

Expense claims may be submitted via the **Expenses** Experience Pack (XP), which is under Your Employment > Start pages box.

Fields marked with a red asterisk are mandatory, but you should also complete non-mandatory fields where possible to ensure all relevant information is captured.



Expenses should be supported by receipts, and the expenses entered should have the same Date and Amount as the corresponding receipts. If a claim is approved (via workflow), it can then be processed for payment.

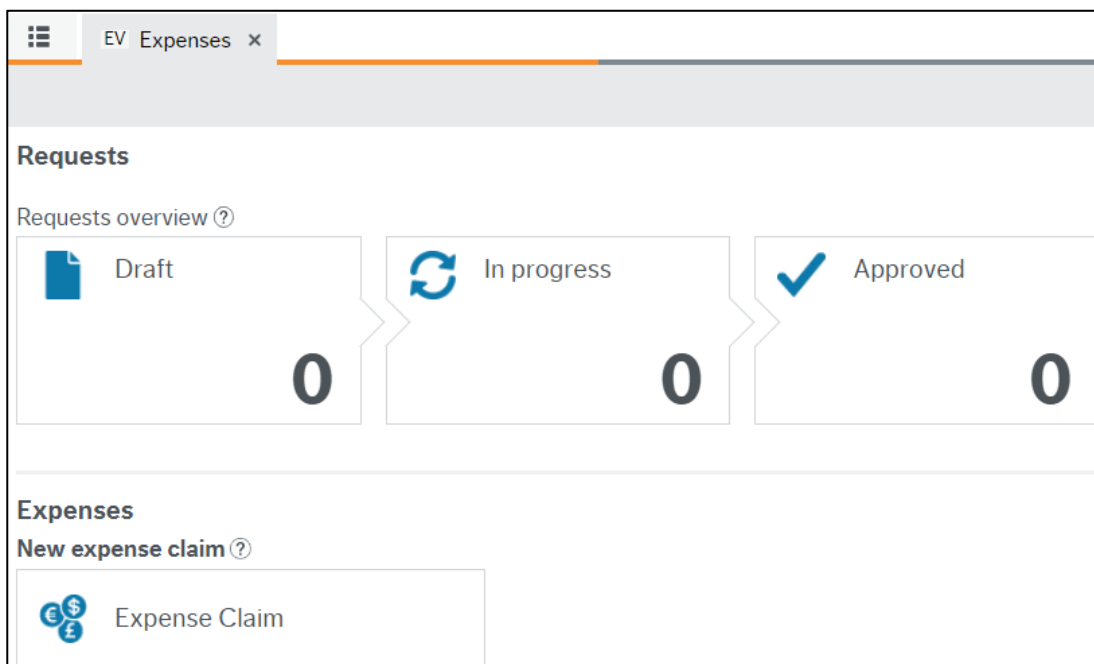
Important note you need to have submitted the driver's wellbeing form and had it approved before claiming mileage. Otherwise, your request will be automatically rejected by the system.

## Part 1 – Access the Expenses screen and enter all relevant details

### 1A – Open the screen and complete the header information

#### 1. Go to: **Your Employment > Start Pages > Expenses**

The **Expenses** screen displays:



The screenshot shows the 'EV Expenses' screen. At the top, there is a header with a menu icon and the text 'EV Expenses x'. Below this is a section titled 'Requests' with a sub-header 'Requests overview ?'. This section contains three cards representing the workflow stages: 'Draft' (with a document icon and a count of 0), 'In progress' (with a refresh icon and a count of 0), and 'Approved' (with a checkmark icon and a count of 0). Below the 'Requests' section is another section titled 'Expenses' with a sub-header 'New expense claim ?'. This section contains a button labeled 'Expense Claim' with a currency icon (€/\$/£).

From this screen, users can select to:

- Create a new expense claim
- Open an existing “Draft” claim (i.e. which has not yet been submitted), then update the draft and submit the claim
- Check on status of existing “In Progress” claims
- View “Approved” and also “Completed” (paid) claims



The number below each of the icons in the **Requests Overview** and **Expense Overview** sections denotes how many claims are at each stage of the process (Draft / In Progress / Complete).

2. Click on the **Expense Claim** button in the **New Expense Claim** subsection. The **Expenses: Expense Claim** screen displays, with the logged in user’s name in the **On behalf of resource\*** field. Employees should typically leave this field unchanged.



Managers can complete their own expenses and may complete an expense claim on behalf of their reports by selecting a different name from the list. If a manager completes an expense for the employee, it does not need to workflow for approval but will be processed automatically.

3. Enter a **Purpose**. Ensure this is a meaningful description which encompasses the basis of the claim.



The **Date** field auto-populates with today's date (i.e., the date of submitting the claim) and should remain unchanged.

