Expenses Mobile - Add an Expense without using Receipt Scan

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Permissions

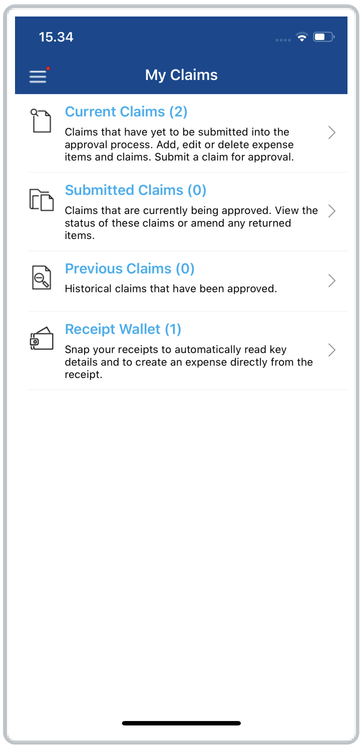
You will require the following permissions:

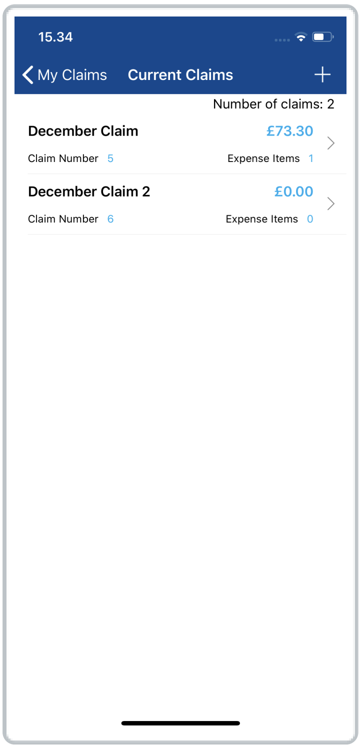
- The relevant item role that allows you to claim expenses

General Details

This guide explains how to add an expense without navigating through the Receipt Wallet first. If you have a receipt and would like to add an expense from your Receipt Wallet, view Mobile - Add an Expense using Receipt Scan.

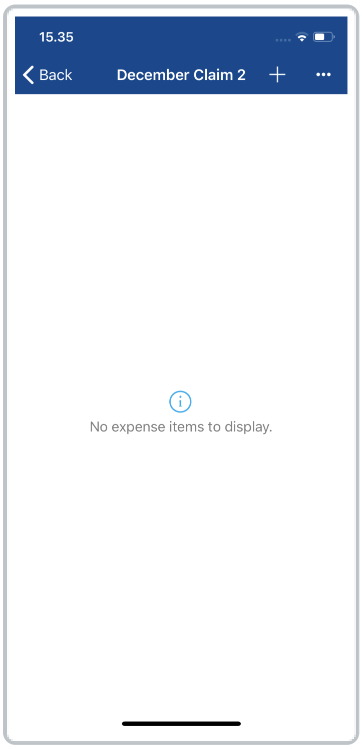
1. Log into Expenses Mobile and navigate to **My Claims | Current Claims**. Within the Current Claims page you will see a list of your claims which have not yet been submitted.





2. Navigate to the **Claim Details** page.

Platform	Instruction
iOS	Tap the claim that you want to add an expense item to. This will direct you to the **Claim Details** page for the claim.
Android	Tap the claim that you want to add an expense item to and then tap the **Expense Items** button. This will direct you to the **Claim Details** page for the claim.



3. Tap **+** to navigate to the 'Add Expense' screen.

    - Alternatively, to edit an existing expense:

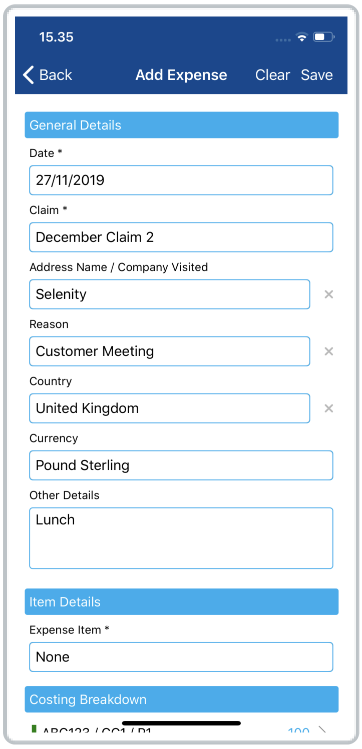
Platform	Instruction
iOS	Tap the expense item. This will direct you to the **Edit Expense** page.
Android	Tap the expense item and then tap the **Edit** button. This will direct you to the **Edit Expense** page.

4. The Add/Edit Expense page will allow you to record the specific details of the expense you have incurred. Begin by completing the **General Details** of the expense item:

Field	Description
Date	Enter the Date that the expense was incurred.

