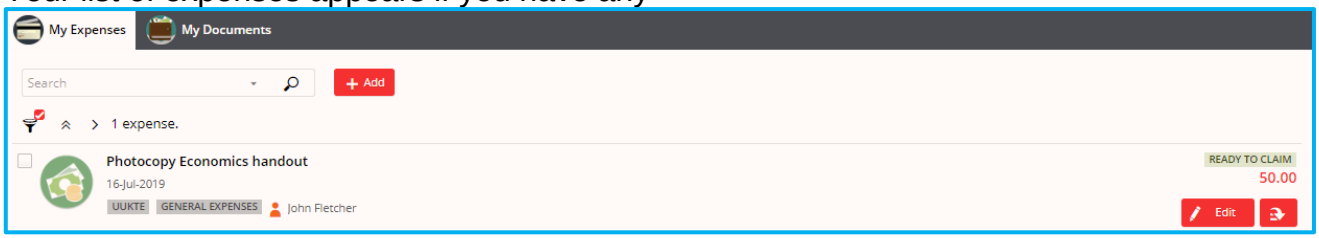
The **My Travel & Expenses** page opens

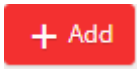
4. At the top of the page, click on the **My Expenses** tab



tab

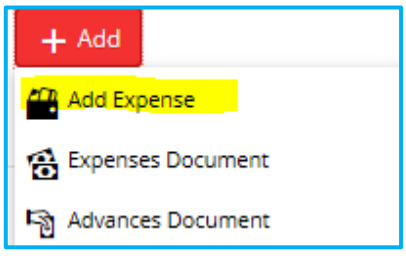
Your list of expenses appears if you have any



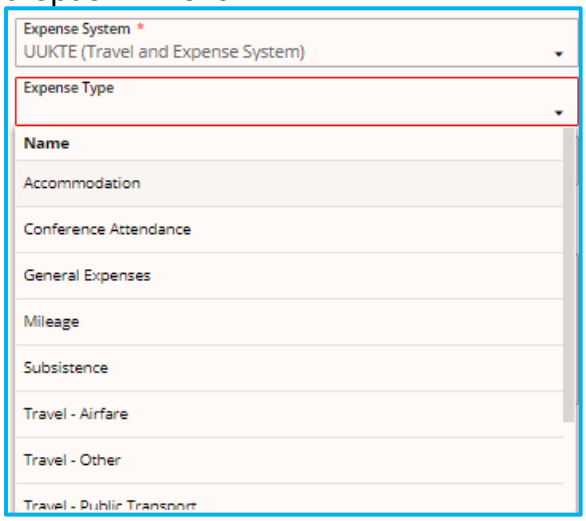
5. Click on the 

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

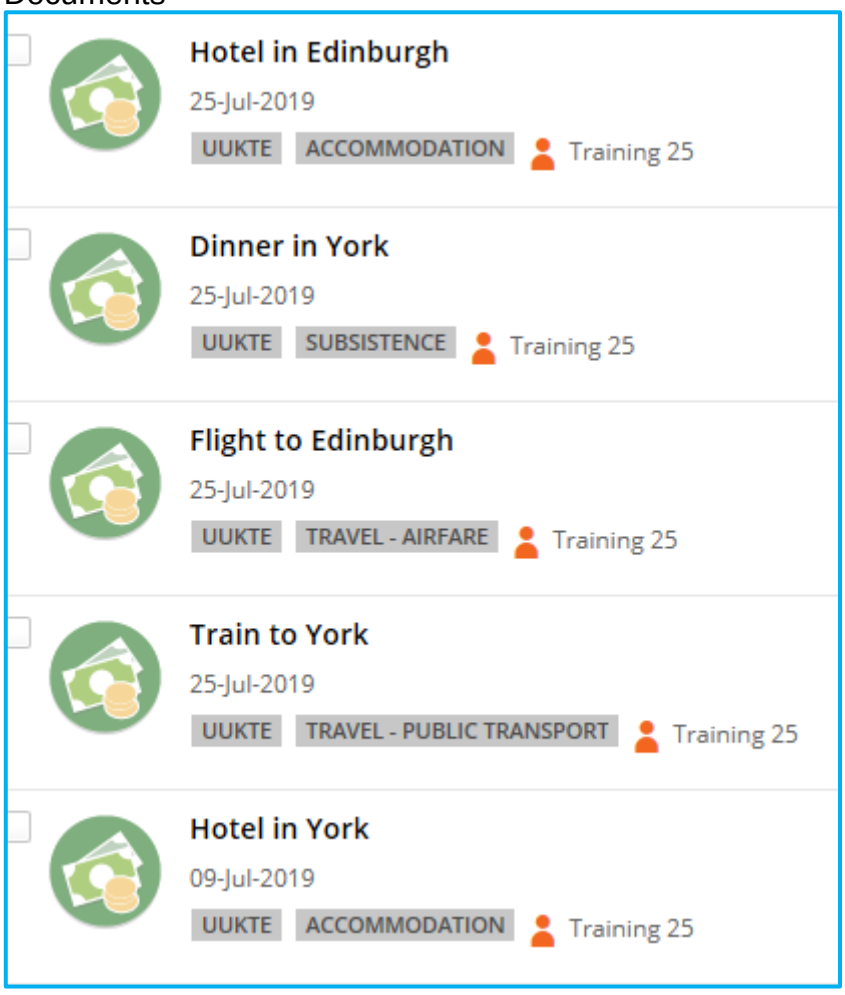


	A blank expense form opens

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 Save button

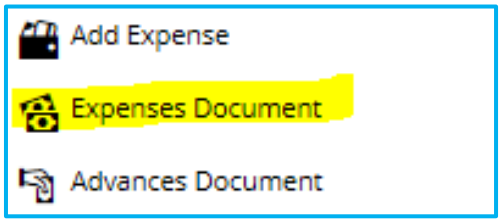
   The ad hoc expense is displayed in card view below any other expenses

