

E-Expenses Claimant Guidance Booklet

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e-Expenses

Expense claims are submitted using Employee On Line (EOL). The ESR interface is then used to pay the employee their expense claims with their salary.

This User Guide has been created to help staff create and submit claims when using the Allocate e-Expenses system.

NOTE:

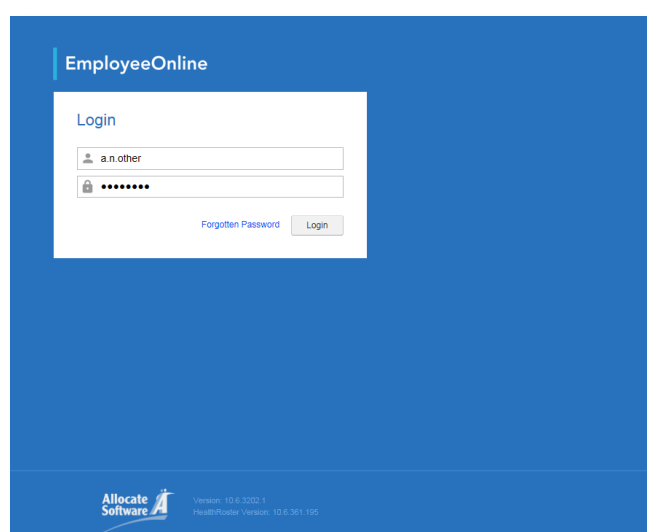
- You only have 1 claim per calendar month.
- Avoid entering multiple claims. It is possible to combine 2 months' worth of claims into a single claim on E-expenses.
- Managers are required to approve claims on a monthly basis. The deadline for approving expenses is the same deadline as finalising the roster.

LOAD INTERNET EXPLORER

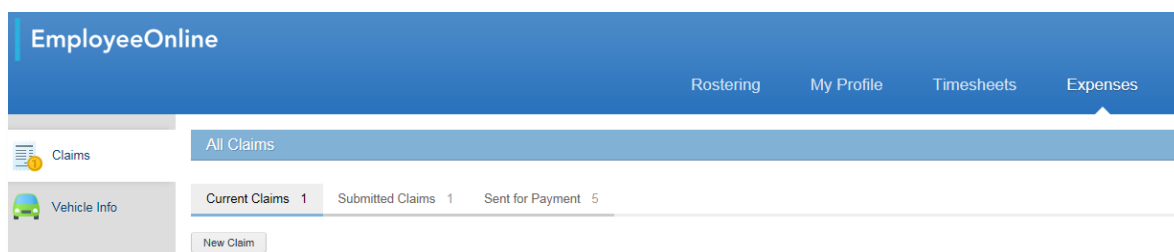
EOL can be accessed internally or externally:

<https://employeeonline.shk.nhs.uk/EmployeeOnlineHealth/LIVE/Login>

Log in with your username and password and you can navigate to E-expenses tab. Should you require login credentials to create and submit a claim please contact e-expenses@sthk.nhs.uk.

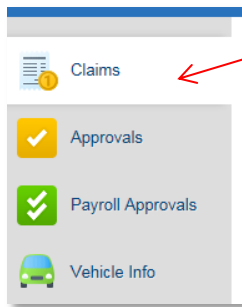


The image shows the 'EmployeeOnline' login interface. It has a blue header with the text 'EmployeeOnline'. Below this is a white box titled 'Login'. Inside the box, there are two input fields: the first is for a username (labeled 'a.n.other') and the second is for a password (masked with dots). Below the password field is a 'Login' button and a link for 'Forgotten Password'. At the bottom of the blue area, there is a logo for 'Allocate Software' and some version information: 'Version: 10.6.1002.1' and 'HealthRoster: Version: 10.6.1001.105'.



The image shows the main menu of the 'EmployeeOnline' system. It has a blue header with the text 'EmployeeOnline'. On the right side of the header, there are four tabs: 'Rostering', 'My Profile', 'Timesheets', and 'Expenses'. The 'Expenses' tab is currently selected. Below the header, there is a sidebar on the left with two icons: 'Claims' and 'Vehicle Info'. The main content area is titled 'All Claims' and shows a summary of claims: 'Current Claims 1', 'Submitted Claims 1', and 'Sent for Payment 5'. At the bottom of this area is a 'New Claim' button.

