
Lead Employer Trust

Managing Expenses Claims User Guide

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Aim

This chapter is designed to explain the processes that are available within the EASY system to enable you to manage expense claims of the staff within your area of responsibility.

Objective

After reading this chapter you will be able to:

- Use the Expenses Status page
- Authorise an Expense Claim
- Reject an Expense Claim
- Accept an Expense Claim

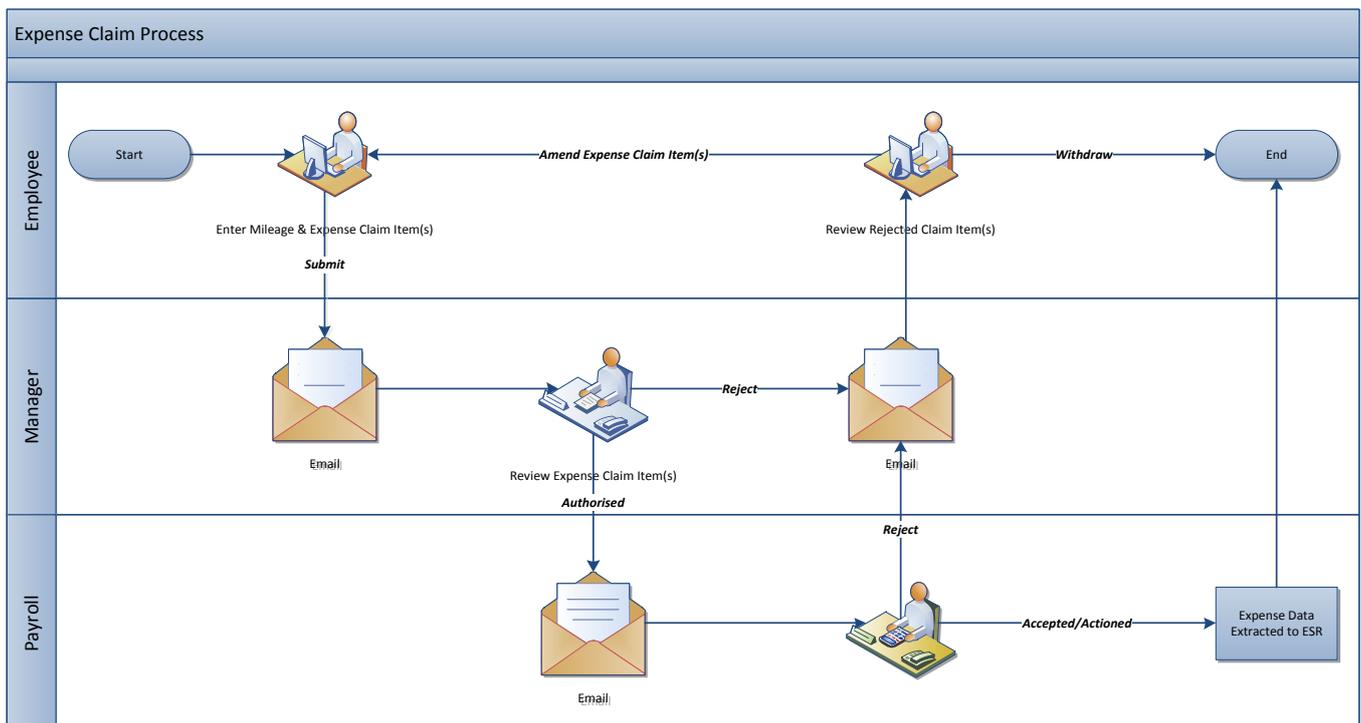
Expenses Workflow

The process of completing an expense claim is covered by another chapter of the EASY manual. However, you may find that the workflow diagram below provides a useful overview of the Expense processes.

Contact Details

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When one of your trainees submits an expense claim you will receive an email advising that you need to authorise their expense claim. At the same time your Reminders menu will be updated with a message showing the number of expense claims that are waiting to be authorised (see below).



To progress the expense claims you will need to access these through the Expenses Status screen. To display the Expenses Status page you will need to click on the link in the Reminders menu.