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

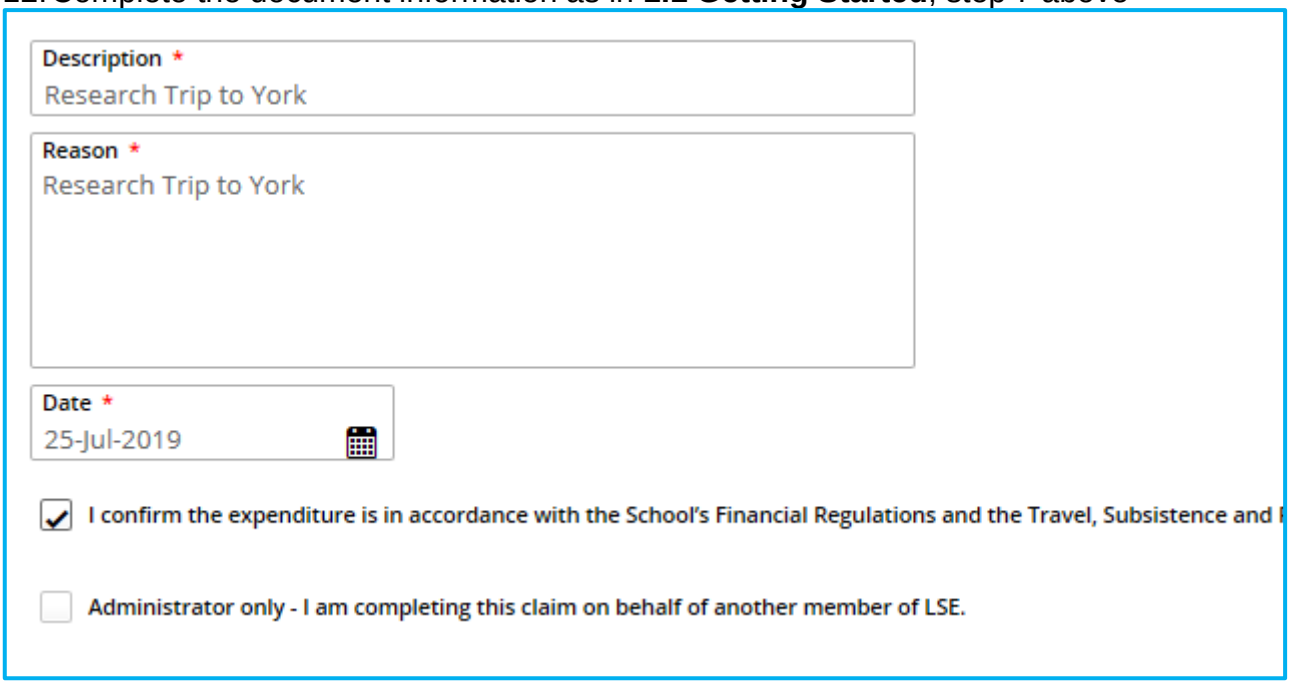


10. Click on the + Add button next to the **Search** field at the top of the page when you are ready to allocate ad hoc expenses to a Expense Document

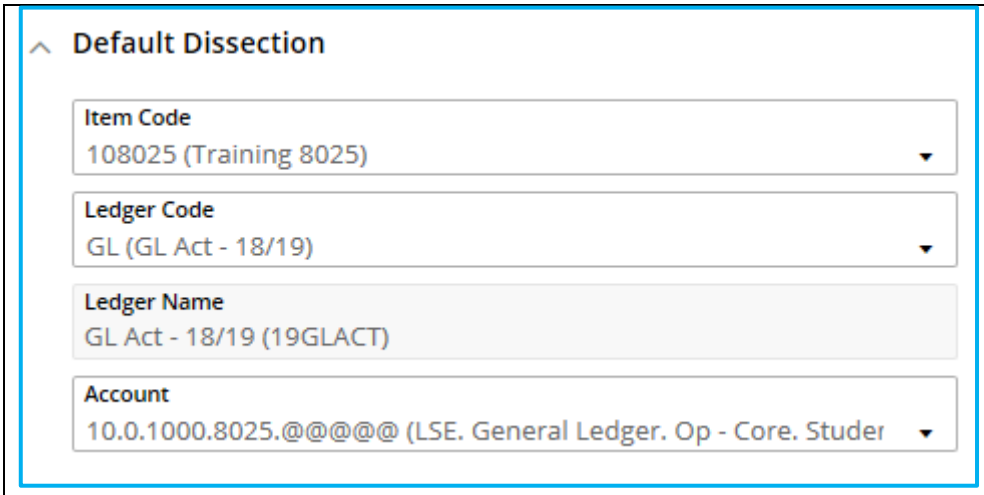
11. In the menu click on **Expenses Document**