Dates on each individual expense line (see further below) must however match the dates of the corresponding receipts.

|       |            |  |
|-------|------------|--|
| Date* | 25/04/2022 |  |
|-------|------------|--|

## 1B – Add Expense Lines and Line Details

1. Click on the **Add Expense** button in the bottom left of the screen.

The **What Did You Spend?** section displays with a blank expense line ready for entry.

| What did you spend? |              |             |        |
|---------------------|--------------|-------------|--------|
| Category            | Expense date | Description | Amount |
|                     | 25/04/2022   |             | 0.00   |

2. Select the **Category** of spending. (There are approximately 20 categories to choose from).

| Category |                    |
|----------|--------------------|
|          |                    |
|          | Car Parking        |
|          | Eye Test           |
|          | Fit Note           |
|          | Mileage - Bicycle  |
|          | Mileage - Electric |

3. Select the **Expense Date** (the date the expense was incurred – which should generally match the corresponding receipt).
4. Enter a suitable **Description**.  
E.g., for **Professional Fees**, enter the specifics of the service provided.  
E.g., for **Mileage**, describe the journey taken (e.g. start point and destination).
5. Enter the **Amount** for that line item.

| What did you spend? |              |                                       |        |
|---------------------|--------------|---------------------------------------|--------|
| Category            | Expense date | Description                           | Amount |
| Professional Fees   | 24/04/2022   | Translation fees for tender documents | 200.00 |
|                     |              |                                       | 200.00 |

6. Click the double-chevrons at the end of the new expense line to reveal additional fields.

## 1B – Add Expense Lines and Line Details (continued...)



A new subsection displays, for coding of the expense (including which **Position** and **Cost Centre** the expense relates to, and also, for example, which **Tax Code** and/or **Tax System** applies.

| <input type="checkbox"/>            | Category          | Expense date | Description                           |
|-------------------------------------|-------------------|--------------|---------------------------------------|
| <input checked="" type="checkbox"/> | Professional Fees | 24/04/2022   | Translation fees for tender documents |

Cost categories

**Position**  
 20000003

**Cost centre\***  
 A1000A

Apply to all ?

**Tax code**  
 PE

**Tax system**  
 NA

Different categories may display additional fields, where additional specific information is required. E.g., **Sub Cost Centre**, **Amber Text** and others

**Position**  
 20000003

**Cost centre\***  
 A1000A

**Sub Cost Centre**  
 HGRSTNHB-001

**Amber Text**

**Important Note:** When choosing Lease car in order to get the correct mileage rate you need to select Car engine and Fuel type from the dropdown.

What did you spend?

| <input type="checkbox"/>            | Category      | Expense d... | Description                    | Quantity | Amount |
|-------------------------------------|---------------|--------------|--------------------------------|----------|--------|
| <input checked="" type="checkbox"/> | Mileage - ... | 02/0...      | [Please enter journey details] | 0.00     | 0.00   |

**Carengine**

**Rate**

**Cost centre\***  
 RH

**Sub Cost Centre**

**Transport Staff Travel**


Apply to all ?

- 39 Petrol < 1400cc
- 40 Petrol 1401cc - 1...
- 41 Petrol 1601cc - 2...
- 42 Petrol > 2000cc
- 43 Diesel < 1400cc
- 44 Diesel 1401cc - 1...
- 45 Diesel 1601cc - 2...
- 46 Diesel > 2000cc
- 47 LPG < 1400cc
- 48 LPG 1401cc - 160...
- 49 LPG 1601cc - 200...
- 50 LPG > 2000cc
- 51 Electric

## 1B – Add Expense Lines and Line Details (continued...)

7. Select the **Position** to which the expense applies (most notably if you hold multiple employments with Surrey County Council).
8. Select the relevant **Cost Centre** (the **Cost Centre** related to your employment defaults but can be changed if required).
9. Select the Applicable **Tax Code** and **Tax System**. (The expected options default but can be changed if required.)
10. Enter or select values for any additional information fields that display.



Having entered the first line of the claim, if there are additional lines, repeat Steps 1-10 above for each – always remembering to click on the double-chevrons  and update the coding details for each individual expense line.