The expenses tab contains the following shortcut to the left of the screen. Upon selecting the Expenses tab within Employee Online, the Current Claims screen will automatically be displayed

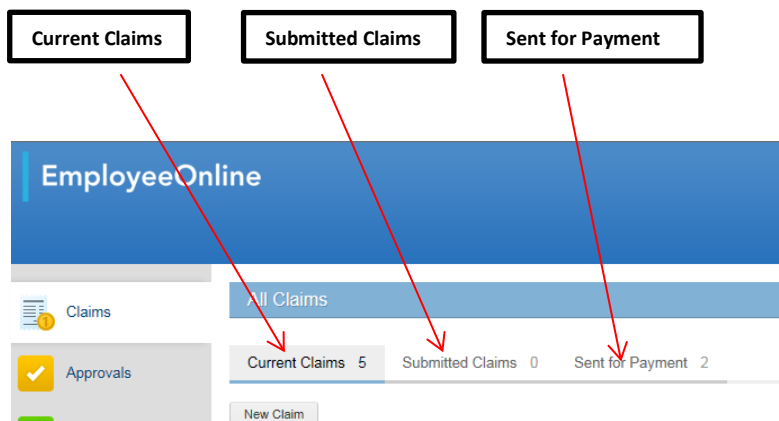


This shows all current, submitted and claims sent for payment.

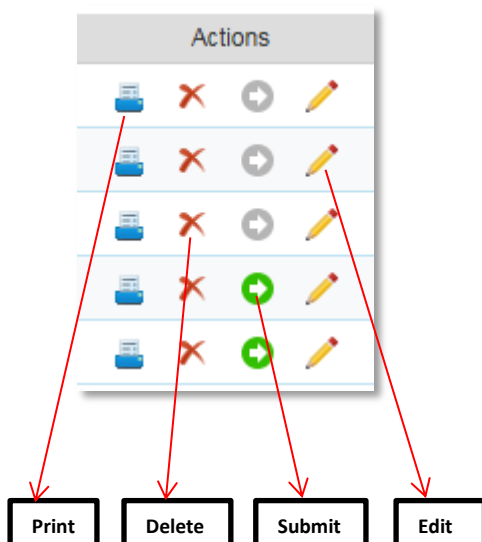
Current Claims - Claims currently being worked on

Submitted Claims - Claims that have been submitted and are awaiting approval

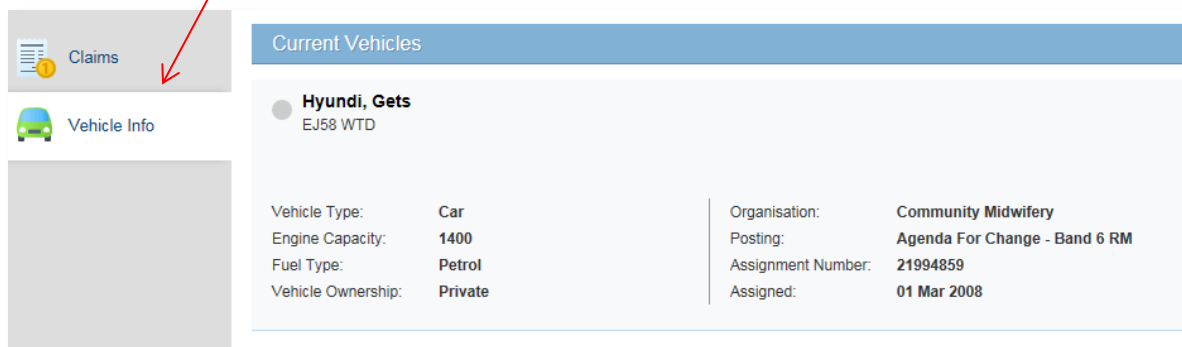
Sent for Payment - Claims that have been approved and been sent to payroll



Items can be edited, submitted, deleted or printed from here. Each claim 'resides' here until it is submitted, so additional items can be added to a claim. Rejected claims are returned to this area with a visible rejection comment.



This shows your current car details. If this is incorrect then please contact e-expenses@sthk.nhs.uk as you will need to be sent and complete and return a Change to Vehicle details form.



The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has two buttons: 'Claims' (with a document icon) and 'Vehicle Info' (with a car icon). A red arrow points from the text above to the 'Claims' button. The main content area is titled 'Current Vehicles' and displays details for a vehicle named 'Hyundi, Gets' with registration 'EJ58 WTD'. The details are organized into two columns.

Current Vehicles	
Hyundi, Gets EJ58 WTD	
Vehicle Type:	Car
Engine Capacity:	1400
Fuel Type:	Petrol
Vehicle Ownership:	Private
Organisation:	Community Midwifery
Posting:	Agenda For Change - Band 6 RM
Assignment Number:	21994859
Assigned:	01 Mar 2008

ENTERING A MILEAGE CLAIM

To create a new claim click on New Claim

To create the claim the employee must confirm which post the claim applies to (if they have more than one post) by selecting from the drop down list and then click Create.

