WHO CAN USE T1

- ✓ Staff paid via main payroll
- ✓ Students (under and post grad)
- ✗ Associate Staff cannot use T1 to reconcile advances – contact Finance Helpdesk for advice
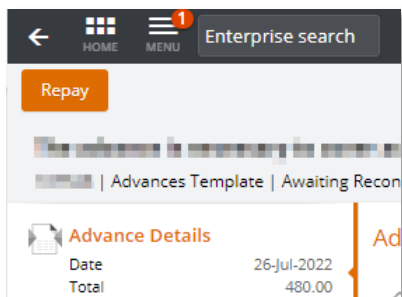
BEFORE YOU START

💰 Know which budget or project code to use – look it up on the [T1 Code Dashboard](#)

📷 Scan your receipts and store the images – .jpeg and .heic formats cannot be used
Mileage claims don't need receipts

⏱ Reconcile the advance within one month of event and always by year end, 31st July.

✗ DON'T click the 'Repay' button on the Advance form until all the reconciliation claims have been approved and any underspend has been returned to the University:

← HOME ☰ MENU ① Enterprise search

Repay

████ | Advances Template | Awaiting Recon

📄 **Advance Details**
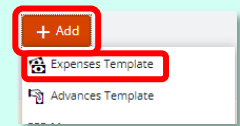Date   26-Jul-2022
Total   480.00

HELP & SUPPORT

[Expenses Policy](#)

Queries:
financehelpdesk@exeter.ac.uk
01392 726981 int ext 6981

LOGIN TO T1 - https://exe.t1cloud.com/

1 On the 'My' page, click the 'My Travel and Expenses' function:

Home | **My** | All Roles → My Travel & Expenses

2 Add expenses template:

+ Add
📋 Expenses Template
📋 Advances Template

3 Enter today's date, reason and cost code:

Save this section once completed

Add Expense Document

Cancel | **Save**

⌄ Details

User *
FS058 (Freddi Smith)
→ *Defaults to you – change if completing on behalf of someone else or for someone else's purchase card*

Description *
→ *Give claim reason such as event name & who is claiming e.g. F Smith MRC Conference Travel Costs. This appears on the budget report so be as informative as possible.*

Reason *
→ *Will copy Description field above – more characters available so include more details here, if needed.*

Date *
📅 → *Enter today's date*

Expense Reason
← *Always leave blank*

⌄ Default Dissection

Item Code
ENTER CHARGE CODE

Ledger Code

Ledger Name

Account

⌄ Settings
→ *Don't change or add anything here*

Enter shortened version of T1 code called Item Code or Charge Code – [look this up here](#).
Use only one code per claim form – split a cost across different codes by completing separate claims with one code per form.
Code formats:
- *Project item codes contain an R, G or C letter and look like 100028G001 or 101237R004*
- *Budget Centre item codes are all numbers and look like 011894*

DO NOT AMEND as will auto-populate. Code will show @@@@@ at end as nominal is automatically added by T1

4 Next, click the tab for the type of expense being claimed:

📋 Document Details
Approved   0.00
Total Amount   0.00

Documen...
⌄ Detai...
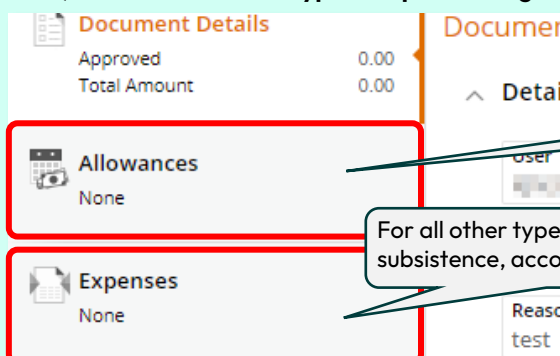
📷 **Allowances**
None
→ *For mileage claims*

📋 **Expenses**
None
→ *For all other types of claim, e.g. travel, subsistence, accommodation, fees etc*

User

Reaso
test

5 Use Allowances tab for UK or overseas mileage claims

Processing Summary

Allowances

No allowances found.

+ Add

Select mileage type

Mileage Lease Vehicle

Mileage Lease Vehicle Overseas

Mileage Private Use

Mileage Private User Overseas

Document Details
Approved   0.00
Total Amount   0.00

Allowances
None

6 Add details about the mileage in the form that now appears:

Details

Expense Date *

Date of journey

= YES if using a research, general or capital project code e.g. 100679R003, 119563G001

= NO if using all-number budget centre code e.g. 011784

Does the cost code have R, G or C in it? *

Claim Type *

Select ADVANCE then select Advance number in pop-up field that appears

From

To

UK mileage - will auto-populate after using distance calculator below

Overseas milage – enter details

Narrative *

Reason for undertaking journey

Engine Size *

Fuel Type *

Select from drop-down menus – fields shown here differ between Lease and Private Vehicle claim types

Mileage *

UK mileage -
• Click icon to open distance calculator
• Enter postcode/first line of address and wait for system to look up corresponding address
• Select correct address if multiple locations are returned
• Number of miles can be manually adjusted, if needed

Overseas milage – enter number of miles manually – do not use distance calculator

Currency Code
GBP (British Pounds Sterling)

Total (Gross)
0.00

Mileage rates are set by HMRC and cannot be amended by UoE

Additional Information

This section will auto-populate – don't change or add anything here

Calculate Distance   ✕

From
University Campus Penryn Penryn Campus Penryn Campus Co...