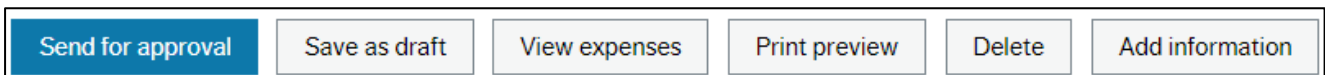
## 1C – Save as Draft



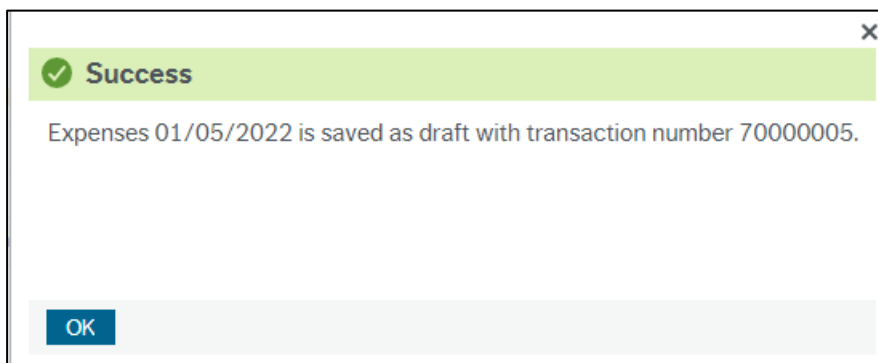
Once all line items have been entered, it is recommended that you save your claim as a draft (to avoid losing work by screen timeouts).

This can be repeated as often as you like throughout the process, especially when there are lengthy multi-line expenses.

1. Click **Save as Draft** in the toolbar at the bottom of the screen.



2. A Transaction number is generated and displayed in the popup message.
3. Click **OK** to the Success message that displays.



4. Proceed with completion of the rest of the claim (Section **1E** below) or else exit and retrieve and update the claim later (starting with Section **1D** below).

## 1D – Retrieve and Update a Draft Claim

Once a draft claim has been saved, you have the option to leave the screen and complete the claim later.



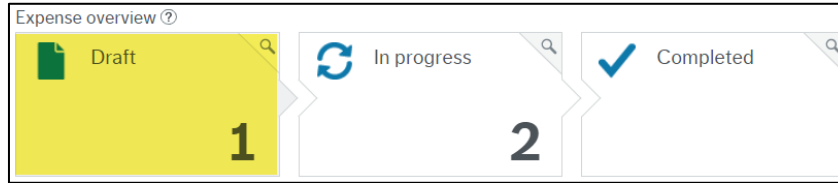
The claim can be retrieved and saved again as draft multiple times if necessary (e.g., if entering expense items on a daily basis, but only submitting the full claim at the end of the month).

## 1D – Retrieve and Update a Previously Saved Draft Claim (continued...)

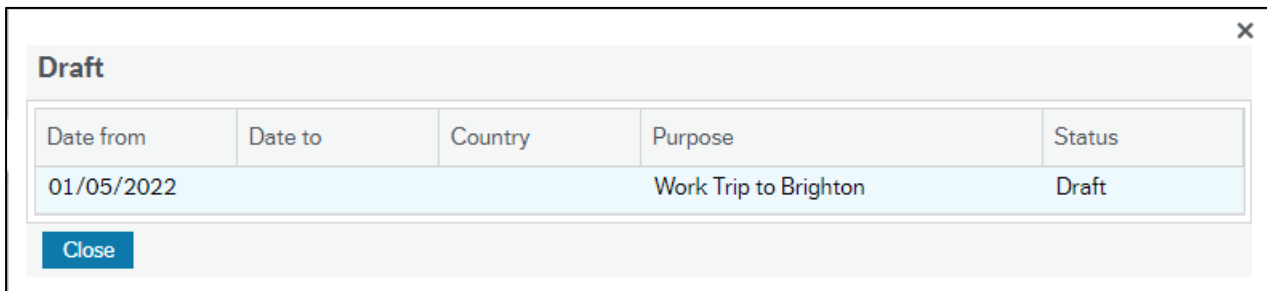
1. Go to: **Your Employment > Start Pages > Expenses**

The **Expenses** screen displays.

2. Click on the **Draft** icon (the number indicates how many draft claims there currently are..



3. Click on the relevant draft claim in the list that you wish to continue entering.



4. The previously created draft claim displays:

The screenshot shows the 'Expenses: Expense Claim' screen. It includes the following sections:

- What was the purpose?**: Work Trip to Brighton, Date: 01/05/2022
- What did you spend?**: A table with columns for Category, Expense date, Description, Quantity, and Amount.
- Expense overview**: A summary of transactions and receipts.

| Category   | Expense date | Description                         | Quantity | Amount |
|--|--------------|-------------------------------------|----------|--------|
| <input type="checkbox"/> Car Parking                     | 25/04/2022   | Daily Parking at ABC                |          | 10.00  |
| <input type="checkbox"/> Mileage - Passenger             | 26/04/2022   | Trip from Barneyville to Rubbletown | 20.00    | 1.00   |
| <input type="checkbox"/> Professional Fees               | 27/04/2022   | Translator services                 |          | 30.00  |
| <input type="checkbox"/> Out of Pocket Re-imbursement VA | 01/05/2022   | Entry ticket                        | 1.00     | 40.00  |
| <input type="checkbox"/> Taxi                            | 01/05/2022   | Uber from Munglebury to Fastenberg  |          | 50.00  |