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



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

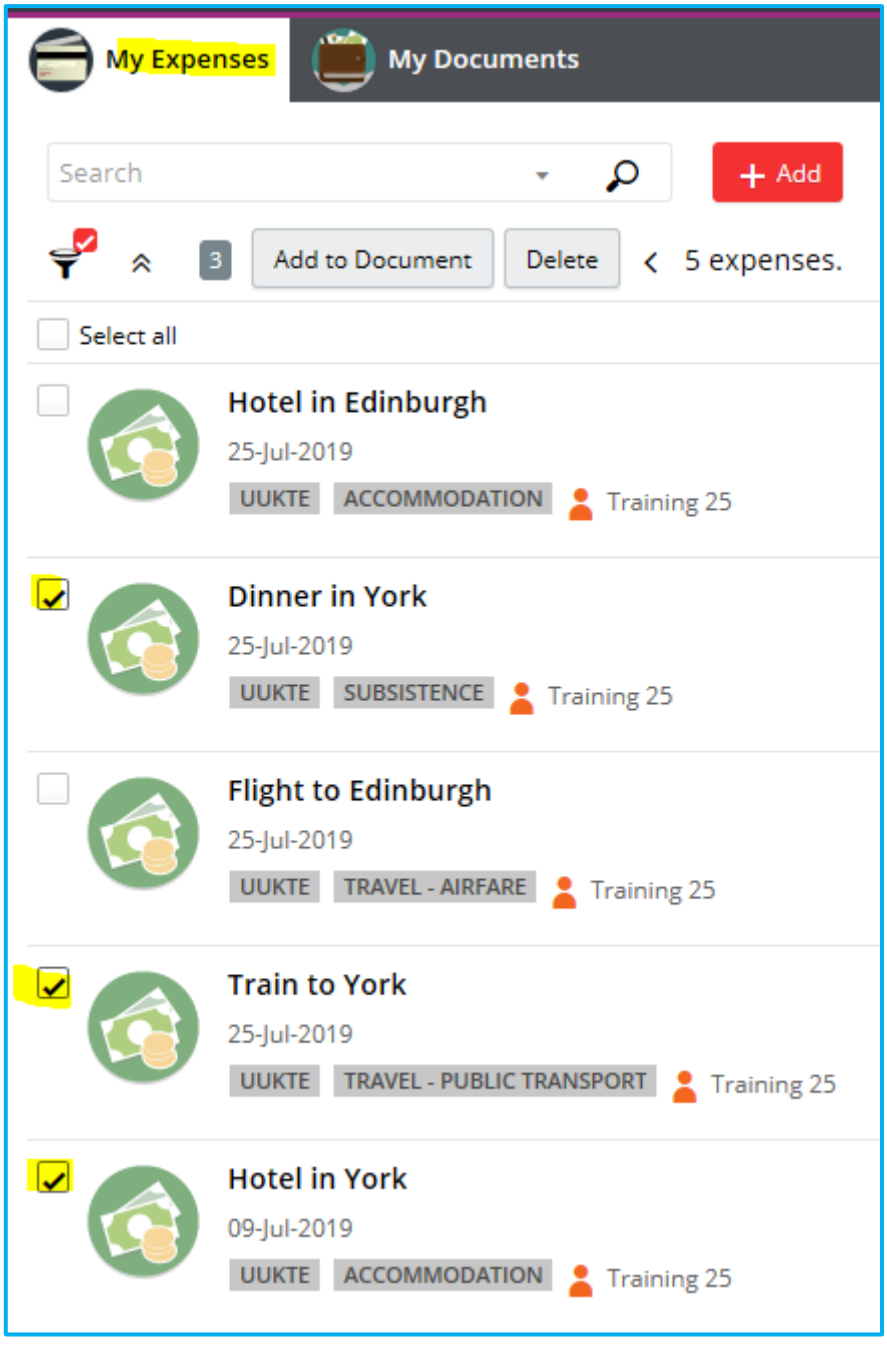


14. Click on the

button

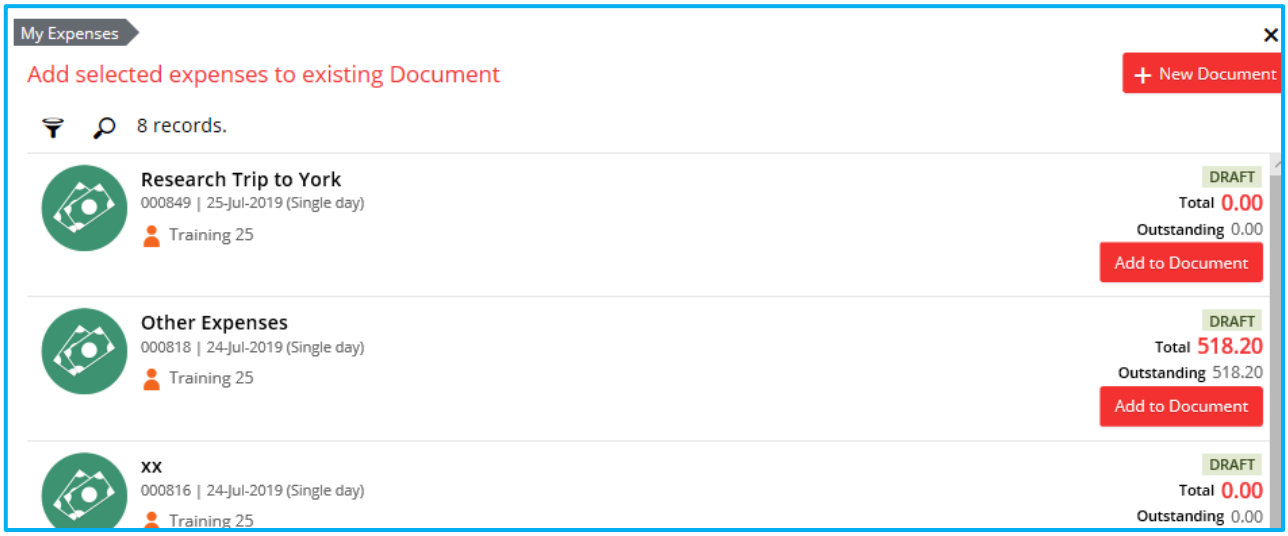
15. To add the applicable ad hoc expenses to the document, click on the **My Expenses** tab

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



17. Click on the Add to Document button at the top of the page

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



18. Click on the Add to Document 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.

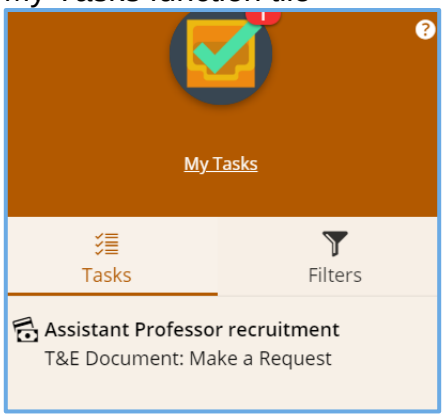
20. When all the relevant expenses are added, submit the document for approval as shown above in section **8 Submitting an Expenses Document for Approval**

