

# Getting to Grips with Expenses in myJob

a web-based, self-service system for employees claiming expenses.



.....putting you in control of your expense claims

Please note that you will need to adjust your computer settings to use myJob. Visit

[www.shef.ac.uk/sapinfo/nav/index.htm](http://www.shef.ac.uk/sapinfo/nav/index.htm) for details.

## INTRODUCTION

Expenses (using myJob) can be used to submit and amend an expense claim form, which, once checked and approved is paid through your monthly salary.

**Prior to entering your expense claim online you should:**

- ensure that any claim for expenses meets all the criteria set out in the University's Financial Regulations
- have details of the dates that the claim will cover together with all relevant information to substantiate the costs involved
- supply details of anyone else besides yourself that the claim covers
- know the cost codes that the claim needs charging to
- have details of each item to be claimed together with original receipts<sup>1</sup> (unless subsistence or mileage is claimed)
- Read "Getting to Grips with myJob"

Once you have saved and submitted your expense claim form you will be required to print off the claim, attach your receipts and pass it onto your departmental checker. The electronic claim will be checked and also approved. Once the expense claim form has been approved and the printed expense claim form with receipts are received by the Expenses Team your expenses will then be paid into your bank account together with your salary.

If you are making a learned society claim or you do not receive a monthly salary then please claim your expenses by completing a hard copy expenses claim form.

<sup>1</sup> credit card slips maestro/switch receipts are not eligible.

## EXPENSE CLAIMS

Overview | Leave Request | View Payslip | My Staff Record | Personal Information | Expenses

To make an expense claim:  
Click the **Expenses** link.  
(or the quick link on Overview page).

## CREATE AN EXPENSE CLAIM

Click **Create Expense Report**

### General Trip Data

Select **Start** and **End**  
Enter **Reason For Trip**

### Cost Centre Assignment

This section is used to set the default costing for the expense claim. THIS IS VERY IMPORTANT, as expenses claims submitted with default cost codes will require amendment.

Click **Change Cost Assignment**  
Select **Accounting Object**  
Enter a valid **Cost Centre** or **WBS Element**  
Click **Check**  
Click **Accept**

Costs can be apportioned across more than one cost centre or WBS element by:

Amend value in **Breakdown** to be less than 100  
Click **New Entry**

### Mileage

If claiming mileage, you should have details for each journey. You should list all journeys individually, giving reasons for travel (use the comments box on the screen to include any relevant information you feel is required to support your claim).

Page 2

If mileage is not being claimed then move onto the next screen by:  
Click **Record Expense Receipts**

To enter a Mileage claim:  
Click **Mileage Details**  
Enter **Miles Driven, Start Location, End Location** and **Comment**

If the cost assignment is different for this mileage claim it can be amended through **Change Cost Assignment**.

Additional mileage claims can be added by:  
Click **New Entry**

Once all mileage claims have been entered click **Accept** to move on.

To move on to entering other expense types or to progress to Save and Submit click **Record Expenses Receipts**  
You may need to scroll down to view this button.

### Expense types

This section can be used to submit all other types of expense except mileage. There are some 70 expense types.

Select **Expense Type**  
Complete **Amount, From, To, Business Purpose, VAT Code** and **Comments**  
Click the **Receipt Checked** box to indicate that a receipt corresponds to this expense type.

If you wish to make a claim in foreign currency:  
Select **Currency**  
Click **Reset Exchange Rates**

If the cost assignment is different for this expense type it can be amended through **Change Cost Assignment**.

To enter another expense item:  
Click **New Entry**

When all expense items have been entered  
Click **Review**

**NOTES:**

If the system exchange rate results in your expenses claim being less than you actually paid, please enter the value in British Pounds and enter the exchange rate in the **Comment** area. Your receipts should include the exchange rate for this expense.

If hospitality is being claimed, you should have all relevant information of attendees and their details (names/who they represent) and reason for the occasion (use the comments box on the screen to include any relevant information you feel is required to support your claim).

Advice on VAT codes is given at the end of this leaflet.

Receipts are required for all expense types except mileage, subsistence and friends & family overnight stay.

### Save and Submit

This section allows you to either **SAVE** the current expenses claim, so you can amend it later, or **SAVE and SUBMIT**. The latter option enables the electronic expense claim to start on the approval process. You must print off the expenses claim and attach your receipts and send them to the appropriate person. Your department will confirm your departmental process, as it will be different in each department.