The 'Expense overview' section shows:

- Expense transactions: 0 matched, 0 available
- Expenses table:

| Type                                | Amount          |
|-------------------------------------|-----------------|
| Work Trip to Brighton 01/05/2022    |                 |
| Daily Parking at ABC                | 10.00           |
| Trip from Barneyville to Rubbletown | 1.00            |
| Translator services                 | 30.00           |
| Entry ticket                        | 40.00           |
| Uber from Munglebury to Fastenberg  | 50.00           |
| <b>Total</b>                        | <b>£ 131.00</b> |

5. Proceed with completion of the rest of the claim (Section 1E below), whether amending / adding lines, or attaching/matching receipts to expense lines.



Note that to delete an expense line, you can tick the checkbox to the left of the line and click the **Delete Expense** button.

| <input type="checkbox"/>            | Category            | Expense date | Description                         |
|-------------------------------------|---------------------|--------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Mileage - Passenger | 26/04/2022   | Trip from Barneyville to Rubbletown |

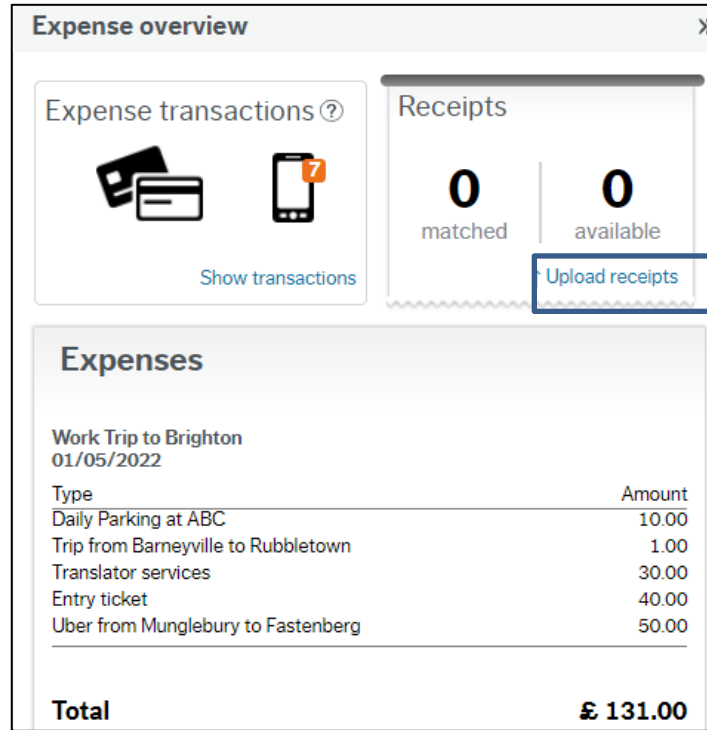
Add expense

Copy expense

Delete expense

## 1E – Upload Receipts (and/or Show Receipts)

1. On the right-hand side of the screen, the **Expenses Overview** is displayed, showing the Header (**Purpose**), **Date**, **Itemised Expense Descriptions** and **Amounts** – as well as the **Total** of the current claim.



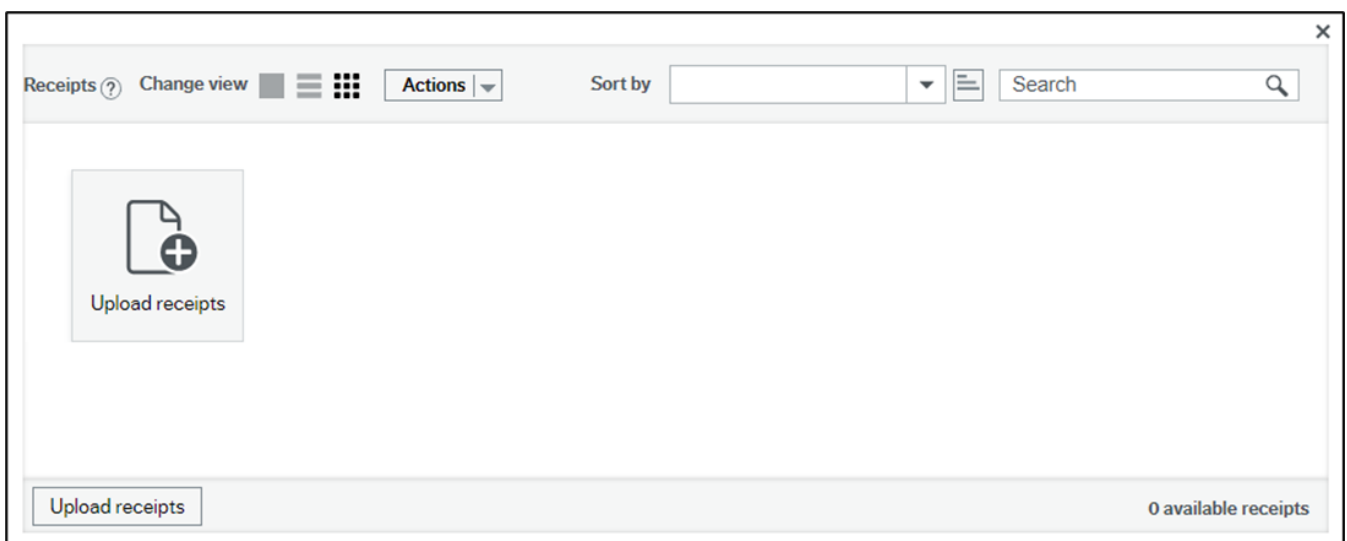
The screenshot shows the 'Expense overview' interface. It features two main sections: 'Expense transactions' and 'Receipts'. The 'Expense transactions' section includes icons for a credit card and a smartphone, with a 'Show transactions' link below. The 'Receipts' section displays '0 matched' and '0 available' receipts, with an 'Upload receipts' button highlighted by a blue box. Below these sections is an 'Expenses' table for a 'Work Trip to Brighton' on '01/05/2022'. The table lists various expenses and their amounts, with a total of £131.00.

