



## ***Entering Staff Expenses***

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Expenses claims are to be entered onto the system in the same way as external supplier invoices, as all members of staff should be set up in the supplier database.

The rates of travel and subsistence allowances are available on the Finance Division's website and are sent out to all Departments on an annual basis.

All claims for reimbursement of personal expenses must be supported as appropriate by receipts or other evidence and calculated in accordance with the University travel and subsistence rates approved by the Finance Committee. The Head of Department is responsible for ensuring the accuracy of claims and for complying with the University travel regulations.

Claims for reimbursement must be made on the official University claim form (FD1C), available from the Finance Division web site.

<http://www.admin.cam.ac.uk/offices/finance/forms/expenses/expenseforms.html>

Full details on staff expenses can be found in the Financial Procedures Manual, Chapter 5

### **Checking the employee address prior to entering the expense form**

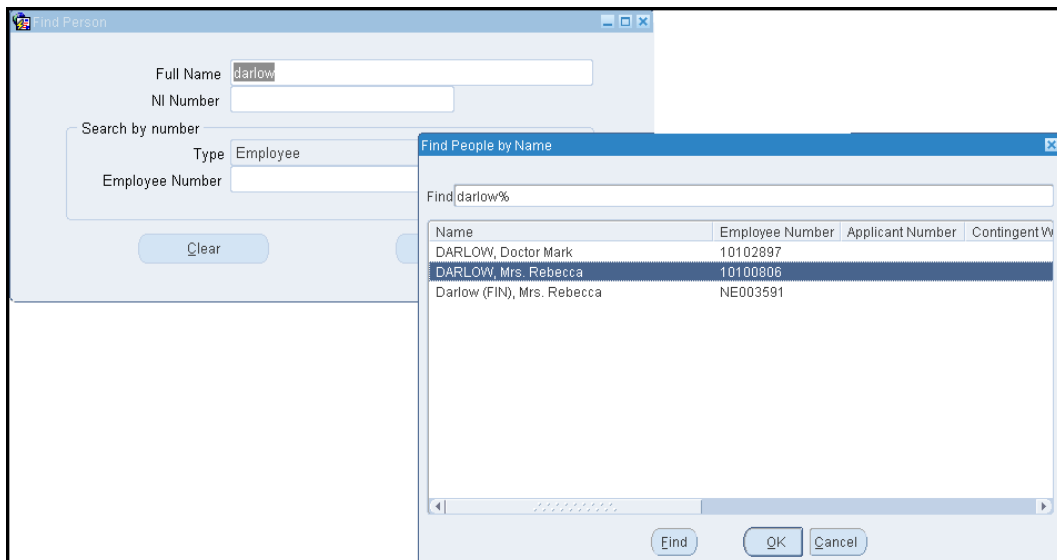
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When entering an employee expense the site address for the individual will display as HOME. However, this is not necessarily the individuals 'home' address; it is more likely to be the address of the department that is on the employee's HR record.

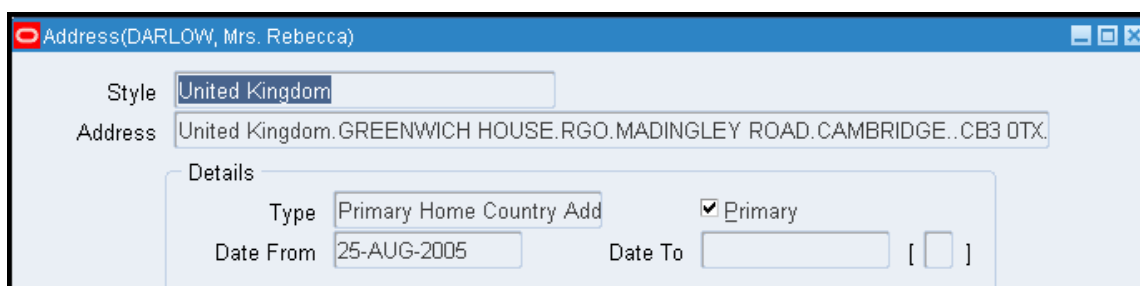
You can check an address before entering the expense claim.

<b>Responsibility</b>	<b>AP Invoice Manager / Entry</b>
<b>Navigate</b>	<b>Employee Address</b>

1. Once you have navigated via the above path, the *Find Person* screen displays. Enter either the surname or the employee number and **TAB**.
2. A screen listing all employees with that surname will display.



3. **Highlight** and click **OK** for the correct line and the name. Full name, NI Number and Employee Number fields will populate with the most up to date information on that employee. (Ensure Active Vendor shows 'yes'. If it doesn't show as yes, you will need to reactivate/setup the supplier via the web form).
4. Click on **Find** and the address details for the employee will display. If you wish to look at the address in full then you can click into the address field.