To Save:

Click the radio button next to **Save**  
Press **Save**

To Save and Submit:

Click the radio button next to **Save and Submit**  
Press **Save and Submit**

To view and print an expense claim:

Click **Display Form**  
Click **Print** (which is displayed at the top of the displayed expense form)



14.11.2007 TRAVEL EXPENSE STATEMENT 01

**IMPORTANT:** you must **SAVE and SUBMIT** the claim form for it to start an approval process. If you just selected **SAVE**, the money you are claiming will never appear in your bank account.


### ACCEPTING CHANGES TO SUBMITTED EXPENSE CLAIM

Once your claim has been submitted the departmental checker may amend your claim. For example, they may amend the Cost Centre or the VAT code. If this occurs you will be automatically notified of the change via email. Prior to the claim being progressed you will have to review and accept the changes. If you do not agree with the changes you can reject them but you must **SAVE and SUBMIT** the amended claim form for it to progress for re-checking and approval.


You will receive an email from the checker explaining the reasons for the amendments.

To review and accept a change made by the checker you must go into your messages area in myJob



Wait for the message  **Waiting for update** to disappear

Select the message relating to your amended claim. It will look similar to the example shown below. You can either click on the blue cube or the text.

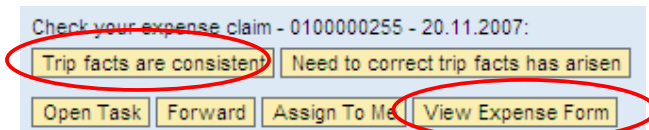


To review the latest version of the claim form:

Click **View Expense Form**

To accept the changes made and enable the claim to progress to the approval stage:

Click **Trip facts are consistent**



If you do not agree with the amendments:  
Click **Need to correct trip facts has arisen**

You will then need to go into the Expenses area in myJob and amend the claim form. This is explained in the AMENDMENT OF EXPENSE CLAIM section.

### Reject or Return of a Submitted Expense Claim

The approver can return or reject your claim and ask you to resubmit it. In all these circumstances you will receive two emails. The first will be from the approver informing you of the reason for reject or return. The second is a system generated email which details which claim has been rejected or returned.

If you wish to resubmit the claim, go into the Expenses area in myJob and amend, save and submit the claim form. This is explained in the AMENDMENT OF EXPENSE CLAIM section.

### AMENDMENT OF EXPENSE CLAIM



Click the **Expenses** link.

Click **My Trips and Expenses**

Select the trip you wish to amend by clicking on the blue cube which will turn red, as shown below.

My Expense Reports			
	Trip	Date From	Date To
<input checked="" type="checkbox"/>	0100000255	20/11/2007	20/11/2007
<input type="checkbox"/>	0100000254	04/11/2007	04/11/2007

Scroll down, if required, and click **Change**

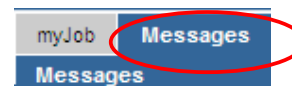
You will then be taken into the same screens for inputting an Expense Claim form. Amend the claim as required.


**IMPORTANT:** you must **SAVE and SUBMIT** the claim form for it to start an approval process. If you just selected SAVE the money you are claiming will never appear in your bank account.

### EXPENSE CLAIMS SUBMITTED ON YOUR BEHALF

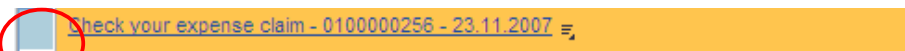
Expense claims can be input on your behalf where the department has agreed this appropriate. If an expense claim has been entered on your behalf you will still need to enter the system, review the claim, and agree the claim is correct. You will also receive an email informing you that you need to do this.

In myJob go into Messages.



Wait for the message  **Waiting for update** to disappear

Select the message relating to the claim which has been submitted on your behalf. You can either click on the blue cube or the text.

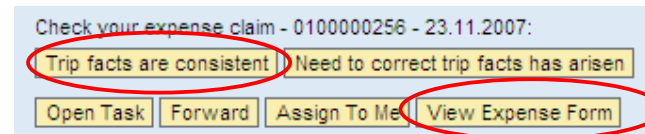


To review the latest version of the claim form:

Click **View Expense Form**

To accept the detail of the claim and allow it to progress to the approval stage:

Click **Trip facts are consistent**



If you do not agree with the detail of the claim:

Click **Need to correct trip facts has arisen**

Go into the Expenses area in myJob and amend the claim form. This is explained in the AMENDMENT OF EXPENSE CLAIM section. Alternatively you can ask the submitter or the departmental checker to amend it, You will be required to accept, through the messages area, any changes made for it to progress to the approval stage.