| Type                                | Amount          |
|-------------------------------------|-----------------|
| Daily Parking at ABC                | 10.00           |
| Trip from Barneyville to Rubbletown | 1.00            |
| Translator services                 | 30.00           |
| Entry ticket                        | 40.00           |
| Uber from Munglebury to Fastenberg  | 50.00           |
| <b>Total</b>                        | <b>£ 131.00</b> |



Before submitting a claim for approval, all corresponding receipts (and/or other supporting documentation) should be attached to **each** relevant line of the claim.

2. Click on the **Upload Receipts** link in the **Receipts** subsection of the **Expense Overview** section.
3. The **Receipts** screen displays.



The screenshot shows the 'Receipts' screen. It features a header with 'Receipts', 'Change view' (with icons for list and grid), 'Actions', 'Sort by', and a search bar. The main content area is mostly empty, with a large 'Upload receipts' button (represented by a document icon with a plus sign) in the center. At the bottom, there is another 'Upload receipts' button and a status indicator that says '0 available receipts'.

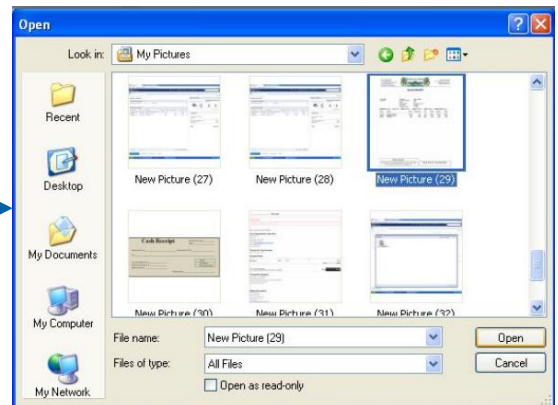
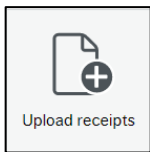


## 1E – Upload Receipts and/or Show Receipts (continued...)

- If the receipt you wish to match to the line has not yet been uploaded, then select **Upload Receipts** and select the receipts from wherever they are stored on your laptop / tablet / network.



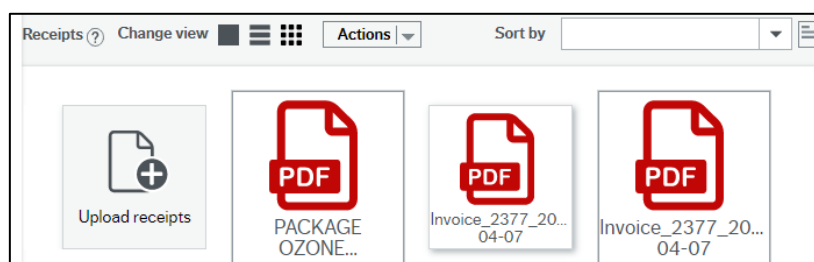
If some receipts were previously uploaded (as above), you can use the arrows left and right to scroll through them and match the receipt to the relevant expense line (covered in **1F**).



Receipts can only be uploaded one at a time. This is intentional, so as to minimise potential for erroneous attachments, which would result in rejection (and therefore delayed payment) of an expense claim.

