



STAFF EXPENSE CLAIMS

WHO CAN USE T1


- ✓ Staff paid via main payroll
- ✓ Students (currently enrolled under- and post-grads)
- ✗ Associate staff paid via eClaims – use [‘Payment Request Form’](#)


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

 Students – see [Student Expenses Crib Sheet](#) instead

 Claim within three months of event and always by financial year end, each 31st July

 Claims approved by end of Tuesday are paid on Friday into UK bank accounts. Overseas bank accounts will take longer
 Approved claims are paid into same bank account as salary

HELP & SUPPORT

Expenses policy:
www.exeter.ac.uk/finance/policies/expenses/

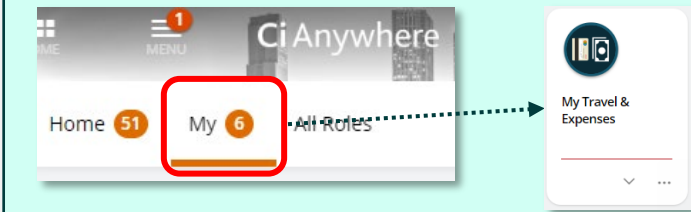
Teams training course:
www.exeter.ac.uk/finance/training/keytopics/expensesandadvances/

T1 queries:
financehelpdesk@exeter.ac.uk

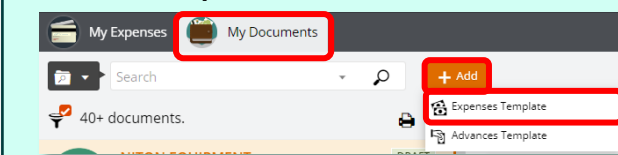
01392 726981

T1 EXPENSES STEP BY STEP - <https://exe.t1cloud.com/>

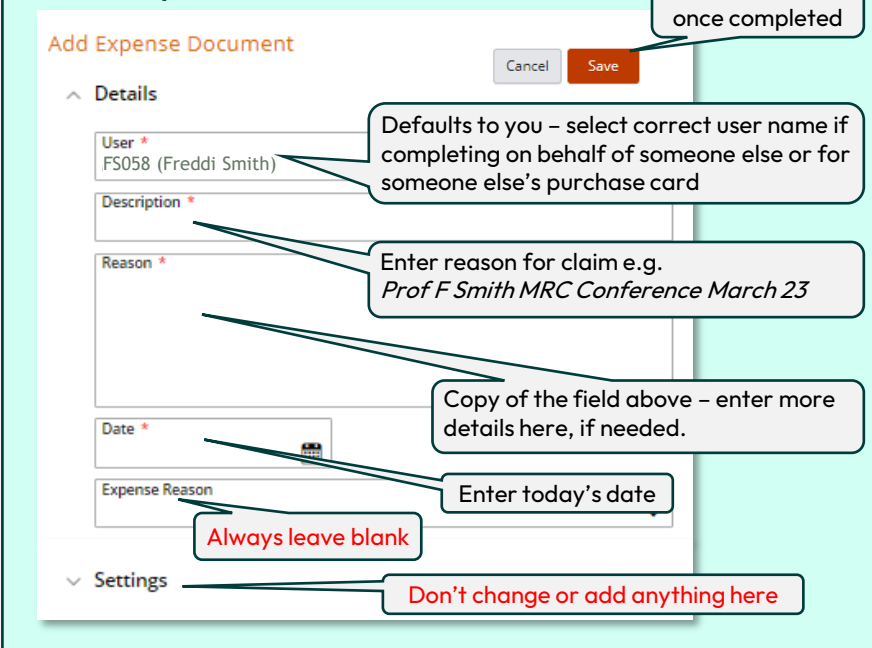
1 On the 'My' page, click the 'My Travel and Expenses' function:



2 Click on the 'My Documents' tab, then 'Add' and then 'Expenses Template':



3 Enter today's date and reason for the claim:



Save this section once completed

Cancel Save

Details

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

Description *
 Reason * Enter reason for claim e.g. Prof F Smith MRC Conference March 23