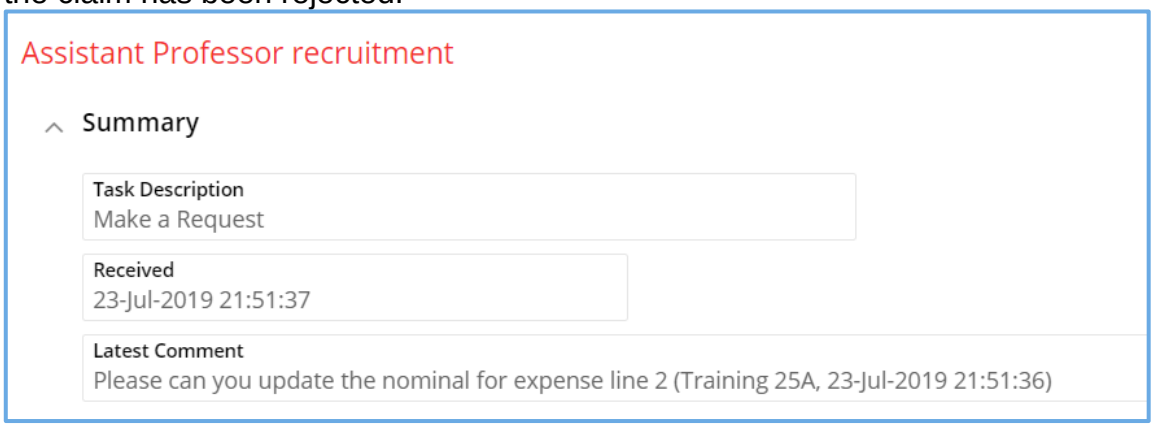
11 Recalling a Submitted Expenses Claim

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

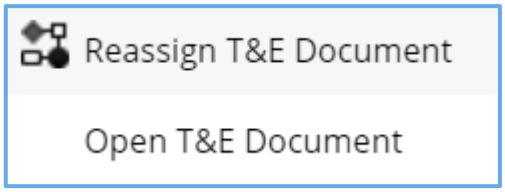
You will be notified by email if your expenses claim is rejected.

<table>
<tr>
<td>1. Login to the OneFinance system and in the Home page click on the My Tasks link in the My Tasks function tile
 
</td>
<td>Your tasks list opens and the rejected task is selected

In the workspace area a Summary is displayed.</td>
</tr>
<tr>
<td colspan="2">2. In the Latest Comment field, view the information from the authoriser to let you know why the claim has been rejected.
 
</td>
</tr>
</table>

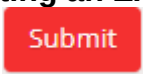
3. Click on button

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



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

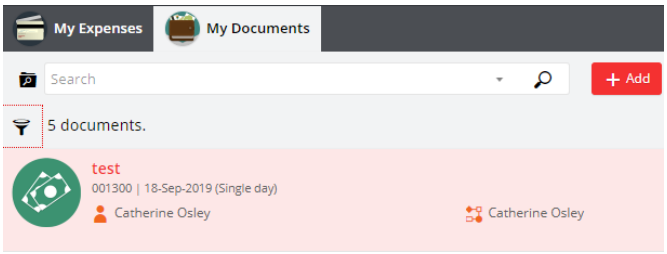
6. To make changes to expenses lines, see section **4 Editing an Expense Line** above

