

EMPLOYEE EXPENSE REIMBURSEMENTS (BASIC)

QUICK REFERENCE GUIDE

WHAT IS AN EMPLOYEE EXPENSE REIMBURSEMENT?

An Employee Expense Reimbursement is how employees can claim back their own money that they've spent on behalf of the University. This method covers only staff and does not include Contractors, Visitors or Petty Cash claims. This guide covers the basics of claiming an expense, either for yourself or on behalf of someone else. For more complex functions please refer to the Advanced Booklet.

THE PORTAL MENU

When you log into NS Financials you will see the Portal Menu. If you have access to use NS Financials you will see a drop down menu at the top left, if you do not (which makes you a Portal user) you will still see (and can use) the portal menu. You may have more (or less) items in your menus depending on what you have access to. You can create and Edit claims from the **To Create** menu and can view all your claims (or claims entered by you) under the **To View** menu.

The screenshot shows a window titled "Portal Menu" for user "Janz Reinecke". The menu is organized into sections: "To Action" (Purchase Receipts, Credit Card), "To Create" (Customer Requests, Purchase Requests, Expense Reimbursements), "To View" (Customers, Expense Reimbursement Status, Supplier Inquiry), and "To Maintain" (Update Defaults). Red callouts 1-4 point to the menu title, the "Expense Reimbursements" link, the "Expense Reimbursement Status" link, and the "Update Defaults" link respectively. Explanatory text on the right describes the function of each section.

Callout Number	Target Item	Description
1	Portal Menu	This identifies that this is the Portal Menu and who is logged in
2	Expense Reimbursements	Under To Create you can create a new claim or view un-submitted claims (you cannot view and edit previously processed claims from here, only unprocessed ones)
3	Expense Reimbursement Status	Under To View* you can view all claims you have entered or all claims for you (you cannot view claims that are not for you or have not been entered by you from here).
4	Update Defaults	You can maintain your default approver, chartfield and ship to location here.

* You cannot edit from the To View, you can only edit unprocessed claims from the To Create menu. Processed claims cannot be edited at all. To view more information on this please refer to the Advance Booklet.

ENTER AN EXPENSE CLAIM

1. Go to the **To Create** Menu and click on **Add a New Value**.
2. Enter the **employee ID** of the person who is getting the money for this claim, this could be you, or if you are entering the claim on behalf of someone else you should enter their employee ID.
3. Once you have tabbed out of the field your **default approver** will populate, you can change this if you wish.
4. Enter a **description** that covers your claim
5. Choose a **Business Purpose** using the lookup icon 
6. The claimant name will default into the **Name of the person for whom the purchase was made** field, you can change this if you like.
7. Choose the **transaction date** for your purchase (this is usually on your receipt)

8. Although there is a short list of currencies you can use we recommend you convert your **foreign currency** claims into AUD before entering the claim.
9. Enter the **Amount (excluding GST)**
10. Enter the **supplier name** (if not possible put n/a or various if you have clumped receipts together – such as cab fares)
11. The **Business Purpose** will be the same as the one you entered above, you can change this is you need to
12. Select an **Expense Type**. This list will only show you what Expense Types are relevant to the Business Purpose you chose. If you change the Business Purpose on the line then the Expense Types will also change.
13. The **GST code** and **Account** code will default in from the Expense Type you chose.
14. Enter your **chartfield**
15. You can press the **plus or minus icons** to add or remove lines from your claim

If you press the plus icon near the top of the page (1) then you will add a new line. If you press the icon within the line (2) you can split that line across multiple chartfields.

Transaction	SpeedChart	*Account	*Fund Code	*Department	Project	GST Amount	GST Code
Amount	Key						
1	100.00	6101	OP001	CEIC		10.00	AO

ATTACHING YOUR RECEIPTS AND/OR SUPPORTING DOCUMENTATION

Scan your receipts and/or supporting documentation and attach them to your claim by clicking on the **attachments** link near the bottom left of the page. If you are entering this claim on behalf of someone else you need to attached a signed (by the claimant) ER1 form, if you are entering your own claim you do not need to attach it (see Declaration).

CHECK BUDGET AND SUBMIT FOR APPROVAL

Once you have added all your lines and attached your supporting documentation you can click on the **Budget Check** icon. All this process will do is check that the chartfield you've used is valid and set to accept expenses. If you get an error during this process you will need to contact the person in your faculty/school who is responsible for setting up your projects. Once your budget status is valid you can click on the **Submit for Approval** button.

DECLARATION

If you are entering your own claim a declaration box will pop up, this is an ATO requirement. If you are entering a claim on behalf of someone else you will need to attach a signed ER1 form (see Attaching your Receipts and/or Supporting documentation above.)

CHECKING ON THE STATUS OF YOUR CLAIM

You can check on the status of your claim at any time by clicking on Expense Reimbursement Status under the To View menu.

To access NSF and for all of the University's Financial Policies, go to the Finance Website www.fin.unsw.edu.au