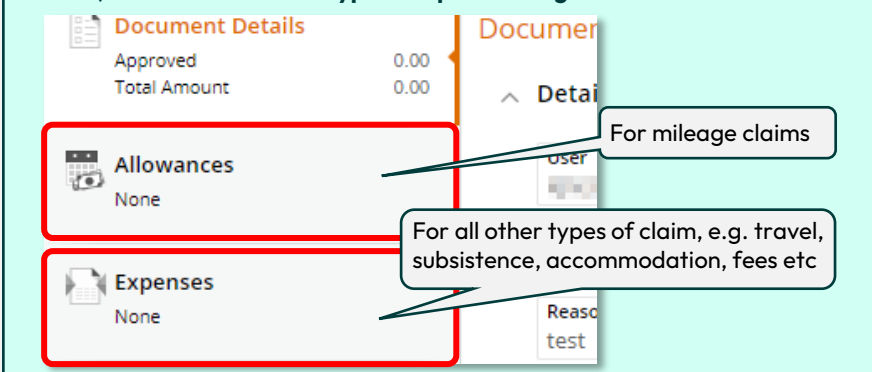
Date * Copy of the field above – enter more details here, if needed.

Expense Reason Enter today's date

Always leave blank

Settings Don't change or add anything here

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



Document Details

Approved 0.00

Total Amount 0.00

Document

Detail

user

Reason test

Allowances None For mileage claims

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

5 MILEAGE CLAIMS – click 'Add' and select the mileage type:

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

Expense Date *
06-Mar-2023

Claim Type *

From

To

Narrative *

Mode of Transport *

Names of Additional Passengers

No of Additional Passengers
0

Mileage *

Currency Code
GBP (British Pounds Sterling)

Total (Gross)
0.00

Charge Code *

Additional Information

EXPENSE = will be paid into claimant's bank account
PCARD = to be matched to a UoE purchase card
ADVANCE = to reconcile claimant's own cash advance

International Mileage – enter the 'From' and 'To' details here
UK Mileage – use the **Postcode Lookup** tool below

Give reason for undertaking this journey. Including details of any detours or diversions that increased the mileage more than the lookup tool's calculation

Fields shown here will vary between Lease and Private Vehicle claim types – select from dropdown menus as relevant

Overseas mileage – enter number of miles manually, don't use Postcode Lookup tool

UK mileage -

- Click **Postcode Lookup** icon and enter postcode/first line of address in the tool's From and To fields - wait for system to bring back corresponding address
- Select correct address if multiple locations are returned:

Calculate Distance

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

To
EX4 4QJ

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

System will enter the calculated mileage – this can be overwritten if your actual journey was more/less than the system calculation

Date defaults to same as first page – change if needed

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

Cancel Save

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

Enter shortened version of the project or budget centre code that will pay for this expense, called Item Code or Charge Code – [look up T1 codes here](#)

7 NON-MILEAGE CLAIMS - Use Expenses tab for all other types of claim

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

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

Expense Date *
06-Mar-2023

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

Cancel Save

Claim Type *

EXPENSE = will be paid into claimant's bank account
PCARD = to be matched to a UoE purchase card
ADVANCE = to reconcile claimant's cash advance

Company Name *

Name of vendor/supplier as shown on receipt

Attendees

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

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 = receipt shows UK VAT amount, rate and VAT number of supplier
NO = receipt does not show UK VAT i.e. train ticket

Reason for no UK VAT 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 for personal reimbursement. Can amend rate if needed.

Total (Gross)

Total amount being claimed for this item

NB Purchase card transactions MUST be entered as GBP as HSBC overseas transactions are converted before being loaded into T1.

Charge Code *

Enter shortened version of the project or budget centre code that will pay for this expense, called Item Code or Charge Code - [look up T1 codes here](#)

Additional Information

Attachments

Will auto-populate - don't change or add anything in this section

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

+ Add

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 event onto this claim, as per steps above.

Only add more items for same project/budget centre code – **create a separate claim for items for different T1 codes.**

If creating a purchase card transaction, check correct cardholder name is shown – card number will contain 00-0000 for security reasons

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

10 Check approval path:

Orange/highlighted line is the current location of the claim.

If the claim needs to be checked by the claimant or by the VAT team, this approval must be carried out before the claim goes to the relevant project or budget centre approval pool.

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

Use the [T1 Resource Pools](#) function to check approval pool membership names, using the pool code number shown in the expense claim.

The approval task is emailed to all pool members simultaneously. First to action the task is recorded as the approver on the expense claim.

11 View all your previous claims:

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

Claim's current status

- 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