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

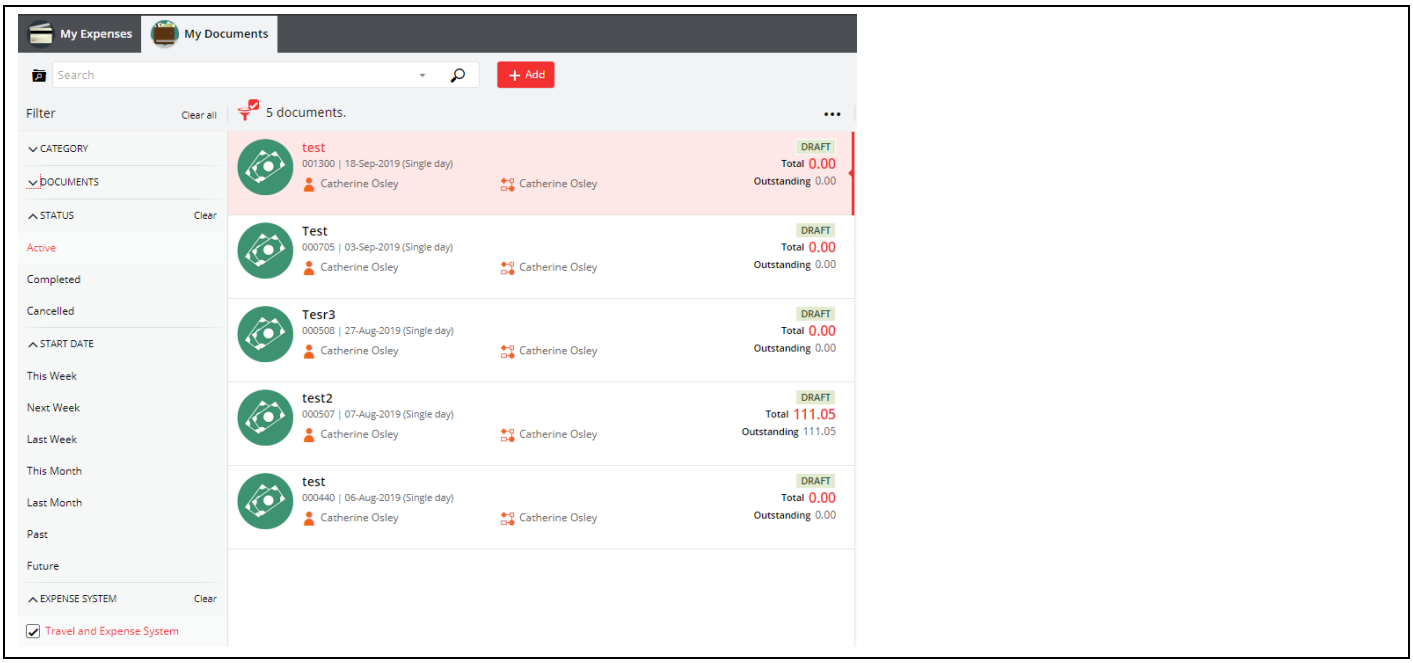
13 Viewing Previous Expense Claims

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

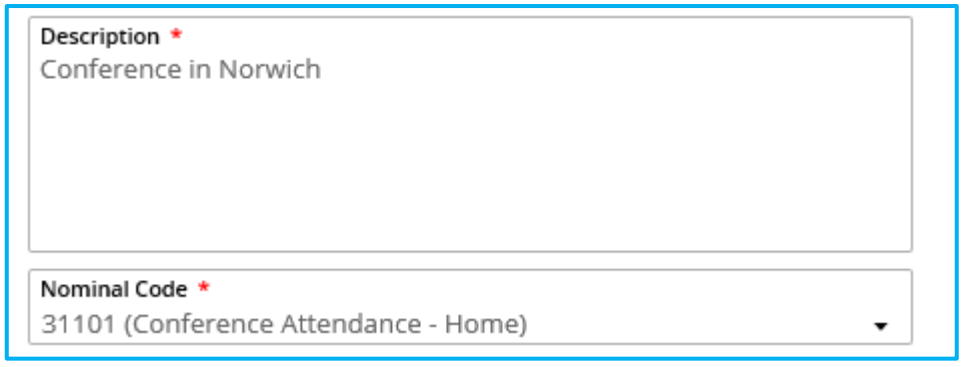

My Expenses
My Documents
Search
+ Add
Filter
Clear all
5 documents.
CATEGORY
DOCUMENTS
STATUS
Clear
Active
Completed
Cancelled
START DATE
This Week
Next Week
Last Week
This Month
Last Month
Past
Future
EXPENSE SYSTEM
Clear
Travel and Expense System
test
001300 | 18-Sep-2019 (Single day)
Catherine Osley
Catherine Osley
DRAFT
Total 0.00
Outstanding 0.00
Test
000705 | 03-Sep-2019 (Single day)
Catherine Osley
Catherine Osley
DRAFT
Total 0.00
Outstanding 0.00
Tesr3
000508 | 27-Aug-2019 (Single day)
Catherine Osley
Catherine Osley
DRAFT
Total 0.00
Outstanding 0.00
test2
000507 | 07-Aug-2019 (Single day)
Catherine Osley
Catherine Osley
DRAFT
Total 111.05
Outstanding 111.05
test
000440 | 06-Aug-2019 (Single day)
Catherine Osley
Catherine Osley
DRAFT
Total 0.00
Outstanding 0.00

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



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.

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

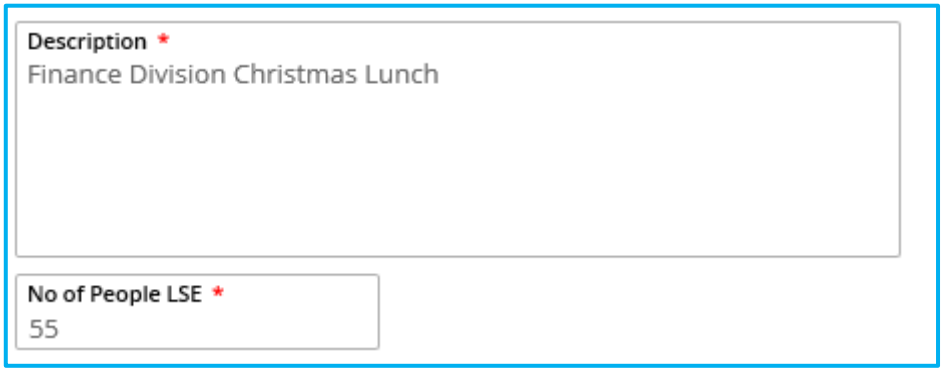
31103	Coaching	Active
31104	Training	Active
31105	Learning and Development	Active
31106	Study Support	Active
31206	Staff Relocation Expenses	Active
31207	Chair's Expenses	Active
31301	Protective Clothing & Equipment	Active
31302	Uniforms and Overalls	Active
33054	Visas and Other Border Agency Charges	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.

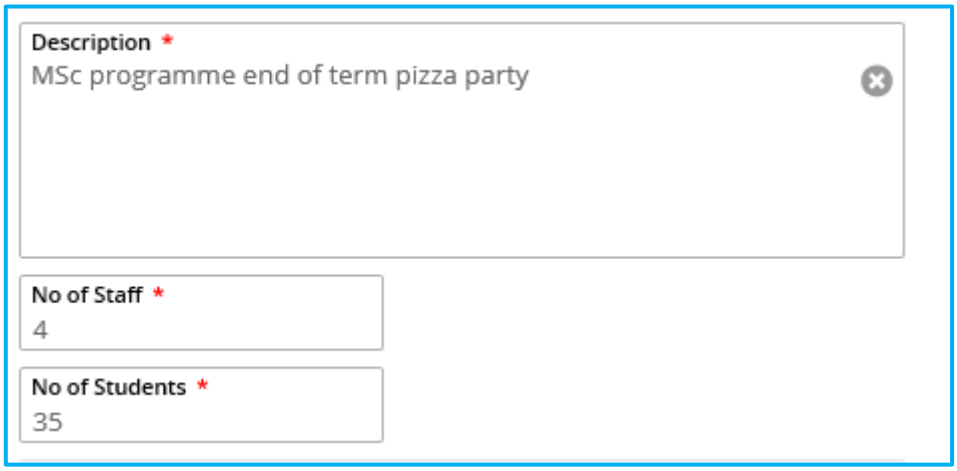
  Departments may allocate modest funds of up to £50 per head to staff Christmas parties or other similar functions where they are open to staff generally in a department and are not limited to particular grades or categories of staff.