5. Close out of the screen.

Staff with a Raven ID and password can also check addresses via the search facility on the Supplier Database which is available from the UFS home page:

<http://ufs.admin.cam.ac.uk/ssr/>

### **What if the employee address details are incorrect?**

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An *Amending Supplier Details* form will need to be completed and submitted, which can be found via the UFS Home Page, under *Suppliers, New Supplier, Reactivations and Supplier Amendments*.

<http://ufs.admin.cam.ac.uk/ssr/amending.pdf>

## Processing the expense claim

**Responsibility** AP Invoice Manager / Entry  
**Navigate** Entry > Invoice Batches

a. Start to enter the expense form as per a non-matched invoice.

Accept Standard as the Type.

b. **Supplier**

Enter the **employee's surname** and **Tab**.

*To assist in the selection of the correct employee, especially when entering expenses claims, additional fields are now visible:*

- *Supplier type;*
- *Employee number;*
- *Active employee.*

Trading Partner Name	Supplier Number	Taxpayer ID	Tax Registration Number	Employee Number	Active Vendor	Active Employee
DARLOW, Doctor Mark	204632	EMPLOYEE		10102897	Yes	Yes
DARLOW, Mrs. Rebecca	190326	EMPLOYEE		10100806	Yes	Yes

**Double click** on the correct line.

Information will populate into the relevant fields of the invoice header.

c. Click or tab into the **Site** field.

Double click the site for the address that you wish CUFS to print out on the cheque remittance advice.

Site	Operating Unit	Address	City	State
HOME	Cambridge University			

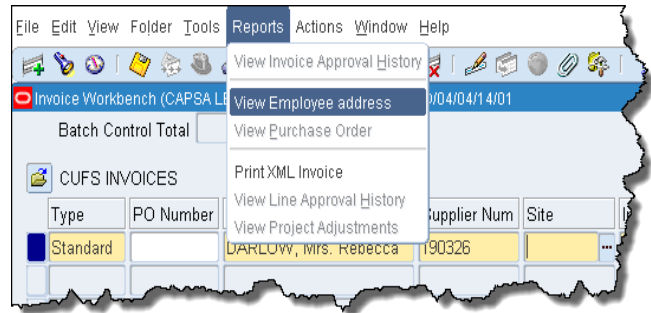
**Please be aware!**

**Home** does not necessarily mean the employees home address; it could well be the department address that is on their HR record. Follow the steps below to check which address the payment is going to be sent to.

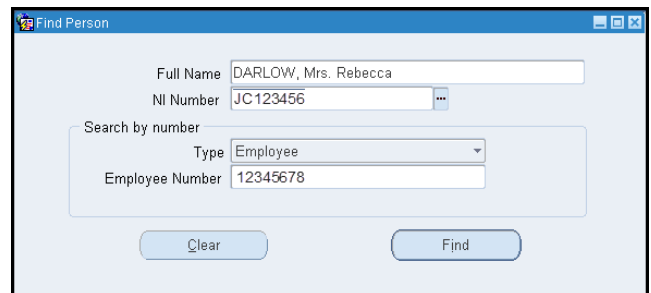
Click **OK**.

Navigate to **Reports >View Employee Address**.

**Home** will have defaulted into the *Site* field.

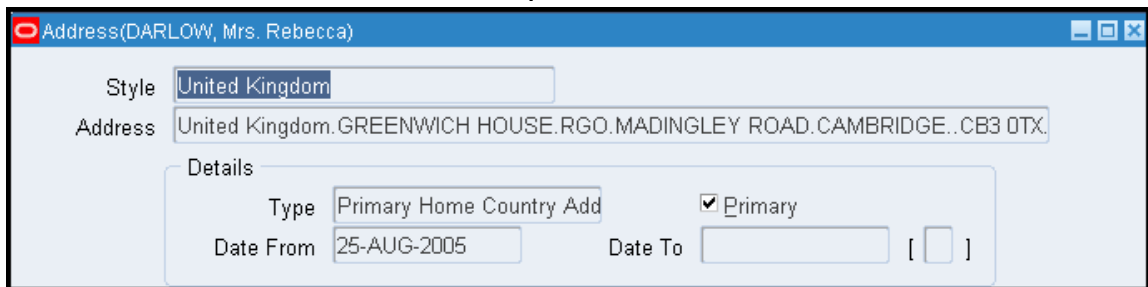


Complete the relevant fields for the employee you are entering the expenses for.



Click **Find**.

A screen will display with the address, if the details are incorrect see below



If the dept. address is incorrect.

An *Amending Supplier Details* form will need to be completed and submitted, which can be found via the UFS Home Page, under *Suppliers, New Supplier, Reactivations and Supplier Amendments*.