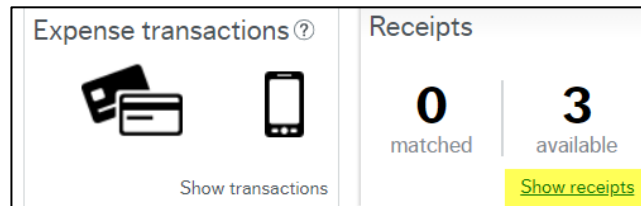


Attached receipts display as icons (or listed items, depending on the view you are in) on the **Receipts** popup screen.



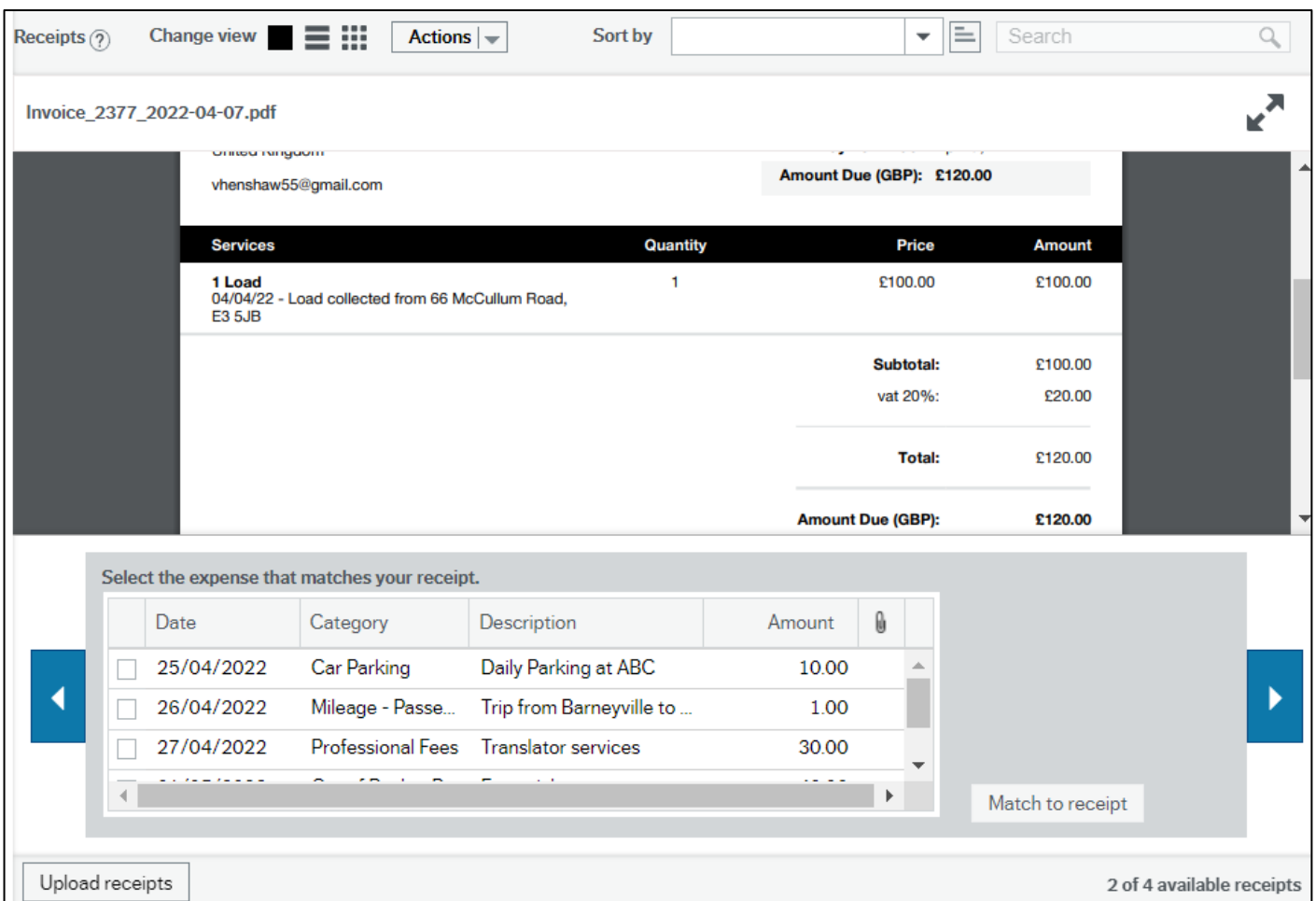
## 1E – Upload Receipts and/or Show Receipts (continued again...)

5. Close the **Receipts** screen after all relevant receipts have been uploaded. The receipts loaded will now be listed as **Available** items (in this example, there are 3).



6. Click on **Show Receipts**.

The **Receipts** screen opens, with the first receipt displayed, and the list of expense lines displayed at the bottom of the screen (see below).