## HELP AND SUPPORT

Links to **myJob** documentation and useful HR and Finance web pages can be found in the **Information** page of **myJob**. Further help is available as follows:

- Other on-line help – Guides and FAQs at [www.shef.ac.uk/ofhr/](http://www.shef.ac.uk/ofhr/)
- Ask a friend – 'key users'
- Call the Helpdesk on 22266
- Email [myjobmyteam@sheffield.ac.uk](mailto:myjobmyteam@sheffield.ac.uk)

## Use of VAT Codes when Reclaiming Expenses

When entering expenses electronically in myJob, the user is required to select an appropriate VAT code ("Tax code") for each expense item. With many expenses it is not possible to reclaim VAT, as explained further below. However, in certain cases it is important to reclaim VAT on all purchases and expenses (for example, on European Framework research projects) as the VAT cannot be reclaimed from the project funder as an eligible cost.

## VAT Codes in myJob

When entering expenses in myJob, the user is prompted to enter a VAT code. The system defaults the VAT code "M0" which has the meaning "no VAT charged". In many cases this will be the appropriate VAT code to enter and no further input is required.

If the expense was incurred outside the UK then the VAT code should be changed to "XX" meaning "outside the scope of UK VAT".

Where VAT has been suffered in the UK we can reclaim this VAT, using the VAT code "M2", provided that:

- a) we have a valid VAT invoice or receipt showing the amount of VAT paid; and
- b) the expense has been incurred solely for 'commercial' business.

Examples would be hotel bills where the accommodation was purchased in the course of conducting commercial research or consultancy work, or (by special concession from HMRC) in undertaking a European Framework research project.

If we have the appropriate document showing that VAT has been charged, but we have incurred the cost as a general overhead expense of the University, we can still claim partial recovery of the VAT, using VAT code "M4".

The following table gives further guidance on the most common types of expense.

## How to Code Personal Expenses in myJob

<i>Type of Expense</i>	<i>VAT code/description</i>	<i>Comments</i>
Mileage	XX ("Outside the scope of VAT")	
Taxi fares	M0 ("UK Purchases – No VAT")	Very unlikely to receive a VAT invoice/receipt which would evidence that VAT has been charged
Train, Bus, Tram or Plane fares (UK)	M0 ("UK Purchases – No VAT")	Public transport is always zero-rated in the UK
Car Parking Tickets	M0 ("UK Purchases – No VAT"), M2 ("UK Purchases – 20% VAT Fully Recoverable"), M3 ("UK Purchases – 20% VAT Non Recoverable"), <b>or</b> M4 ("UK Purchases – 20% VAT Part Recoverable")	Look for a VAT number on the ticket/bill. If there is <u>none</u> code the expense " <b>M0</b> ". If there is a VAT number but the VAT amount is not shown, calculate the VAT portion (1/6 <sup>th</sup> of gross cost) and code as follows; <b>"M3"</b> if the expense relates wholly to educational activities or publicly-funded research. <b>"M2"</b> if the expense relates wholly to consultancy or another activity for which VAT will be charged <b>"M4"</b> if the expense is not wholly related to any specific supplies made by the University (e.g. general staff costs, admin expenses)

<i>Type of Expense</i>	<i>VAT code/description</i>	<i>Comments</i>
Meals* Hotel bills* (all UK)	M0, M2, M3 or M4 (as above)	Do you have a VAT invoice for the expense? If not, code the expense " <b>M0</b> ". If VAT is shown on the bill, code the expense as either " <b>M2</b> ", " <b>M3</b> " or " <b>M4</b> " applying the rules as above. * note that VAT on <i>hospitality</i> expenses must ALWAYS be coded " <b>M3</b> ". This VAT cannot be reclaimed in any circumstances.
Retail purchases	M0 ("UK Purchases – No VAT") (in most cases)	A receipt from a high street retailer will often not show the amount of VAT paid. As we cannot know the amount of VAT charged, code the entire expense as " <b>M0</b> ". If the receipt shows the amount of VAT charged, code as either " <b>M2</b> ", " <b>M3</b> " or " <b>M4</b> " as explained above.
Conference registration fees	M0 ("UK Purchases – No VAT")	If supplied at another university conference fees are generally exempt from VAT.

### Expenses incurred overseas

Personal expenses incurred outside the UK are coded "**XX**" (Outside the scope of VAT) regardless of whether they relate to travel, car hire, conference fees, meals or hotels.

***If you are unsure as to which VAT code to use, further assistance can be obtained from the Tax Section (tel. 21517 and 21518)***