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



Hospitality – Events for Students

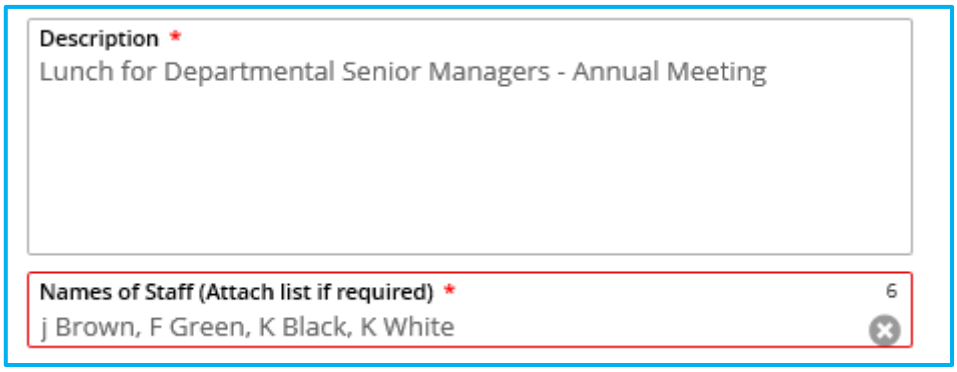
- Add details of the events as well as the number of students and LSE staff who attended the event



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.

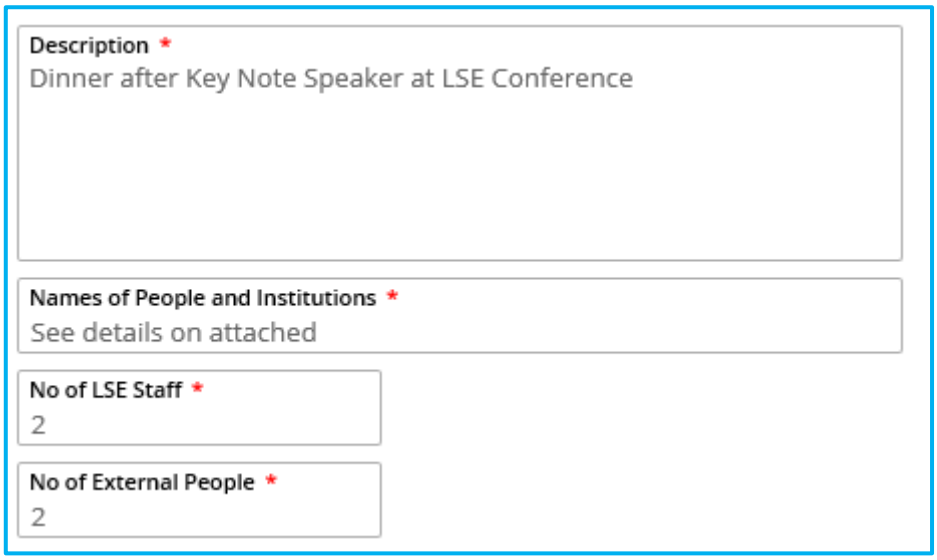
- Add details of the event and the names of staff who attended. A list of staff can be attached rather than listing them all in the staff field.



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.

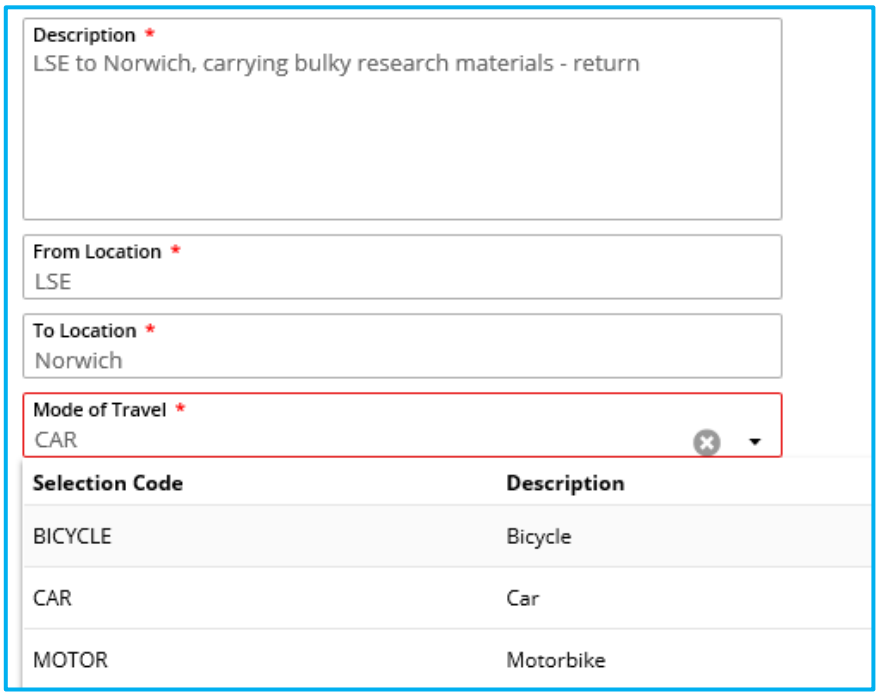
- Add a description as well as the names of attendees with their institutions – in this example the details are attached to the line along with the receipt.