The screenshot shows the Receipts screen with a receipt titled 'Invoice\_2377\_2022-04-07.pdf'. The receipt details include 'United Kingdom', 'vhenshaw55@gmail.com', and 'Amount Due (GBP): £120.00'. The receipt table is as follows:

| Services   | Quantity | Price   | Amount  |
|--|----------|---------|---------|
| 1 Load<br>04/04/22 - Load collected from 66 McCullum Road,<br>E3 5JB | 1        | £100.00 | £100.00 |
| <b>Subtotal:</b>   |          |         | £100.00 |
| vat 20%:   |          |         | £20.00  |
| <b>Total:</b>  |          |         | £120.00 |
| <b>Amount Due (GBP):</b>   |          |         | £120.00 |

Below the receipt is a table titled 'Select the expense that matches your receipt.' with the following data:

| Date                     | Category   | Description        | Amount                       |       |
|--------------------------|------------|--------------------|------------------------------|-------|
| <input type="checkbox"/> | 25/04/2022 | Car Parking        | Daily Parking at ABC         | 10.00 |
| <input type="checkbox"/> | 26/04/2022 | Mileage - Passe... | Trip from Barneyville to ... | 1.00  |
| <input type="checkbox"/> | 27/04/2022 | Professional Fees  | Translator services          | 30.00 |

At the bottom of the screen, there is an 'Upload receipts' button and a status '2 of 4 available receipts'.

Using the image controls in the top right corner, you can:

- **Zoom in** to see more clearly
- **Zoom out** to see more of the receipt
- **Rotate** receipt image 90° left
- **Rotate** receipt image 90° right
- Make the image the full size of the screen (press [ESC] to return to normal view)



## 1E – Upload Receipts and/or Show Receipts (continued again...)

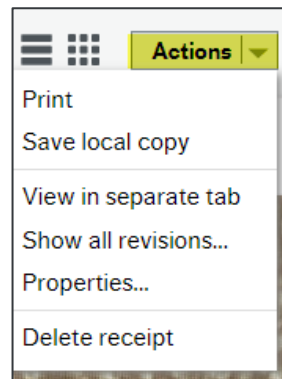
The **Change View** options and **Actions** dropdown are also available from this screen if needed.

**Change View** enables you to view receipts as either a list, a set of tiles or else the default (each individual receipt image).



Viewing each individual image is recommended, to ensure the correct receipt is attached to the correct expense line.

Available options in the **Actions** menu include:



## 1F – Match Expense Lines to Uploaded Receipts


1. To match the receipt to an expense line, tick the box on the left for the relevant row, and click the **Match to receipt** button on the right.

Select the expense that matches your receipt.

|                                     | Date       | Category           | Description                  | Amount |  |
|-------------------------------------|------------|--------------------|------------------------------|--------|--|
| <input checked="" type="checkbox"/> | 25/04/2022 | Car Parking        | Daily Parking at ABC         | 10.00  |  |
| <input type="checkbox"/>            | 26/04/2022 | Mileage - Passe... | Trip from Barneyville to ... | 1.00   |  |
| <input type="checkbox"/>            | 27/04/2022 | Professional Fees  | Translator services          | 30.00  |  |

**Match to receipt**

A confirmation displays, indicating that the expense has been matched to the receipt.



The expense has been matched to this receipt.




**Undo**






|             |                      |
|-------------|----------------------|
| Date        | 25/04/2022           |
| Category    | Car Parking          |
| Description | Daily Parking at ABC |
| Amount      | 10.00                |

## 1F – Match Expense Lines to Uploaded Receipts (continued ...)



If you had mistakenly attached the wrong receipt to an expense line, you could click the **Undo** button. This “un-matches” the receipt from the expense line, making it available for matching to other lines.

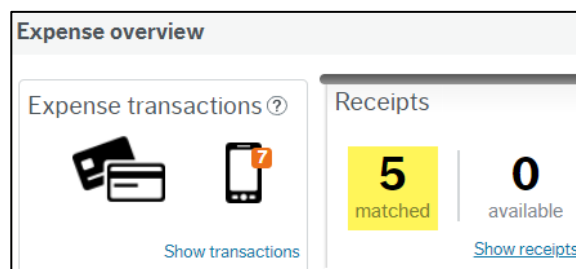
2. Use the **Arrow** buttons on the left and right of the expenses table to scroll through other available receipts and match them in the same way.  
3. When all receipts have been matched to expense lines, close the **Receipts** pop up screen.
4. A Paper Clip  icon displays next to the **Amount** column on each matched expense line.