To
EX4 4Q

Grassway House, Clydesdale Road, EXETER EX4 4QX

Clydesdale Court, University of Exeter, Clydesdale Road, EXETER EX4 4QX

RECONCILE AN ADVANCE (cont.)

7 Use Expenses tab for all types of non-mileage claim

Document Details
Approved 0.00
Total Amount 143.00

Allowances
Mileage Lease Vehicle Total 143.00

Expenses
None

Expenses

🔽 🔍 > No expenses **+ Add**

Select expense type

Accommodation Overseas
Accommodation UK
Books
Conference call

If entire list is not displayed, change your web browser zoom setting to around 80%

8 Add details about this expense in the form that now appears:

Details

Expense Date *

Enter date shown on receipt
NB if entering a future date, claim will not be paid until then

Save this information once form completed and receipts have been attached.

Save ➔

Expense Item *

Select from drop-down list – tailored to expense type

Does the cost code have R, G or C in it? *

= YES if using research, general or capital project code e.g. 100679R003, 119563G001

= NO if using all-number budget centre code e.g. 011784

Claim Type *

Company Name

Name of vendor/supplier as shown on receipt

Select ADVANCE then select Advance number in pop-up field that appears

From *

Information boxes tailored to this type of expense e.g. Travel UK has 'From' and 'To' boxes

To *

Narrative *

Give details about reason for claim, dates, who was involved etc.
If bundling multiple purchases together, give details of all dates/amounts being claimed e.g. *F Smith BioTech conference 4 x lunches on 25/7/22-28/7/22*

Receipts relating to EU grants?

Leave blank unless using an EU grant code (If so, send originals to EU team)

Do you have a receipt showing UK VAT no? *

YES = the receipt shows UK VAT amount, rate and VAT number of supplier

NO = receipt does not show UK VAT i.e. screenshot of booking, train ticket image

Reason for no receipt

If NO to UK VAT receipt field above, select reason why not from drop-down menu e.g. lost, credit card receipt only etc.

Currency Code *
GBP (British Pounds Sterling)

Defaults to GBP - change if claiming overseas expense. Can amend exchange rate if needed

Total (Gross)
0.00

Total amount being claimed for this item

Additional Information

Dissections

Will auto-populate - don't change or add anything in these sections

Attachments

··· **+ Add**

Add the receipt image + any other docs supporting the claim here - .jpeg and .heic file formats cannot be used

9 Check details then submit for approval:

Select 'Submit' when all lines have been added and claim is ready to send for approval

Use 'Add' to enter any more expense items for this same advance onto this claim, as per steps above.

Only add more items for same project/budget centre code given on first page of claim.

Double check this has been allocated correctly to the advance with this message

Change any incorrect details using 'Edit' or delete this line using drop-down icon

Enterprise search

Submit

F Smith ESIC Field T
028426 | Expenses Template | Draft

Document Details	
Approved	0.00
Total Amount	188.00

Expenses
Travel UK Total 45.00

Allowances
Mileage Lease Vehicle Total 143.00

Expenses + Add
1 expense line.

Exeter to Swansea — DRAFT 45.00
30-July-2022
Payment Method | Pay using Employee Advance
TRAVEL UK
Edit

10 Error message that may appear when submitting for approval:

1 ERROR — Maximise ✕

Critical Error: Unable to get the value for Accnbri, AccountComp12 Inner Exception: Keyed Number '103138G0010301524@@@@@' does not match the mask structure 'NNNNNN-A-NN-NNNN-NNNN-NNNNN'. at T1.F1.Workflow.Helpers.AccountHelper.GetLinkedItem(ChartLookupItem chartLookup, LedgerAccountLookupItem accnbrLookup, String entityName, String metaItemName, String linkedItemName)

This message appears when trying to submit your claim because one question has been answered the wrong way round.

To fix the error - 'Edit' every line within the claim - change your answer from NO to YES / YES to NO, save the changes and submit it again.

Details

Expense Date *

Does the cost code have R, G or C in it? *

Claim Type *

11 Check approval path:

Orange line is the current location of the claim.

Approval pool number or budget holder's name will appear here.

Use the T1 Resource Pools function to check approval pool membership names.