Field	Description
Claim	The **Claim** field will default to the claim that you have navigated through to get to the **Add Expense** page. You can tap the **Claim** field to add this expense item to another current claim, if applicable.
Organisation	Specify the organisation that the expense was incurred for. For example, if you are adding a parking ticket expense for visiting a customer, enter the name of the organisation that you visited. Tap on the **Organisation** field and then use the search bar to find the organisation that you want to add. If the organisation is not present within your Expenses system, you can add it manually to the expense item by tapping **ADD/+**.
Reason	Select the reason for incurring the expense by tapping on an option from the list of available reasons.
Country	Select the country that the expense was incurred in. This will default to the **Primary Country** set within your employee record.
Currency	Select the currency that was used to pay for the expense. This will default to the **Primary Currency** set within your employee record. If you select another currency, the exchange rate will display against your Primary Currency. Your system configuration will determine whether you can edit this exchange rate *(Claimants cannot override the exchange rates option)*.
Other Details	Provide any other details, such as a brief explanation of the claim.

Note: You can clear the General Details at any time by tapping 'Clear' .



5. Within the Item Details section, you will be able to select an expense item and enter the details which relate to it. Tap on the Expense Item field to display the category sub menu, which groups all your available expense items into relevant categories such as Accommodation or Travel.

6. Tap on the correct category and then tap on the expense item that you want to add. This will direct you back to the Add Expense page where you will be required to complete the fields which have been displayed, based upon the expense item you have selected.

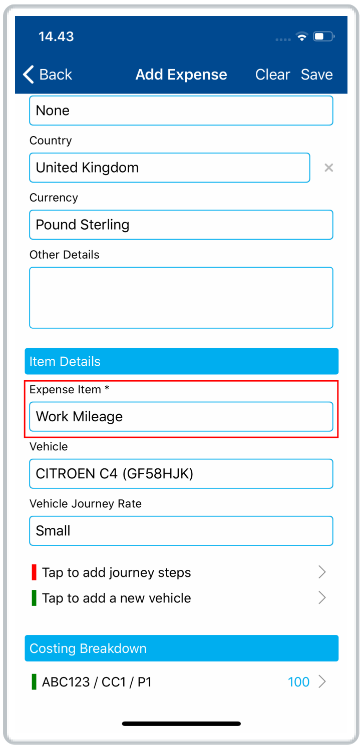
Note: NHS users may see the ESR Assignment Number field. Use this field to select from a list of your active assignments on the date of the expense. Please be aware that changing your ESR Assignment may update the Office location if present on a mileage expense.

The tabs at the top of this article will provide you will more detail about how to input different types of expense such as Mileage, Meals and Hotels.

Mileage

Configuring the Mileage Expense

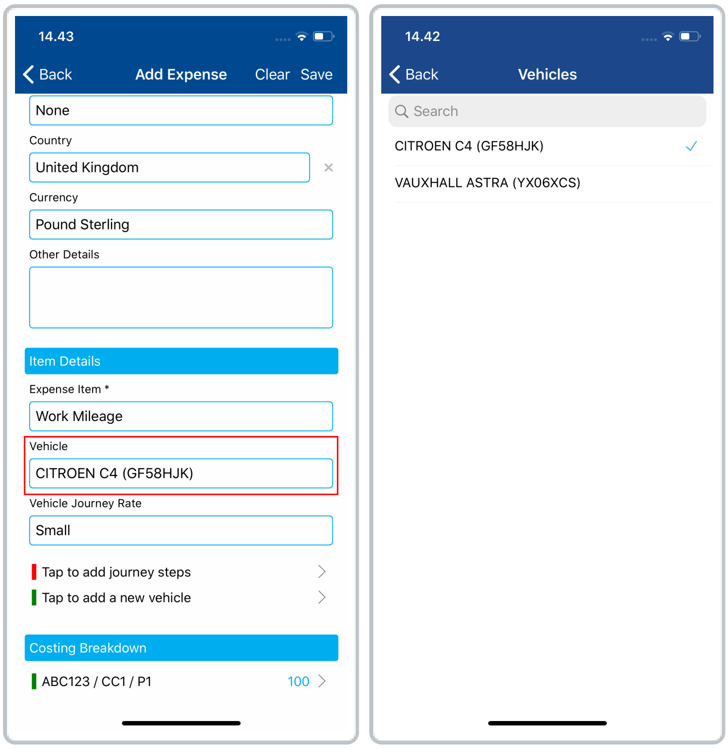
1. Select a Mileage Expense Item from Expense Item field.



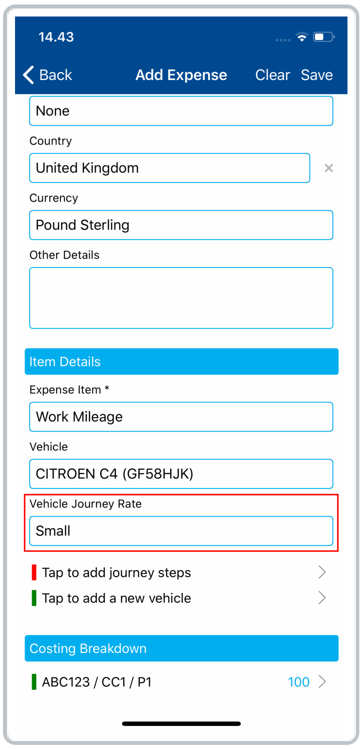
2. Select the vehicle which was used for this journey. The**Vehicle** field will automatically populate with your most recently used vehicle. If you do not have an active vehicle or need to add another vehicle, tap **Add a New Vehicle**. For more information on how to add a vehicle, viewAdd a Vehicle.