NB. Please note that the Approving Unit determines who can approve your claim. Selecting an incorrect Approving Unit will result in the incorrect approver receiving notification of your submitted claim. This is especially important for Lead Employer Medical Trainees. Should a claim have been submitted with the incorrect Approving Unit claimants must unsubmit their claim, amend the Approving Unit and resubmit.

This will bring up the claim categories to select from:

- Mileage *to be used for any mileage claims*
- Travel *to be used for any expenses, i.e. parking, tolls etc.*
- Subsistence *to be used for any accommodation, meals if applicable.*
- Supplementary

Once a Claim Category has been selected, click on New Expense.

A new window is displayed where the claim details are to be entered. **All fields that are outlined in orange are mandatory fields, including the Claim Description field.**

The screenshot shows the 'Claim Details' form for a 'Mileage Expense'. The form has a title bar 'Claim Details — Ref : 26056602-686'. Below the title bar, there's a section 'Mileage Expense — Enter description/notes'. The form contains several fields: 'Expense Type' (a dropdown menu), 'Incurred On' (a date picker), and 'Using' (a dropdown menu). Below these is the 'Itinerary' section, which includes 'Journey Information' with checkboxes for 'Carried passengers' and 'Carried equipment', and 'From' and 'To' address fields. There's also a 'Claimed travel' section with a 'Using suggested route' dropdown and a 'Miles' input field. At the bottom, there are buttons for 'Add trip', 'Cancel', 'Save', and 'Save and New'. Red boxes and arrows highlight specific fields: 'Claim description' (points to the description input), 'Expense type' (points to the 'Expense Type' dropdown), 'Date' (points to the 'Incurred On' date picker), 'Vehicle used' (points to the 'Using' dropdown), and 'Passenger/Heavy Equipment' (points to the 'Carried passengers' and 'Carried equipment' checkboxes). All these fields are outlined in orange.

Enter description next to mileage expense.

Click on the Expense Type to select Business Mileage or other mileage claim type. **NB - Please ensure you choose 'Lease Car Mileage . . ' if you have a salary sacrifice car.**

Select the date the journey occurred on and the vehicle used for that journey.

Type "Home" and this will display your home address for selection.

Type "Base" and this will display your work address for selection.

NB - Users should not select the tick box for 'Includes return trip', but should always 'Add trip'.

Once one leg of a journey has been added, the next leg will automatically start with the end point of the previous leg.

Please use postcodes when filling out the "To" fields, alternatively type in the house number, postcode or full address until options appear for you to select.

The e-Expenses system will reduce mileage for home to base distances when certain Expense Types are selected as this element of travel is not reimbursable. Care should be taken to ensure you structure your claim appropriately to ensure that home to base mileage is accurately accounted for. See the below table for examples of when home to base reductions are applied, and the table on the following page for applicable Expense Types.

Examples of when Home to Base deductions will be applied.

First Claim Journey Starts at	Last Claim Journey Ends at	Mileage that is deducted from Day's Total
Home	Home	Home to Base * 2
Base	Base	No deduction (full mileage paid)
Home	Base	Home to Base
Base	Home	Home to Base
Location other than Home or Base	Location other than Home or Base	Home to Base * 2
Location other than Home or Base	Base	Home to Base
Base	Location other than Home or Base	Home to Base
Location other than Home or Base	Home	Home to Base * 2
Home	Location other than Home or Base	Home to Base * 2

The system determines how to process expenses based on user specified 'Expense Types'. These can range from reimbursal rates whether a private or lease car, to system calculated deductions for home to base travel, or on call emergency call out mileage. It is vital that the correct 'Expense Type' is selected by the claimant to ensure that their claim is processed accurately.

The table below shows each current 'Expense Type' listing for mileage claims, together with 'Summary' and 'When to Use' sections.