Approval task is emailed to all pool members simultaneously. First to action the task is recorded as the approver.

Processing Summary

Document Details	
Approved	0.00
Total Amount	198.56

Expenses
Consumables Total 198.56

Costings
Total	198.56
Unapproved	198.56
Approved	0.00

Attachments
0 Attachments

Approval History

New tab appears once claim submitted for approval

Approval History

Make a Request	Freddi Smith
Approve Expenses	118870A
Notify Approve	
End Task	

118870A

1 record.

118870A — Pool Members — 2

Pool Members
2 records.

Zendaya Agrotiri
ZA199
VIEW ALL ACTION ALL REASSIGN CLAIM

Ben Jones
BJONES
VIEW ALL ACTION ALL REASSIGN CLAIM

12 View all your previous claims:

Enterprise search

Filter — Clear all

CATEGORY

Open the filter menu by clicking the orange filter icon. Then select 'Clear all' to see all past and present claims

F Smith ESIC field trip — VAT REVIEW
020436 | 30-July-2022 | Single — Total 45.00
Freddi Smith — Outstanding 45.00

Claim's current status is shown here

DRAFT = started but not submitted for approval
CLAIMANT REVIEW = created on claimant's behalf and with claimant to check
VAT REVIEW = with VAT team for checking
APPROVE EXPENSES = with budget approver for checking
MAKE A REQUEST = rejected and returned to user to amend then resubmit
COMPLETED = claim approved and payment will be paid to salary bank account

INFORMATION

- The full amount of the advance should be accounted for (reconciled) in T1 within one month of the trip/event.

- If reconciling to a single budget/project cost code, then all expenses can be added onto the same expense claim form. Add as many lines to the expense claim as needed.

- If reconciling the advance using two or more budget/project cost codes, then complete a separate expense form for each cost code. There is no limit to the number of separate expense claim forms that can be used to reconcile an advance.

- Advance status of 'Awaiting Reconciliation' means the advance has been sent to your bank from the University's bank and needs to be reconciled.

  - Available = amount that has yet to be reconciled
  - Total = full amount that was advanced

Geology Department February 2022 Field Trip to Cyprus
000239 |03-Feb-2020 to 10-Feb-2020
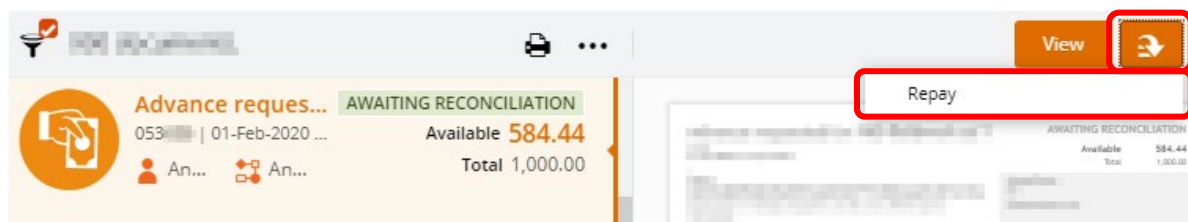Alison Ball   Freddi Hasid

AWAITING RECONCILIATION
Available 1,500.00
Total 1,500.00

UNDERSPENT ADVANCES

- Repay any unused portion of the advance back to the University within one month of the trip/event – send it electronically from your bank (BACS payment) to:
  - Sort code: 60-08-06
  - Account Number: 00724890
  - Account Name: University of Exeter
  - Staff repayments must include this reference: R3 + your staff ID number
  - Student repayments must include this reference: A2 + your student ID number
  - This reference MUST be included with your BACS payment or the funds will not be allocated correctly.

- After the expense claim for this advance has been approved and the claim status shows as 'Completed', you also need to update the advance's status in T1. Click the 'Repay' button to close down the advance and change its status to 'Completed':

Advance reques...   AWAITING RECONCILIATION
053... | 01-Feb-2020 ...   Available 584.44
An...   An...   Total 1,000.00

View   Repay

AWAITING RECONCILIATION
Available 584.44
Total 1,000.00

OVERSPENT ADVANCES

- You should contact the budget holder to discuss any overspending. Where possible, do this before incurring the additional expenditure.

- If you enter an amount on your expense claim that is more than the remaining amount of the advance, T1 will automatically create an additional line on the claim for the excess amount and change the payment method to 'Expense' and confirm this with the following message, for example claiming £1,500 when the advance was for £1,000:

1 INFORMATION MESSAGE
Advance Document '001095' only has 1000.00 available. A new line will be created on save with the remaining balance of 500.00.

- Use the 'Narrative' field for this line to give details of the circumstances for this extra expenditure.

- Once approved, this amount in excess of the advance will be paid by BACS into your bank account and the advance's status in T1 will change to 'Completed' as the full amount has now been accounted for.