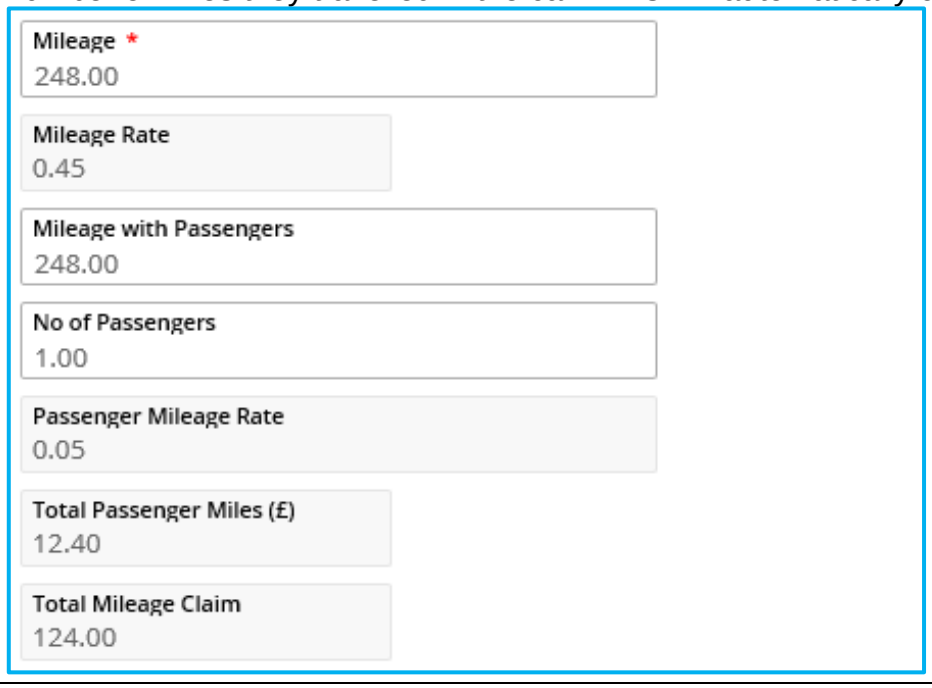
Mileage

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



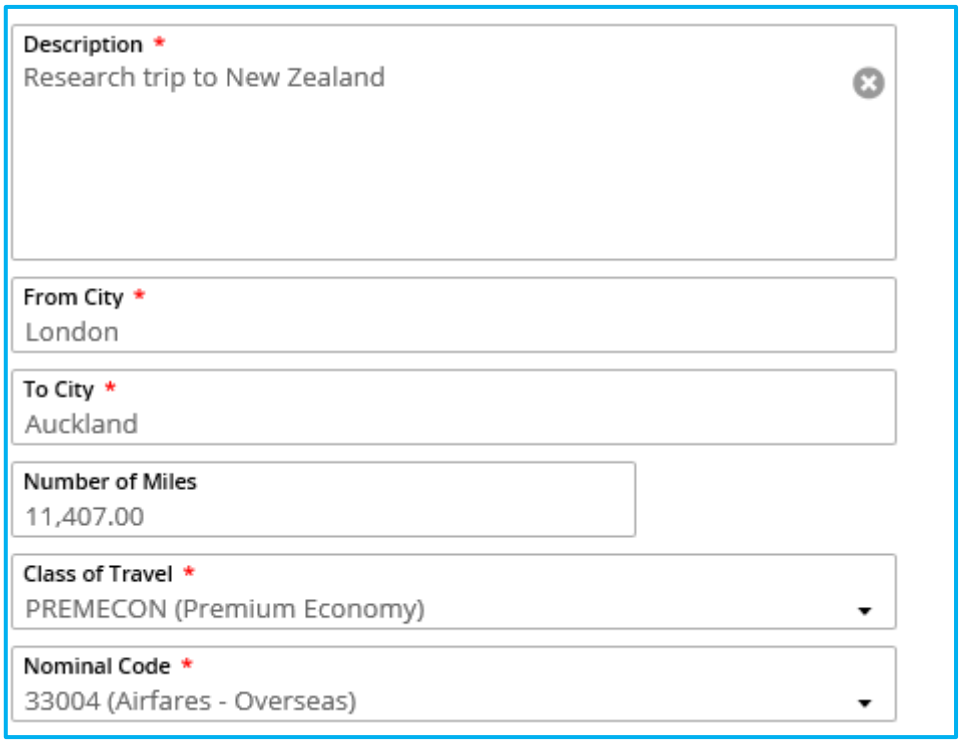
- No receipt is required for a mileage expense
- Enter the number of miles in total and the claim will calculate automatically.
- If you are carrying passengers who are also on School business add the number and the number of miles they travelled in the car. This will automatically calculate the total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



Travel – Airfare

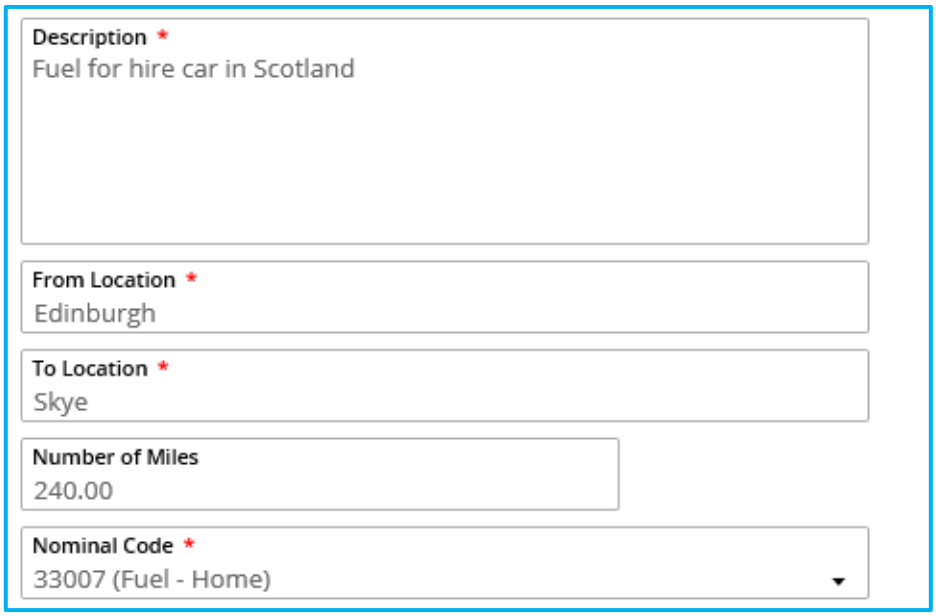
Consideration should be given to paragraphs 36 to 51 of the Travel, Subsistence and Personal Expenses Policy and Procedures before incurring this type of expenditure.