Note: The option to add a vehicle may not be available depending upon your organisation's setup.

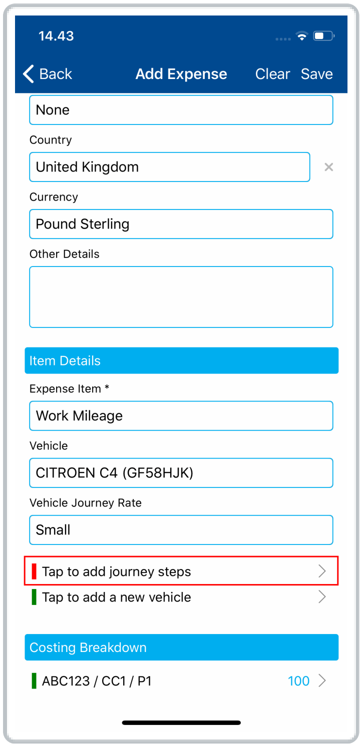
You may also need to set up relevant documentation for your vehicle, depending on your organisation's setup. This will have to be done on the web version of Selenity Expenses. For more information, visit Add Vehicle Documentation.



3. Select the vehicle journey rate for the vehicle you have specified. This will determine the rate of reimbursement for the mileage. In some cases, a default may be enforced by your organisation.

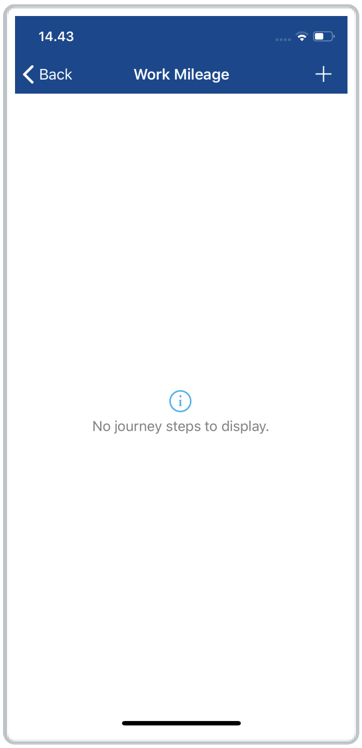


4. Tap to add journey steps.



Creating the First Journey Step

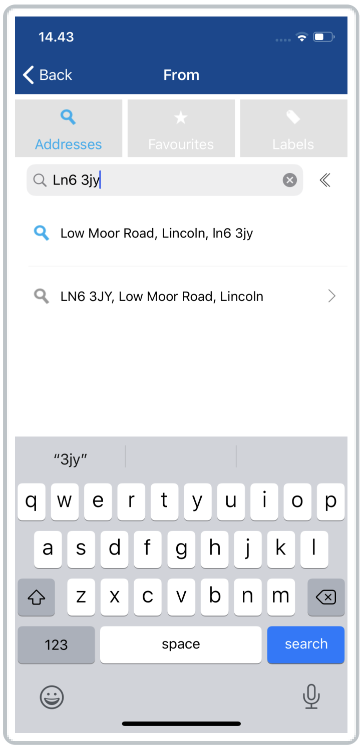
1. Tap **add** (+) to enter the details for the first journey step.



2. Search for the address details of the location where the journey began (**Journey From**).

Addresses	Addresses Search for a location using a post code or address details and this page will display a list of relevant addresses, favourites and labels. **Note:** For a description of the different types of icon that may be displayed, see the key at the bottom of this article. If you are unable to find the location you are looking for, you may be permitted to add a **Manual Address**. If displayed, tap the **Can't find what you're looking for?** link and you will be directed to a form where you can enter the address details. Tap **Save** to store the address for future use.

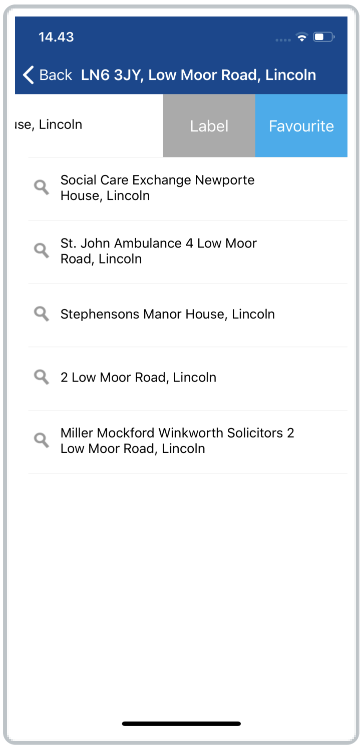
Favourites	Filter your search results to only display relevant personal and account wide favourites.
Labels	Filter your search results to only display relevant personal and account wide labels.
Country	Tap the « icon to reveal the country which your expense was incurred in. Tap the flag icon to select a different country from the list of available countries.
Home and Office	Tap the « icon to reveal the Home and Office icons. Tap the icon to automatically populate your home address which has been set within your employee record. Tap the icon to automatically populate your office address which has been set within your employee record. **Note:** This will populate the correct address, set within your employee record, based upon the date of the expense.