Expense Type	Summary	When to Use
Car Business Mileage	Used for private vehicles. Factors in deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken for official business using a private car. Home to Base deductions will be made in line with the previous table.
Car Business Mileage - Medical Trainees only	Used by Medical Trainees for private vehicles. Calculates point to point distances, and does not factor deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken by a Medical Trainee for official business using a private car. Claims MUST start at base.
Lease Car Miles (Salary Sacrifice)	Used for Lease vehicles. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a lease car. Home to Base deductions will be made in line with the previous table.
Lease Car Mileage (Salary Sacrifice) - Medical Trainees only	Used by Medical Trainees for lease vehicles. Calculates point to point distances, and does not factor deductions for home to base, and/or base to home mileage.	Whenever a journey is undertaken by a Medical Trainee for official business using a private car. Claims MUST start at base.
Bicycle Business Mileage	Used for pedal bicycle mileage. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a bicycle. Home to Base deductions will be made in line with the previous table.
Motorcycle Business Mileage	Used for motorcycle mileage. Factors in deductions for home to base, and base to home mileage.	Whenever a journey is undertaken for official business using a motorcycle. Home to Base deductions will be made in line with the previous table.
Emergency Call Out - Medics and Medical Trainees only	Used for call out mileage for Medical staff and Medical Trainees.	Whenever a Medic or Medical Trainee is on call and called out to work travelling by car.
Car Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using private car.	Whenever a claimant is on call and is called out to work travelling by private car.
Lease Car Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using lease car.	Whenever a claimant is on call and is called out to work travelling by lease car.
Motorcycle Emergency Call Out Mileage (On Call)	Used for call out mileage when on call using motorcycle.	Whenever a claimant is on call and is called out to work travelling by motorcycle.
Home to HQ Mileage (Medics)	Used by Medics to claim home to base mileage, when applicable.	Used to record the first leg of a journey from home to base for medics only.
Overtime Mileage	Used for claiming mileage when working overtime, in agreement with Manager. Also used by Medical Trainees when providing Out of Hours Cover.	Whenever overtime is being worked and travel costs have been agreed with Line Manager/approver, and whenever Medical Trainees are providing Out of hours Cover.
NED Mileage	Used for Non Executive Director Mileage Claims.	To be used for all Non Exec Director mileage claims.
GP Trainee Home to Duty	Used for LE Trainees based at a Surgery ONLY, if travelling from home directly to a home visit. Maximum of 10 miles each way (see page 9 & 10 for further details).	Should a GP Trainee be Practice based and require the use of their car to make home visits on any given day, they are entitled to claim up to 10 miles one way, up to a maximum of 20 miles per day. In some cases this will need to be entered as an override (see page 9 & 10 for further details).
Excess Travel (STHK Staff only)	Used for St Helens and Knowsley staff ONLY (not currently for Lead Employer Medical Trainees) who have applied for and been granted Excess Travel mileage.	Whenever an employees' base location is moves as part of organisational change, and Excess Travel has been applied for and agreed to, in order to record home to base and return mileage.
Public Transport Rate	Used for St Helens and Knowsley staff who have applied for and been agreed any Course/Study Leave mileage, and for Medical Trainees should they have any training/teaching days.	Used to record any mileage which relates to Course/Study Leave following application and agreement of reimbursable expenses, and also to be used by Medical Trainees should they attend a training/teaching days. Home to Base deductions will be made in line with the previous table.

Mileage is calculated using Google Maps shortest route in accordance with policy. Details of the plotted route can be viewed by clicking 'Show Map'.

EXCESS TRAVEL

Excess Travel via e-Expenses should **not** currently be used by Medical Trainees.

ENTERING HOME TO DUTY TRAVEL – Medical GP Trainees Only

Home to Duty mileage claims can be submitted by GP Trainees who are based at a Practice should they require the use of their car during their work day, up to a maximum of 10 miles each way. These types of claim can be processed via the e-Expenses system, and should be claimed for journeys from home to practice, or practice to home. The remaining portion of the journey (practice to home visit, and home visit to practice) should be entered on a new claim line using the 'Car Business Mileage – Medical Trainees Only' Expense Type.

NB - Please note that entering Home to Duty travel miles requires a slightly different approach, as mileage amounts may need to be manually adjusted if actual distances are greater than 10 miles one way.

Create a claim as you would normally, as per pages 5&6 of this guide. In the 'Expense Type' field select the option for 'GP Trainee Home to Duty'.

Claim Details — Ref.: 24758048-3158

Mileage Expense — GP Home to Duty 01/07/17

Expense Type: **Please choose**

- Car Business Mileage - start+end at home
- Car Business Mileage - start+end at base
- Lease Car Mileage - start+end at home (Salary Sacrifice)
- Lease Car Mileage - start+end at base (Salary Sacrifice)
- Bicycle Business Mileage - start+end at home
- Bicycle Business Mileage - start+end at base
- Motorcycle Business Mileage - start+end at home
- Motorcycle Business Mileage - start+end at base
- Car Emergency Call Out Mileage (On Call)
- Lease Car Emergency Call Out Mileage (On Call)
- Motorcycle Emergency Call Out Mileage (On Call)
- Home to HQ Mileage (Medics)
- Overtime Mileage
- NHS Mileage
- GP Trainee Home to Duty**
- Excess Travel (STHK Staff only)
- Public Transport Rate - Miles

Using: Please select one...

Claimed travel

Using suggested route: 0 Miles

Buttons: Add trip, Cancel, Save, Save and New

Continue with claim input, selecting the incurred date and vehicle used. Journeys must start at home and go to base (enter 'Home' in the From field and 'Base' in the To field). Any subsequent journeys on the same day should be created under a new claim line using the 'Car Business Mileage – Medical Trainees Only' Expense Type.