- 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.



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.



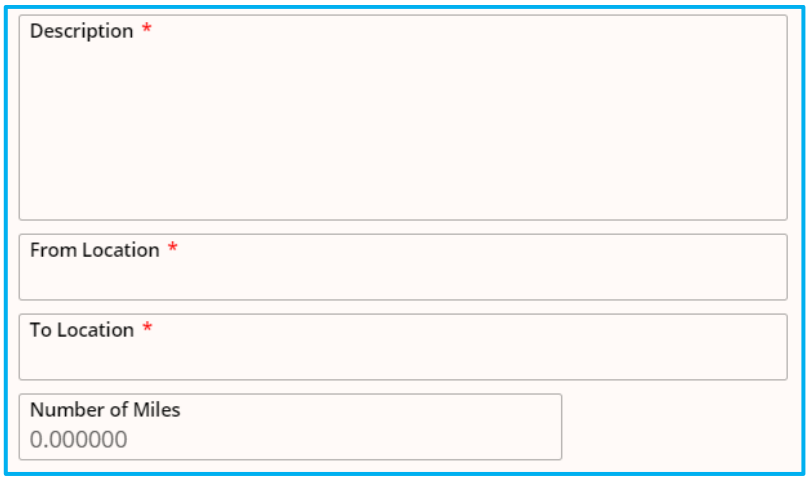
- Select the applicable nominal code from the list below:

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



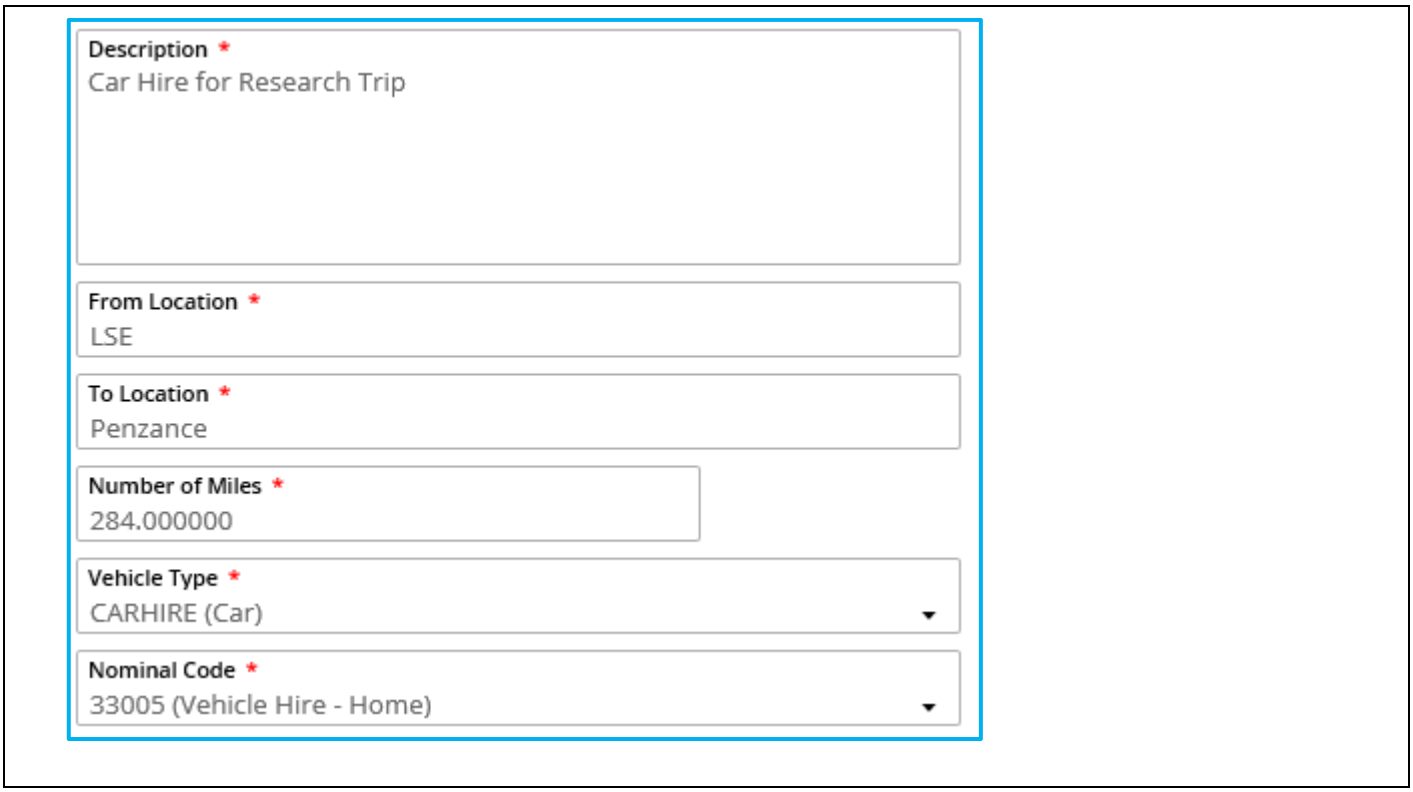
- Select the requirement for the taxi from the Taxi Reason drop down list and select the applicable nominal code

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)