3. At this point, you can either select the correct address result to be added to the journey, set the address as a personal favourite or create a label for the address.

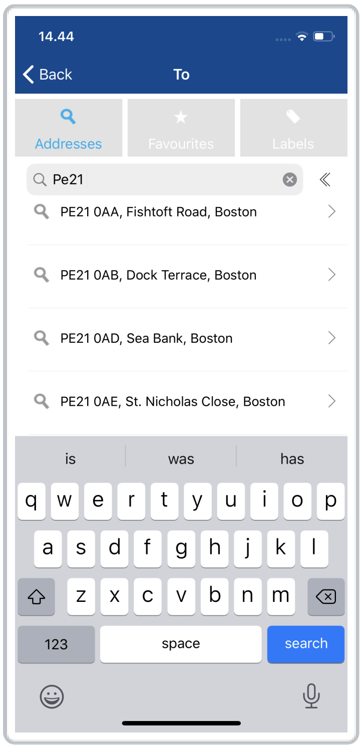
Platform	Instruction
iOS	**Add the address to the journey** - Tap the correct address search result. A green notification will display stating that the address has been added successfully. **Favourite the address** - Swipe left on the address and then tap **Favourite**. **Create an address label** - Swipe left on the address and then tap **Label**.

Platform	Instruction
Android	**Add the address to the journey** - Tap the correct address search result and then tap **Select**. A green notification will display stating that the address has been added successfully. **Favourite the address** - Tap the correct address search result and then tap **Favourite**. **Create an address label** - Tap the correct address search result and then tap **Label**.

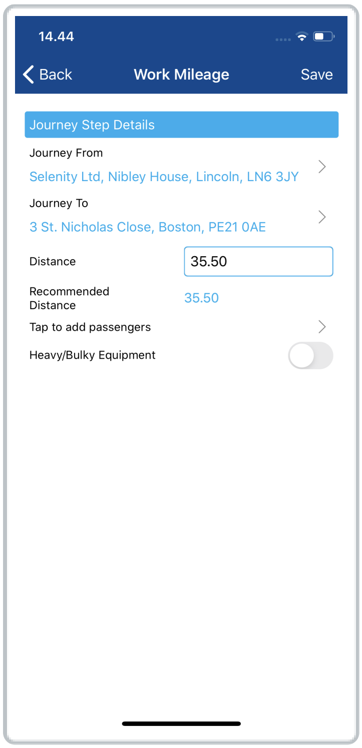


Note: To remove a favourite or label from an address, repeat the above instructions, this time tapping **Unfavourite** or **Unlabel**.

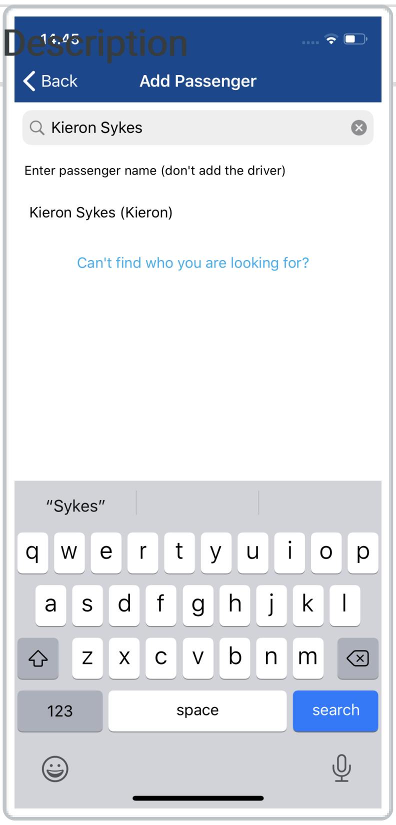
4. Repeat this process for the **TO** location. Once you have selected the **TO** location you will be directed to the **Journey Step Details** page.