Should the calculated mileage be in excess of 10 miles you will need to enter a manual override. To do this select the 'LE Home to Duty Allow' option as highlighted below, and enter a maximum of 10 miles, as per the below example screenshot.

Claim Details — Ref.: 24758048-3158

Mileage Expense — LE Home to Duty Jul17

Expense Type: GP Trainee Home to Duty

Incurred On: 01 Aug 2017

Using: JN03 STU (Private - Alfa Ro)

Itinerary

1 New Journey

Journey Information

From: 46 Grange Avenue North West Derby

To: 1A Park House, Lune Street, LANCAST

Includes return trip: ☒

Claimed travel

LE Home to Duty Allow: 10 Miles

Buttons: Add trip, Cancel, Save, Save and New

Please see below examples of a claim which has been incorrectly and correctly structured when a 'GP Trainee Home to Duty' claim is being created.

Incorrect Example using only 'GP Trainee Home to Duty'

Claim Details — Ref : 24758048-4075

Mileage Expense — GP Trainee Home to Duty EXAMPLE

Expense Type: GP Trainee Home to Duty Incurred On: 05 Sep 2017 Using: JN03 STU (Private - Alfa Ro)

Itinerary

- 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescott Road St Helens WA10 3TP
- Alexandra Park Prescott Road St Helens WA10 3TP to 3 Sherdley Park Drive, ST. HELENS, WA9 3TP, UNITED KINGDOM
- 3 Sherdley Park Drive, ST. HELENS, WA9 3TP, UNITED KINGDOM to Alexandra Park Prescott Road St Helens WA10 3TP
- Alexandra Park Prescott Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ

Each journey leg shows 'Using suggested route' and '7.5 Miles' or '2.9 Miles'. A large red 'X' is overlaid on the bottom right of the form.

Correct Example using 'GP Trainee Home to Duty' & 'Car Business Mileage'

Claim Details — Ref : 24758048-4075

Mileage Expense — GP Trainee Home to Duty EXAMPLE

Expense Type: GP Trainee Home to Duty Incurred On: 05 Sep 2017 Using: JN03 STU (Private - Alfa Ro)

Itinerary

- 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescott Road St Helens WA10 3TP
- Alexandra Park Prescott Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ

Each journey leg shows 'Using suggested route' and '7.5 Miles' or '7.3 Miles'. A large green checkmark is overlaid on the bottom right of the form.

Please note that warnings will appear when a GP Trainee Home to Duty Claim is entered, and this will appear whenever the total daily miles recorded against all Expense Types exceeds 20 miles. These warnings will present similar to the below screenshots.

Warning message on the claim details screen.

Mileage 2	Travel 0	Subsistence 0	Supplementary 0
New Expense			
Expense Type	Incurred On		
Car Business Mileage - Medical Trainees only	05 Sep 2017		
GP Trainee Home to Duty	05 Sep 2017		

Warning message on the claim line.

Warnings	<ul style="list-style-type: none"> This entry has caused the maximum daily total mileage allowed to be exceeded (20 miles) 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescott Road St Helens WA10 3TP: The claimed mileage for the journey leg exceeds the maximum tolerance level of 1% of the suggested route distance. Alexandra Park Prescott Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ: The claimed mileage for the journey leg exceeds the maximum tolerance level of 1% of the suggested route distance. 	<ul style="list-style-type: none"> 46 Grange Avenue North West Derby Liverpool L12 9LJ to Alexandra Park Prescott Road St Helens WA10 3TP: The claimed mileage for the journey leg exceeds the minimum tolerance level of 1% of the suggested route distance. Alexandra Park Prescott Road St Helens WA10 3TP to 46 Grange Avenue North West Derby Liverpool L12 9LJ: The claimed mileage for the journey leg exceeds the minimum tolerance level of 1% of the suggested route distance.
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NB - Warnings will not prevent you from saving, completing and submitting your claim. These warnings should be used as a prompt to check that a maximum of 20 miles per day is being claimed against the 'GP Trainee Home to Duty' Expense Type.

See below various screenshots of parts of the system which you will see when entering claims.

Claim Details — Ref : 26056602-686

Mileage Expense — Test Claim

Expense Type: Please choose... Incurred On: [Date] Using: Please select one...