<http://ufs.admin.cam.ac.uk/ssr/#reactivations>

If the address is correct.

Close out of the screen and the invoice workbench will display.

d) Complete the following fields.

**Invoice Date**

Enter the expenses claim date. Tab into the next field.

**Invoice number**

Accept the default (invoice date) by clicking on **OK**.

*NB. The system will not accept duplicate invoice numbers for the same supplier.*

**Invoice Currency**

**Invoice Amount**

Enter the gross amount of the expense claim.

**VAT Control Amount**

Enter amount of VAT.  
*See below if the claim includes a VAT invoice made out to the University*

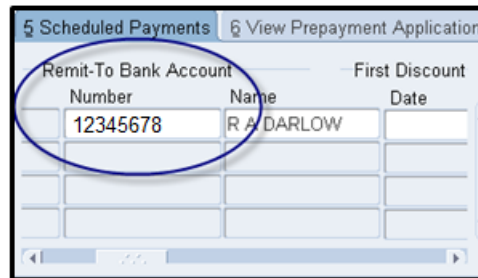
**Description**

Complete appropriately.

e) **Pay Group**

Ensure Pay Group is set as **SUPPLIER**

- f) Upon completing the Invoice line. Navigate to the Scheduled Payments tab and ensure Remit to Bank Number matches the expense form (**last four digits**).



*If the last four digits **do not match**, please see notes at the end of this document.*

- g) Click on the **Lines** tab and complete the following fields

**Net Amount**

The amount before tax.

**Tax Name**

This will default in with NO UK VAT.  
If the expense claim includes an invoice made payable to the University then you will need to enter each individual expense line and the relevant tax name (*refer to the section on claims including invoices*).

**Description**

Enter a relevant description for that item line.

**Important!**

**Coding the expense to a Grant?**

It is vital that for each line of the expense a detailed description is entered

*e.g. name of the individual,  
what the expense relates to and  
why the expense was incurred.*

This detailed information has been requested by our external sponsors to whom we have a duty to ensure that funds are spent in accordance with the terms and conditions of the award.

**What if I have calculated tax but forgot to enter a detailed description?**

Whilst you can still amend the description field on the Lines tab, it won't pull the updated information through to the Distribution screen and therefore it will not display on the sponsors billing report.

If this happens then the description will need to be added via the **Grants module, Expenditure Enquiry**, and the **Comment** field for the relevant line. Please refer to separate Grant guidance notes titled 'Expenditure Enquiry'.

**Code** the expense

Enter either department code or scroll to the right to enter the grant code information.

h) **Calculate Tax**

i) If values agree click on **Actions... 1**

This will validate the invoice.

j) Click on the **Holds** tab

It should be Awaiting Secondary Approval.

## **Bank Account Numbers not matching**

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If the last four digits of the bank account number on the FD1C (expense) form do not match the details in the scheduled payments tab, you should not proceed with making the payment for the expense. You will need to contact the Accounts Payable team advising of the following details:

- Supplier Name
- Employee Number
- Employees full university's email address

The Accounts Payable team will then verify the details with the Payroll section. The details held by the Payroll section will be used to update CUFS. Should there be any other queries refer them to the AP team and these will be dealt with accordingly.

Email: [UFS\\_BACS@admin.cam.ac.uk](mailto:UFS_BACS@admin.cam.ac.uk)

## **Claims including invoices**

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You have an expense claim of £145.00 made up of mileage at £25 and a hotel bill of £100 plus £20 VAT that the employee has already paid (the hotel bill is a valid VAT invoice made out to University of Cambridge).

- On the Invoice Header
  - enter £145.00 as the invoice amount
  - £20 in the VAT Control Amount
- On the Lines Tab
  - Enter the line for the £25 mileage with a tax name of NO UK VAT, the relevant code and a detailed description

- Enter the next line for the hotel bill as an item line for £100.00, with the Tax Name of SR20%, the relevant code and a detailed description.
- Click on Calculate Tax.

### **Visiting Lecturers/researchers**

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There are particular rules and potential tax implications that need to be considered when reimbursing the travel expenses of visitors if they can be regarded as being employed by the University by HMRC.

If you have any queries regarding this contact the Tax Team within the Finance Division or refer to Financial Procedures Manual (chapter 5b).

### **Mileage claims for staff with CAMbens Cars**

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Standard mileage rate of 45p/mile does not apply. Please refer to the HMRC link for the correct rate to use. Rates are subject to change and the link should be used for each new claim.

[http://www.hmrc.gov.uk/cars/advisory\\_fuel\\_current.htm](http://www.hmrc.gov.uk/cars/advisory_fuel_current.htm)