Selenity - Quick Guide

Log on here: https://heenon.sel-expenses.com

This will take you to the following screen. Click on "Add New Expenses":

Enter the date of the event took place

Click the drop-down arrow for 'Venue' and select as appropriate

Click on drop down arrow for 'Speciality (if applicable)' and select from the alphabetical list

Provide any key information which may be helpful for the claim approver in the 'Other Details' box. This will also be of help to you if making several claims:

Enter the first expense from the drop-down list in the 'Expense Category'
The example shown is for a Hotel, but the overall principles are the same for all items (receipts not needed for mileage, mileage detour and incidental expenses).

The next box to the right 'Expense Item' displays the types of items that can be claimed in this category you have selected.

All expenses claimed require a receipt (except incidental, mileage and detour mileage), click in the circle to the left of the Yes box. Enter the number of nights stay and the total from the receipt:

Click on Save, the expense is now complete a new screen will appear with the claim name and a reference number

Add the accommodation receipt, click on the scroll icon.

Another screen appears. Hover over in the grey panel (to the left) and the scroll icon appears, click on this icon and a window appears showing the drives/folders device,

Select the area where you have saved the receipt image and click on the receipt to upload it to your claim.

Click on **Save.** The Scroll icon now has a magnifying glass under it and the receipt can now be viewed.

Completing and submitting your claim

Click on **Submit Claim** when your expenses claim is complete:

A message will appear thanking you for submitting with the claim number and description of the claim

Click Save and the declaration window appears press I Accept, once done the page will change to your Home/My Claims this brings up a list of all the claims you make.

If your checkers and approvers do not have any questions or issues with your claim, you will receive an email once the claim has been approved for payment in the system. We make a number of BACs payments a week, so you should receive payment into your account in no more than 7 working days after the notification email. Once a claim has been paid it will appear in your 'Previous Claims' page for future reference.

Important

If an expense <u>item</u> is disputed and returned, you will receive an e-mail notification explaining what action you need to take. If you have not corrected or deleted an item before 28 days from the date the claim was rejected, the item will be deleted from your claim. This will ensure the remainder of your claim can progress to be paid. If the whole of your claim is incorrect, it will be unsubmitted and return to your 'Current Claims' page – again you will receive an email and will need to amend and resubmit if applicable.