Itinerary:

- 1 New Journey
- Business Mileage
- Lease Car Miles - No Taxed (Salary Sacrifice Car)
- Bicycle Mileage - Non Taxed
- Course / Conference Mileage
- Course Mileage - Mandatory
- Course Mileage - Voluntary
- Emergency Call Out Mileage
- Heavy Equipment - Taxed
- Heavy Equipment - Non Taxed
- Home to HQ Mileage
- Bicycle Mileage - Taxed
- Lease Car Miles - Taxed
- Motorcycle Mileage - Non Taxed
- Motorcycle Mileage - Taxed
- Overtime Mileage
- Passenger - Taxed
- Passengers - Non Taxed
- Public Transport Rate - Miles
- Relocation Mileage

Claimed travel: Using suggested route 0 Miles

Buttons: Cancel, Save, Save and New

Claim Details — Ref : 26056602-686

Mileage Expense — Test Claim

Expense Type: Business Mileage Incurred On: 17 Nov 2016 Using: MM15 VRO (Company - FO)

Itinerary:

1 New Journey

Journey Information:

From: home To: 57 Arden Widnes WA8 4XN

Claimed travel: Using suggested route 0 Miles

Buttons: Cancel, Save, Save and New

Claim Details — Ref : 26056602-686

Mileage Expense — Test Claim

Expense Type: Business Mileage Incurred On: 17 Nov 2016 Using: MM15 VRO (Company - FO)

Itinerary:

1 New Journey

Journey Information:

From: 57 Arden Widnes WA8 4XN To: base

Claimed travel: Using suggested route 0 Miles

Buttons: Cancel, Save, Save and New

Clicking 'Add Trip' generates a new entry and automatically sets the last "From" destination as the starting "to" destination point from the next leg of the journey.

Claim Details — Ref : 26056602-686

Mileage Expense — Test Claim

Expense Type: Business Mileage Incurred On: 17 Nov 2016 Using: MM15 VRO (Company - FO)

Itinerary

1 57 Arden Widnes WA8 4XN to Whiston Hospital Warrington Road Liverpool L35 5DR

Journey Information

From: 57 Arden Widnes WA8 4XN To: Whiston Hospital Warrington Road Liverpool

Carried passengers Carried equipment Includes return trip

Claimed travel

Using suggested route 3.9 Miles Claimable mileage 0

2 New Journey

Journey Information

From: Whiston Hospital Warrington Road Liverpool To: wa9 5lb

Carried passengers Carried equipment Includes return trip

Claimed travel

Using suggested route Miles Claimable mileage 0

Your locations

Consett Rd, Saint Helens WA9 5LB, UK

Add trip Cancel Save Save and New

New Claim - EOL Expense

https://expenses01.allocate-cloud.com/Expenses/STHKLIVE/Claims/New

HealthRoster Employee Online

Claim Details — Ref : 26056602-686

Mileage Expense — Test Claim

Expense Type: Business Mileage Incurred On: 17 Nov 2016 Using: MM15 VRO (Company - FO)

Itinerary

1 57 Arden Widnes WA8 4XN to Whiston Hospital Warrington Road Liverpool L35 5DR

Journey Information

From: 57 Arden Widnes WA8 4XN To: Whiston Hospital Warrington Road Liverpool

Carried passengers Carried equipment Includes return trip

Claimed travel

Using suggested route 3.9 Miles Claimable mileage 0.9

2 Whiston Hospital Warrington Road Liverpool L35 5DR to Consett Rd, Saint Helens WA9 5LB, UK

Journey Information

From: Whiston Hospital Warrington Road Liverpool To: Consett Rd, Saint Helens WA9 5LB, UK

Carried passengers Carried equipment Includes return trip

Claimed travel

Using suggested route 2.4 Miles Claimable mileage 0

3 New Journey

Journey Information

From: Consett Rd, Saint Helens WA9 5LB, UK To: L35 5dr

Carried passengers Carried equipment Includes return trip

Claimed travel

Using suggested route Miles Claimable mileage 0

Your locations

Rainhill, Prescot L35 5DR, UK

Whiston Hospital Warrington Road Liverpool L35 5DR

Add trip Cancel Save Save and New

If you find yourselves in a diversion or road block then you can override the mileage amount manually by selecting from the drop down list and entering the eligible mileage in the 'Claimed Travel' box.

NB - There is a limit to how much extra you change. Changes over thresholds will need to be verified by your line manager if they are exceeded.

Multiple entries can be saved within one claim simply by clicking on 'Save' or 'Save & New'.

Save & New will generate a new window. The process can be repeated as many times as necessary.

You may get notifications like the yellow box in the above screenshot. This will be due to information within the system which requires updating.



is a warning and you can continue to submit your claim



is a violation and you will not be able to proceed through to submission of a claim.

NB - Should any warnings appear for out of date vehicle checks, i.e. insurance or MOT, please send electronic scanned copies of documentation to e-expenses@sthk.nhs.uk for central team update. Your approver may be able to advise you of the reason for the warning/violation, but does not have the facility to update vehicle checks.