5. The **Journey Step Details** page displays both locations for this journey step as well as the **Recommended Distance** which has been calculated. Depending upon your system configuration, you may be able to specify the following details about the journey step:



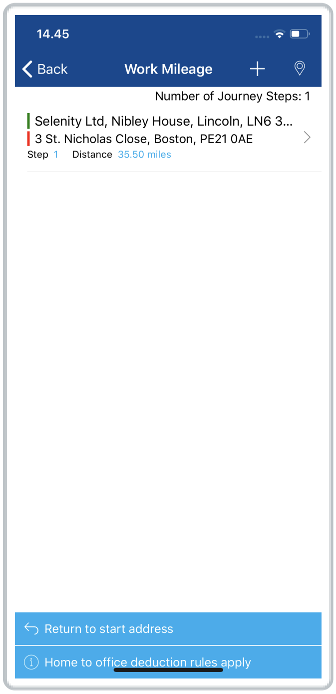
Fields	Description
Number of miles	You can use this field to over type the recommended distance, if permitted by your organisation.
Heavy/Bulky Equipment	Toggle this option on if you were carrying heavy or bulky equipment on this journey step. This will allow you to increase the rate of reimbursement for the journey, if permitted. The amount that this will increase will depend upon the rate which has been defined within your chosen Vehicle Journey Rate.
Enter Number of Passengers	Enter the number of passengers who were present on this step of the journey (exclusive of the driver).
	Tap to add passengers. This will display the Passengers page which lists all of the passengers who were present on this journey step. Tap **add** to add a new passenger who was present in the vehicle on this journey step. Use the search field to search for an existing Expenses user and then tap the correct search result to add that user to the list of passengers. If the passenger is not an Expenses user, enter their name into the search field and then tap the **Can't find who you are looking for?** link. This allows you to confirm the passenger's name and then tap save to add that person to the list of passengers.

Fields	Description
Enter Name of Passengers	 To remove a passenger: ◦ iOS - On the **Passengers** screen, swipe left on the passenger that you want to delete and then tap **Delete**. ◦ Android - On the **Passengers** screen, tap on the passenger that you want to delete and then tap **Delete**.

6. Tap **Save** to create the first step of this journey. This will display an overview of your journey so far.

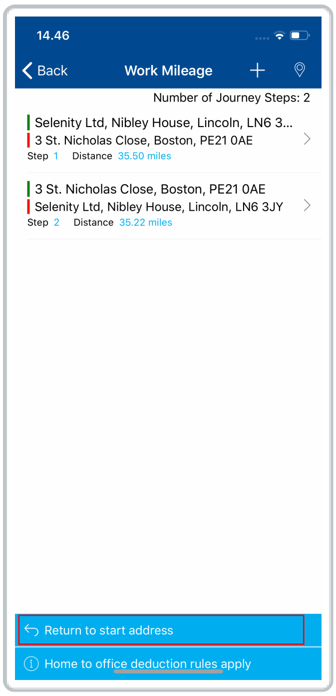
    - Home to office deduction rules may apply to your mileage expense. Tap the 'Home to Office' button ⓘ to view these rules in more detail.

- If your organisation has enabled Route+, you can tap the pin icon to view a map of the route that you have taken. You can then use the icons on that page to view a satellite version of the map or the route directions.



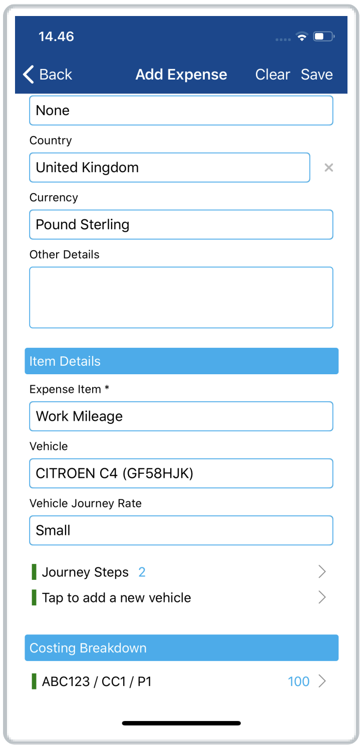
7. (Optional) Tap **ADD** to add another journey step.

    - Alternatively, tap on **Return to start address** which will automatically create a new journey step that returns to your original **FROM** location.



8. Once you have finished adding the journey steps, tap the back button to return to the **Add Expense** screen. This will now display the number of journey steps which you have added.

9. Complete the rest of the Expense Item details. For more information on completing these fields, view the General Details tab.



10. Tap **Save** to add the expense item to your claim.

    - If any of your expense items have breached policy, they may have been flagged. Flagged expense items will display a small flag icon indicating which type of breach has occurred. For information on how to view the Flags against an expense item and provide justifications, view View Flag Information.

    - If any of your expense items are blocked for breaching policy, you will be unable to save your expense.

Additional Information

Icon	Description
	Address Lookup
	Manual Address
	Account Wide Favourite
	Personal Favourite
	Account Wide Label
	Personal Label

- If your organisation has disabled the following option, you will be unable to use the **Return to start address** button.
    - Allow multiple destinations

Meal

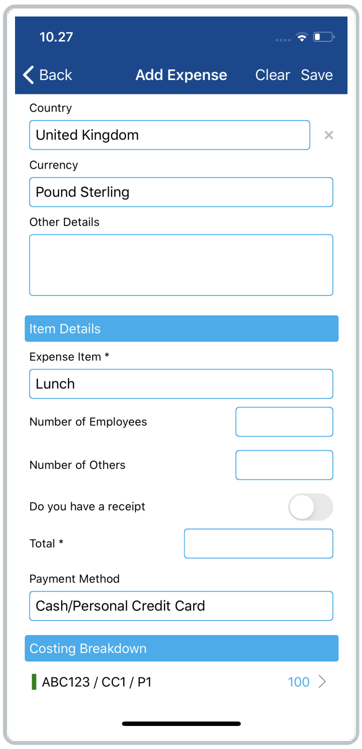
1. Select a Meal expense item from the **Expense Item** field. Once you have tapped on the field, select the appropriate category and then tap on the Meal expense item that you want to add.