| What did you spend?      |                                  |              |                                     |          |  |
|--------------------------|----------------------------------|--------------|-------------------------------------|----------|--|
| <input type="checkbox"/> | Category                         | Expense date | Description                         | Quantity | Amount   |
| <input type="checkbox"/> | Car Parking                      | 25/04/2022   | Daily Parking at ABC                |          | 10.00   |
| <input type="checkbox"/> | Mileage - Passenger              | 26/04/2022   | Trip from Barneyville to Rubbletown | 20.00    | 1.00    |
| <input type="checkbox"/> | Professional Fees                | 27/04/2022   | Translator services                 |          | 30.00   |
| <input type="checkbox"/> | Out of Pocket Re-imbusement VA.. | 01/05/2022   | Entry ticket                        | 1.00     | 40.00   |
| <input type="checkbox"/> | Taxi                             | 01/05/2022   | Uber from Munglebury to Fastenberg  |          | 50.00  |

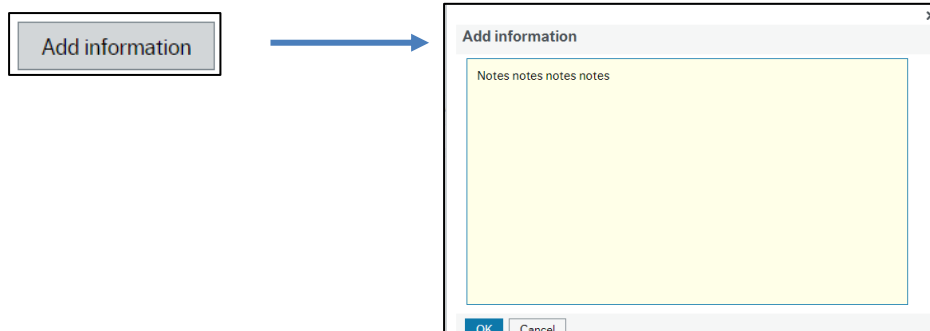


**Important Note: Even if the receipt has multiple expenses it will need to be uploaded numerous times to match the expenses it is being matched to? e.g., A receipt with fuel and lunch would need to be uploaded twice to match to the two expenses.**

The **Expense Overview > Receipts** section now shows that all receipts have been matched.



5. If you wish to include some additional information for the approver, click the **Add Information** button and add some notes, then click **OK**.



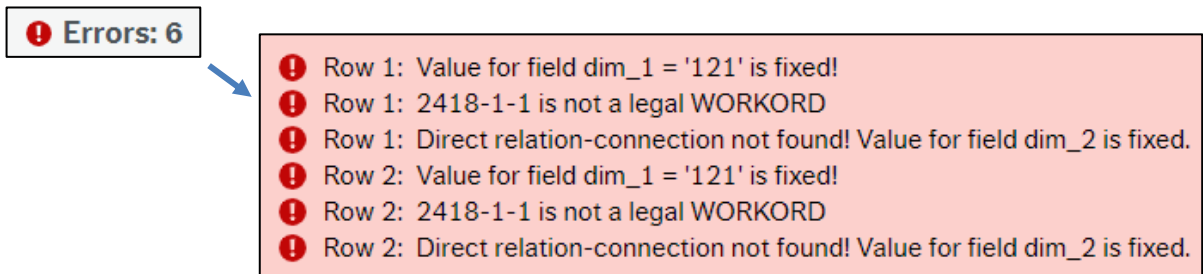
## 1G – Employee submits the form

1. Once satisfied that all relevant details have been correctly entered / selected / attached / matched, then click **Send for Approval** in the toolbar at the bottom of the screen.

Send for approval

If there are issues that prevent you from sending the expense claim for approval, then an **Error** message displays in the bottom left.

In the example below, there are multiple errors. To view details, click on the **Errors** message and an explanation displays.

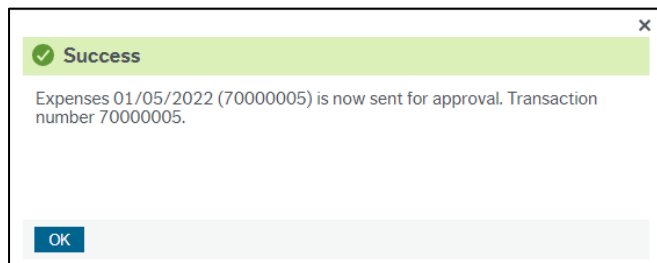


While many errors are obvious, other *MySurrey* error messages can occasionally be a little technical, but in most cases can be deciphered without too much effort.



If you experience difficulty resolving the errors, contact [myhelpdesk@surreycc.gov.uk](mailto:myhelpdesk@surreycc.gov.uk).

If there are no issues with a submission, a **Success** message displays, confirming the Transaction Number and that the Expense Claim has been sent for approval. Click **OK** to close the Success message.



It is then up to the approver(s) to check the details and approve/reject. Only after a claim has been approved can it be processed for payment.