Should a violation appear (white cross in a red circle) you will be able to create your claim, however you will not be able to submit it for approval. Please review the violation and discuss with your approving manager or the e-Expenses Team to resolve the issue.

Should any claims be created when vehicle checks are out of date, following update of insurance, MOT etc. the effected claim line(s) will need to be resaved to revalidate against the vehicle checks against the new expiry dates and remove the warning. Until this is done you will not be able to submit your claim.

ENTERING A TRAVEL EXPENSE CLAIM

Travel expense claims are entered via the Travel tab in the main claim form. This is for travel expenses such as car parking, rail fees, bus fees etc.

All fields that are outlined in orange are mandatory fields.

The screenshot shows the 'EmployeeOnline' interface. The main form is titled 'Claim Details — Ref: 24758048-3079'. It has tabs for 'Mileage', 'Travel', 'Subsistence', and 'Supplementary'. The 'Travel' tab is selected. A modal window titled 'Claim Details — Ref: 24758048-3079' is open, showing the 'Travel Expense — Enter description / notes' form. This modal has a list of 'Expense Type' options, 'Incurred On' and 'Amount (£)' fields, 'From' and 'To' date fields, a 'Receipt Available' checkbox, and an 'Upload images' section. The 'From' and 'To' fields are outlined in orange, indicating they are mandatory.

Click on 'New Expense'.

A new window is displayed where the claim details are to be entered. All fields that are outlined in orange are mandatory fields

The fields in a travel claim include:

- Expense type
- Date
- Claim amount
- From *(freetext field)*
- To *(freetext field)*

There is also a check box to indicate that a receipt is available. Receipts can be scanned and attached as .jpeg/.jpg file to your claim, or these can be shown to your manager for them to verify as part of the approval process.

NB - All receipts must be retained by the claimant in line with policy, and these should be made available on request for audit purposes.

Select 'Save' once all fields have been completed.

CREATING A SUBSISTENCE EXPENSE CLAIM

The subsistence tab is used to enter claims for living costs incurred when working away from home such as meal allowances, and overnight accommodation etc.

The screenshot shows the 'Subsistence' tab selected in the expense claim system. A modal window titled 'Subsistence Expense' is open, allowing the user to enter details for a new expense. The modal includes a dropdown for 'Expense Type' with options like 'Evening Meal Allowance', 'Incidental Allowance', 'Lunch Allowance', 'Overnight Allowance', 'Overnight Allowance - Friends/Relatives', and 'Overnight Allowance - London'. It also has fields for 'Incurred On', 'Claim Amount (£)', 'Daily Rate (£)', 'Receipt Available', and an 'Upload images to support your claim' section.

Click on 'New Expense'.

A new window is displayed where the claim details are to be entered. All fields that are outlined in orange are mandatory fields

The fields completed in this category include:

- Expense Type
- Date
- Claim amount, or daily rate & number of days
- Receipt available

Select 'Save' once all fields have been completed.

NB - Claims for subsistence allowances should be in line with Agenda for Change Terms and conditions (Annex N: Subsistence Allowance) as below, and should be agreed with your manager before claiming.

Night Allowance - first 30 nights	£55.00 per night max
Night Allowance, after first 30 nights	£35.00 max
Meals Allowance – 24hr period	£20.00
Night Allowance in non-commercial accommodation	£25.00 per 24hr period
Day Meals Allowance - Lunch Allowance (more than 5hrs away from base)	£5.00
Day Meals Allowance - Evening Meal Allowance (more than 10hrs. away from base and return after 7pm)	£15.00
Incidental Expenses	£4.20 per 24hr period
Late Night Duties Allowance	£3.25 per 24hr period

SUBMITTING A COMPLETED CLAIM

A claim can be submitted by clicking on Submit at the bottom of the Claim Details screen.

expenses01.allocate-cloud.com/eExpenses/STHKLIVE/Claims/Edit/377

ter
e Online

Claims, e-Expenses & BR | e-Expenses | Expenses | Expenses Admin | Expenses Reporting

Claim Details --- Ref:26056602-377

Claim description: Claim for Oct-2016
Posting: Payroll Services (Agenda For Change -
Approving unit: Payroll Services

Total value (incl. mileage): £0.00
Total miles: 60.6

Mileage (3) | Travel (0) | Subistence (0) | Supplementary (0)

New Expense

There are currently no subsistence expenses for this claim.

Back to claims | Save | Submit

When the submit link is clicked, a disclaimer stipulated by the Trust is displayed, which the employee must read and accept in order to proceed.

Submit Claim?

The expenses claimed were actually and necessarily incurred whilst engaged on the business stated.

The subsistence allowances claimed are in respect of periods actually and necessarily away from home and headquarters.