   > **Tip:** Common Meal expense items are usually considered as Breakfast, Lunch and Evening Meal.

2. After selecting an expense item, you will be directed back to the **Add Expense** page where you will be required to complete the fields which have been displayed, based upon the Meal expense item you have selected. This may include, but is not limited to the following:

Field	Description
Number of Employees	Enter the number of employees that were present. This can impact the VAT portion of the expense item.
Number of Others	Enter the number of other people present, excluding directors and other staff. For example, if you are entertaining a client, enter the number of people present from the client's organisation. This can impact the VAT portion of the expense item.
Number of Directors	Enter the number of directors that were present. This can impact the VAT portion of the Expense Item.
Number of Spouses/Partners	Enter the number of spouses or partners that were present. This can impact the VAT portion of the expense item.

Field	Description
Number of Remote Workers	If you have multiple sites and host an event at one of the sites, the VAT portion of the expense may be impacted. A remote worker is defined as a member of staff that does not work at the hosting site.
Event in a Home City	Selecting **Yes** may alter the amount of VAT that your organisation can reclaim. Only select **Yes** if the event was within a **5 mile** radius of your place of work.
Attendees	Enter the names of each of the attendees. For example, if you took a client to a networking lunch, list the names of all employees who were in attendance, including the client's employees.
Tip/Service Charge	If you have given a tip or have incurred a service charge, provide the amount in this field. **Note:** When entering the **Total** (Gross) for this expense item, ensure that it is inclusive of the tip.



3. Complete any further fields which are present in the Item Details section:

Field	Description
Do you have a receipt	Select whether you have a receipt to attach to the meal expense item. If you select yes, upon saving the expense, you will be directed to the 'Receipt' menu where you can upload a receipt using your camera or add an existing photo from your gallery.
Does it include a VAT number and VAT rate	Select whether the receipt includes a valid**VAT Number** and **VAT Rate**. **Note:** This field only becomes active if you have selected yes for the **Do you have a receipt** field.
VAT Number	Enter the VAT Number which is present on the receipt.

Field	Description
Total (Gross)	Enter the total amount for the meal expense item. **Note:** Ensure that this figure is inclusive of the tip, if applicable.
Deduct from Advance	If available, select the advance which was used to purchase the expense. **Note:** This will only show advances where the advance currency matches the currency selected for the expense. Can only be used when **Cash/Personal Credit Card** is selected as the **Payment Method**.
Bank Account	Tap the **Bank Account** field which will direct you to the **Select Account** page. This will allow you to select the appropriate bank account from your existing accounts within Expenses. When submitted, the approver will not be able to see details of your selected bank account. **Note:** The **Bank Account** field will only display for users who have more than one registered bank account. This field will be mandatory if your **Access Role** includes the "**Employee must have at least one bank account to claim expenses**" option. **Note:** If you do not have a bank account registered within Expenses but have an **Access Role** which includes the **"Employee must have at least one bank account to claim expenses**" option, you will be presented with a notification which prompts you to create a bank account.

Field	Description
Payment Method	Select the method used to pay for the expense. You will only be able to select payment methods which are configured within your employee record. **Note:** This field will only appear for applicable expense items.

- If displayed, the **Split Items** section will allow you to enter information for multiple expenses which make up the primary expense item. For more information on how to split an expense item, view Enter details for a Split Expense Item.

- If displayed, the **Costing Breakdown** section will allow you to split an expense across different cost codes, project codes and departments. For more information on how to use the Costing Breakdown, view Costing Breakdown.

4. Click **Save** to add this expense item to your claim.

    - If any of your expense items have breached policy, they may have been flagged. Flagged expense items will display a small flag icon indicating which type of breach has occurred. For information on how to view the flags against an expense item and provide justifications, read View Flag Information.

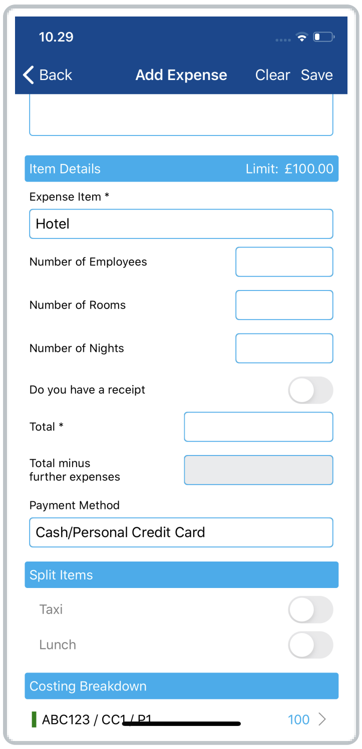
    - If any of your expense items are blocked for breaching policy, you will be unable to save your expense.