Expenses Status

The Expenses Status screen (see below) gives you an overview of the expense claims that require your attention. The trainees who have submitted an expense claim will appear within the section that relates to their particular pay group.

795 z 5807 Com Dent Barbridge Dist			
Assignment	Detail	Submitted	Authorised
Alex Easy (10844804): Band 6 Dental Therapist	5 claims (350.70mi, £136.00)	5	0
796 z 2506 Qual Nurses RLSRH			
Assignment	Detail	Submitted	Authorised
Lynfa Mann (10857952): Nurse Band 5 Stroke Unit	1 claim (72.00mi)	1	0

The entry for each trainee shows the number of claim items submitted with the total number of miles and/or amount being claimed.

To view the details of the expense claim, click on the name of the trainee whose claim you wish to review.

795 z 5807 Com Dent Barbridge Dist			
Assignment	Detail	Submitted	Authorised
Alex Easy (10844804): Band 6 Dental Therapist	5 claims (350.70mi, £136.00)	5	0
796 z 2506 Qual Nurses RLSRH			
Assignment	Detail	Submitted	Authorised
Lynfa Mann (10857952): Nurse Band 5 Stroke Unit	1 claim (72.00mi)	1	0

Click here to view claim details.

Expense Claims

The Assignment Claims screen shows the individual claim items that the trainee has submitted for authorisation.

Submitted Claims (5) Reject Authorise									
	Date	Expense Type	Journey	No. of Pass.	Mileage		Amount		Receipt
					Official	Claimed	Allowed	Claimed	
<input checked="" type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	Base (796 Bramcote Hospital) >> 796 Ellen Badger Hospital		40.70mi	40.70mi			
<input checked="" type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	796 Ellen Badger Hospital >> Base (796 Bramcote Hospital)		41.20mi	46.00mi			
<input checked="" type="checkbox"/>	Tue 3rd Aug 2010	PTR Miles	Home (CV21 4LJ) >> HG1 5LA		132.00mi	132.00mi			
<input checked="" type="checkbox"/>	Tue 3rd Aug 2010 - Thu 5th Aug 2010	Accom - Hotel					£136.00	Attached by Alex Easy: Hotel Bill.pdf	
<input checked="" type="checkbox"/>	Thu 5th Aug 2010	PTR Miles	HG1 5LA >> Home (CV21 4LJ)		132.00mi	132.00mi			
Totals						350.70mi		£136.00	
Mark All Unmark All									

Click here to view attachment.

The world icon is used in conjunction with mileage based journeys. By clicking on the world icon on the right-hand side of a journey's row, a window will appear that shows the calculated mileage and the route that was obtained from Google Maps for that journey.

An exclamation icon indicates a warning condition, which means that a validation check has been triggered. When you hover over the icon with the mouse pointer some text appears below the pointer giving a brief explanation for the warning. In this case, the number of miles claimed by the trainee is considered to be higher than would be expected, but it is still below the maximum allowable.

The user comment icon shows that the trainee has provided additional information that they feel is pertinent to that claim item. To view the additional information provided, click on the user comment icon to display Additional Information window (see below).



For some expense types the Trust may require the employee to provide a receipt. When completing a claim that requires a receipt. The Receipt column in the table will contain a link to the file that is stored in the EASY system. To view the file, simply click on the link.

Authorising Expense Claims

To authorise the items claimed by the trainee, you must ensure that the tick box at the left-hand side of each row is ticked.

When you enter the screen each of the boxes will be ticked. At the bottom of the table there are options to Mark All (tick all the boxes) or Unmark All (untick all the boxes); these options, as well as clicking on the relevant box to tick or untick the relevant box, provides a great deal of flexibility.