The travelling expenses and subsistence allowances claimed are in accordance with the terms and conditions of service determined from time to time and have not been claimed from any other sources.

I have read and understood the above.

Accept | Decline

Once a claim has been submitted you can track its progress by navigating to the 'Submitted Claims' and 'Sent for Payment' tabs within the e-Expenses system.

EmployeeOnline

Logout | Stuart Jones

Rostering | My Profile | Timesheets | Expenses

Claims

Approvals

Payroll Approvals

Vehicle Info

All Claims

Current Claims 3 | Submitted Claims 0 | Sent for Payment 2

New Claim

Name	Ref	Status	Approving Unit	Items	Miles	Cost	Actions
Claim for May-2017	24758048-1877	Created	Workforce Planning	0	0.0	£0.00	Print Cancel Edit
Claim for May-2017	24758048-1876	Created	Workforce Planning	1	6.1	£0.00	Print Cancel Edit
Claim for May-2017	24758048-1797	Created	Aintree Hospitals A&E	1	18.3	£0.00	Print Cancel Edit

1 - 3 of 3 items

You will also receive a system generated notification confirming when claims have been approved.

DEADLINES FOR E-EXPENSES PROCESSING

In order to maintain the timely reimbursal of any expenses submitted via the e-Expenses system a timetable has been drawn up, as below. All claims which have been submitted and approved by the dates shown are guaranteed to be processed through to payment in the same month.

Any submitted and approved claims which have not been approved by this deadline date cannot be guaranteed for payment that same month, but they will be processed the following month.

Month	Electronic Data Deadline for Payroll (Submitted and Approved)
May 2017	Mon 8 th May
June 2017	Thur 8 th June
July 2017	Sat 8 th July
August 2017	Tues 8 th August
September 2017	Fri 8 th September
October 2017	Sun 8 th October
November 2017	Wed 8 th November
December 2017	Sun 3 rd December
January 2018	Mon 8 th January
February 2018	Thur 8 th February
March 2018	Thur 8 th March

USEFUL QUICK TIPS

Journeys and Expense Types for Medical Trainees

JOURNEY	EXPENSE TYPE	COMMENTS
GP Trainee Home Visits <i>Applicable only for GP Trainees who require their car during their work day. Only eligible to claim a maximum of 20 miles per day.</i>	'GP Trainee Home to Duty' & 'Car Business Mileage - Medical Trainees only', or 'Lease Car Mileage (Salary Sacrifice) - Medical Trainees only'	GP Trainee Home to Duty should be used for the 'home to base' and 'base to home' portions of the journey. For 'base to home visit' and 'home visit to base' use the appropriate lease or private car Expense Type (see pages 9 & 10 of this guide for further information).
Out of Hours Cover	'Overtime Mileage'	Full mileage is payable at public transport rate, with no reductions for home to base applicable.
Scheduled Teaching and/or Training Day <i>This should not be used for course or exam expenses.</i>	'Public Transport Rate - Miles'	Only to be used for teaching/training days. Home to base deductions are applicable. This is <u>not</u> course/study leave. Any existing regional processes should continue to be used to claim and Study/Course expenses. GP Trainees in the Cheshire and Mersey region should <u>not</u> claim for this expense. These trainees should contact Rebecca Smith (rebecca.smith@nw.hee.nhs.uk).
Call Out Mileage When On Call	'Emergency Call Out - Medics and Medical Trainees only'	Full mileage is payable, with no reductions for home to base applicable.

Claim Creation and Approving Unit

The Approving Unit is a required field when Medical Trainees create their claim. Claimants should be advised of this when they are provided with their login details. Choosing the correct Approving Unit is a fundamental requirement as it determines who receives the notification to approve your claim. Should you need advice on the Approving Unit to select please contact e-expenses@sthk.nhs.uk.

Claim Submission following Vehicle Check Update

If you create a claim whilst a vehicle check has expired you will be presented with a violation icon and will not be able to submit your claim. E-Mail e-expenses@sthk.nhs.uk with your updated vehicle documentation for update centrally. Once updates have been made, claimants will need to resave their claim lines in order for the violation to be revalidated and cancelled. Claimants will not be able to submit their claims until this revalidation is complete.

CONTACTS

For any e-expenses systems queries please contact the Team via email at e-expenses@sthk.nhs.uk.

For any queries relating to Excess Travel or Course Expenses please contact the appropriate Lead Employer Team.

leademployerwestmids@sthk.nhs.uk	(West Mids)
leademployer.eastmids@sthk.nhs.uk	(East Mids)
leademployerEOE@sthk.nhs.uk	(East of England)
Lead.Employer@sthk.nhs.uk	(Cheshire and Mersey)