Hotel

1. Select a Hotel related expense item from the**Expense Item** field.

2. After selecting an expense item, you will be directed back to the**Add Expense** page where you will be required to complete the fields which have been displayed, based on the expense item you have selected. This may include, but is not limited to the following:

Field	Description
Hotel	Search for a pre-populated hotel by typing in the field (relevant search results will appear after 3 characters have been entered). ◦ If the correct hotel is found, tap the hotel name. You can then view details of the hotel, if applicable, by tapping on the information icon. ◦ If the hotel was not found, tap the Add button which will allow you to manually enter the details. Click Save to store the details.
Number of Rooms	Enter the number of rooms the hotel was booked for.
Number of Nights	Enter the number of nights the hotel was booked for.



3. Complete any further fields which are present in the **Item Details** section:

Field	Description
Do you have a receipt	Select whether you have a receipt to attach to the meal expense item. If you select yes, upon saving the expense, you will be directed to the 'Receipt' menu where you can upload a receipt using your camera or add an existing photo from your gallery.
Does it include a VAT number and VAT rate	Select whether the receipt includes a valid **VAT Number** and **VAT Rate**. **Note:** This field only becomes active if you have selected yes for the **Do you have a receipt** field.
VAT Number	Enter the VAT Number which is present on the receipt.

Field	Description
Total (Gross)	Enter the total amount for the meal expense item. **Note:** Ensure that this figure is inclusive of the tip, if applicable.
Deduct from Advance	If available, select the advance which was used to purchase the expense. **Note:** This will only show advances where the advance currency matches the currency selected for the expense. Can only be used when **Cash/Personal Credit Card** is selected as the **Payment Method**.
Bank Account	Tap the **Bank Account** field which will direct you to the **Select Account** page. This will allow you to select the appropriate bank account from your existing accounts within Expenses. When submitted, the approver will not be able to see details of your selected bank account. **Note:** The **Bank Account** field will only display for users who have more than one registered bank account. This field will be mandatory if your **Access Role** includes the "**Employee must have at least one bank account to claim expenses**" option. **Note:** If you do not have a bank account registered within Expenses but have an **Access Role** which includes the **"Employee must have at least one bank account to claim expenses**" option, you will be presented with a notification which prompts you to create a bank account.

Field	Description
Payment Method	Select the method used to pay for the expense. You will only be able to select payment methods which are configured within your employee record. **Note**: This field will only appear for applicable expense items.

- Hotel expense items are commonly split as the full invoice may be made up of a mixture of expenses such as breakfast, entertainment and Wi-Fi. If you are able to split the expense item, you will see the **Split Items** section. For more information on how to split an expense item, view Enter details for a Split Expense Item.

- If displayed, the Costing Breakdown section will allow you to split an expense across different cost codes, project codes and departments. For more information on how to use the Costing Breakdown, view Costing Breakdown.

4. Click the **Save** button to add the expense item to your claim.

    - If any of your expense items have breached policy, they may have been flagged. Flagged expense items will display a small flag icon indicating which type of breach has occurred. For information on how to view the Flags against an expense item and provide justifications, view View Flag Information.

    - If any of your expense items are blocked for breaching policy, you will be unable to save your expense.

Daily Allowance

A Daily Allowance is an Expense Item where the amount available to be claimed is determined by number of hours. For example, your organisation may allow a food allowance of £5 to be claimed for every 7 hours which have been worked which then raises to £10 after 10 hours. When entering the details for the expense, after you have entered the number of hours, Expenses will automatically calculate how much you can be reimbursed for.

1. Select a Daily Allowance related item from the**Expense Item** field. This will direct you back to the **Add Expense** page.

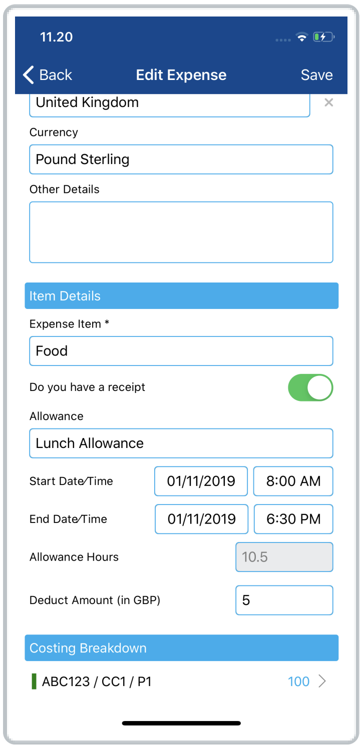
2. Tap on the **Allowance** field to display a list of available allowances and then tap the allowance which you want to claim for. In our example below, this is where you would select the "Lunch Allowance". The allowances available to claim will vary between different organisations and will contain different allowance rates and allowance hour thresholds.