Submitted Claims (5)										Reject	Authorise
	Date	Expense Type	Journey	No. of Pass.	Mileage		Amount		Receipt		
					Official	Claimed	Allowed	Claimed			
<input checked="" type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	Base (796 Bramcote Hospital) >> 796 Ellen Badger Hospital		40.70mi	40.70mi					
<input type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	796 Ellen Badger Hospital >> Base (796 Bramcote Hospital)		41.20mi	46.00mi					
<input checked="" type="checkbox"/>	Tue 3rd Aug 2010	PTR Miles	Home (CV21 4LJ) >> HG1 5LA		132.00mi	132.00mi					
<input checked="" type="checkbox"/>	Tue 3rd Aug 2010 - Thu 5th Aug 2010	Accom - Hotel						£136.00		Attached by Alex Easy: Hotel Bill.pdf	
<input checked="" type="checkbox"/>	Thu 5th Aug 2010	PTR Miles	HG1 5LA >> Home (CV21 4LJ)		132.00mi	132.00mi					
Totals						350.70mi		£136.00			

Mark All | Unmark All

Click on the **Authorise** button at the top right-hand side of the Submitted Claims section to accept the items that are marked with a tick. The system will require you to confirm your authorisation by entering the appropriate characters from your security word.

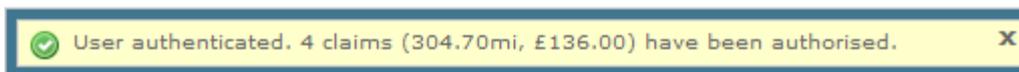
A request to **authorise 4 claims (304.70mi, £136.00)** has been made.

This action requires that you authenticate your identity by providing a sample of characters from your security word. If you do not wish to proceed or did not initiate this request please click Cancel.

Please enter the the following characters from your security word:

Character 1	Character 3	Character 6
<input type="text"/>	<input type="text"/>	<input type="text"/>

When you click on the **Authorise** button a confirmation message similar to the one below will appear at the top of the screen.



The Submitted Claims table will be updated with the number of claims remaining to be authorised or rejected.

Rejecting Expense Claims

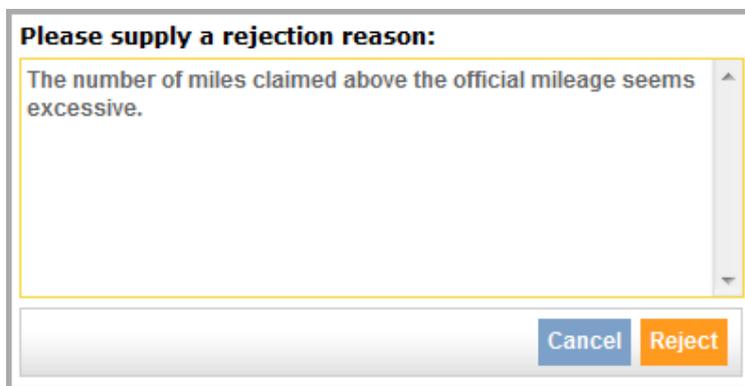
To reject any items claimed by the trainee, you must ensure that the tick box on the left-hand side of each row is ticked.

Submitted Claims (1)										Reject	Authorise
	Date	Expense Type	Journey	No. of Pass.	Mileage		Amount		Receipt		
					Official	Claimed	Allowed	Claimed			
<input checked="" type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	796 Ellen Badger Hospital >> Base (796 Bramcote Hospital)		41.20mi	46.00mi					
Totals						46.00mi					

Mark All | Unmark All

Click on the **Reject** button at the top right-hand side of the Submitted Claims section to reject the items that are marked with a tick. The system will present you with a window in which you can enter the reason why you have rejected the expense claim.

Example



Please supply a rejection reason:

The number of miles claimed above the official mileage seems excessive.

Cancel Reject

When you select the **Reject** button an email is sent to the trainee, and the Submitted Claims table will be updated with the number of claims waiting to be authorised for this individual. If there are no further claims to be processed, the table will show that no submitted claims have been found.



Submitted Claims (0)
No submitted claims found

To process the expense claims of other trainees, click on the Expenses link in the shortcuts provided at the top left-hand side of the screen.



This will return you to the Expenses Status screen with the list of trainees who have submitted an expense claim.



Assignment	Detail	Submitted	Authorised
Lynfa Mann (10857952): Nurse Band 5 Stroke Unit	1 claim (72.00mi)	1	0