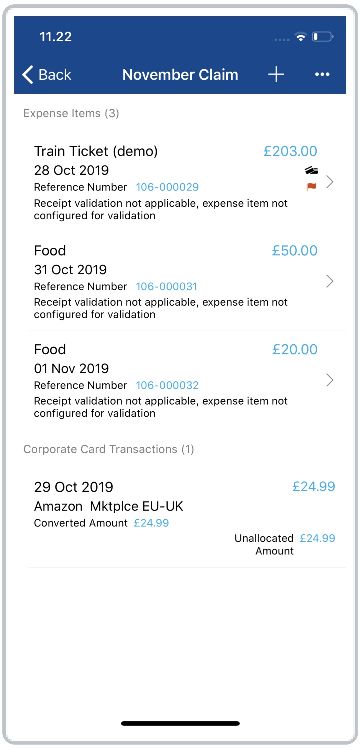
3. Enter the **Start Date/Time**.

4. Enter the **End Date/Time**. The **Allowance Hours** field will display how many hours have elapsed between the Start Date/Time and End Date/Time.

5. If an amount needs to be deducted from the allowance, enter the amount into the **Deduct Amount** field.

   Example: Your work involves travelling so your company give you a daily allowance based on the hours you are working. After 5 hours you are allowed to spend £10 on food, and after 10 hours you are allowed to spend a further £15, meaning your total is £25. You work for 10.5 hours meaning you are eligible for the whole £25 allowance. You buy lunch for £7 and an evening meal for £13, totalling £20. You are required to put 5 in the 'Deduct Amount (in GBP)' field. Your expense item should total £20, as shown by the third expense item below.





6. Click **Save** to add the expense item to your claim.

    - If any of your expense items have breached policy, they may have been flagged. Flagged expense items will display a small flag icon indicating which type of breach has occurred. For information on how to view the Flags against an expense item and provide justifications, read View Flag Information.

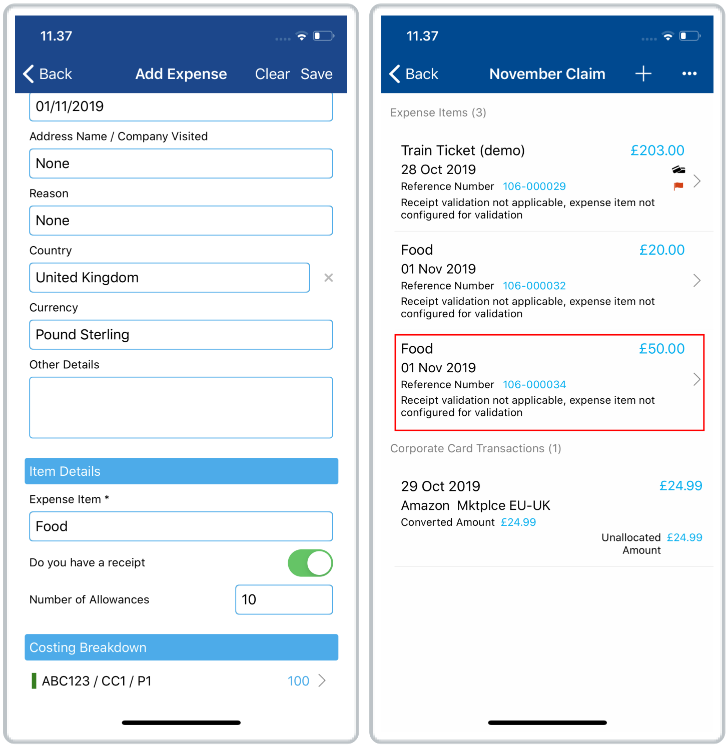
    - If any of your expense items are blocked for breaching policy, you will be unable to save your expense.

Fixed Allowance

A Fixed Allowance is an expense item where the amount is pre-determined. As a claimant, you enter the amount of this allowance that you want to claim. For example, your organisation may have a Subsistence Fixed Allowance set at £5. During the month, you incur this lunch expense four times. When entering your monthly claim, you only need to specify the Number of Allowances which you incurred and Expenses will automatically calculate the reimbursement (£5 x 10).

1. Select a Fixed Allowance related item from the **Expense Item** field. This will direct you back to the **Add Expense** page.

2. Enter the number of times you claimed this allowance into the **Number of Allowances** field. This is a mandatory field and the number entered must be positive and a maximum of 3 digits.



3. Complete any further fields which are present in the Item Details section.

4. Click **Save** to add this expense item to your claim.

    - If any of your expense items have breached policy, they may have been flagged. Flagged expense items will display a small flag icon indicating which type of breach has occurred. For information on how to view the Flags against an expense item and provide justifications, view

    - If any of your expense items are blocked for breaching policy, you will be unable to save your expense.

- If you have selected 'Yes' for the 'Do you have a receipt' option, upon saving the expense, you will be directed to the 'Receipt' menu where you can upload a receipt using your camera or add an existing photo from your gallery.