

EMPLOYEE RELATED EXPENSE CLAIM

CLAIMANTS GUIDE

THIS IS THE USER GUIDE TO CLAIM FOR EXPENSES INCURRED ON BEHALF OF UNITEC

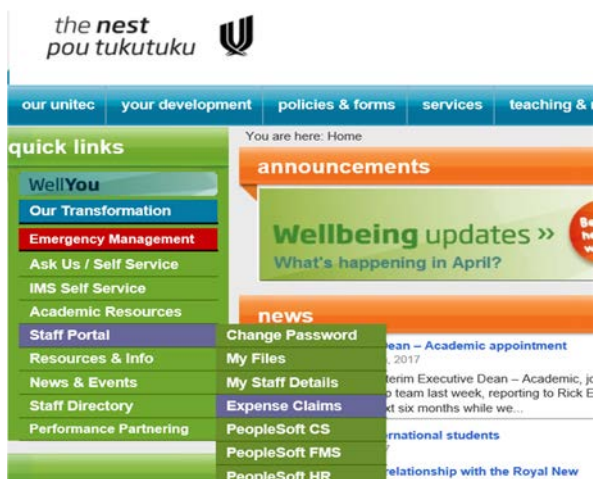
Before you begin you will need:

- | | |
|---|---|
| ☒ Legible scanned copy of tax receipts saved in PC | ☒ Application to Travel Form (If applicable) |
| ☒ Bank Statement showing foreign currency conversion, if goods and services purchased from overseas | ☒ Application to Tuition Fees Assistance Form (If applicable) |
| ☒ Currency Conversion receipt from Foreign Currency Dealer e.g. Travelex (if applicable) | ☒ Tuition Fee Bond Agreement (if applicable) |

To find related policies, procedures and form, click [Finance](#)

1. HOW TO LOG-IN

- I. Logging into the Nest> Click on **Staff Portal** on your left under Quick links > Click on **Expense Claims**

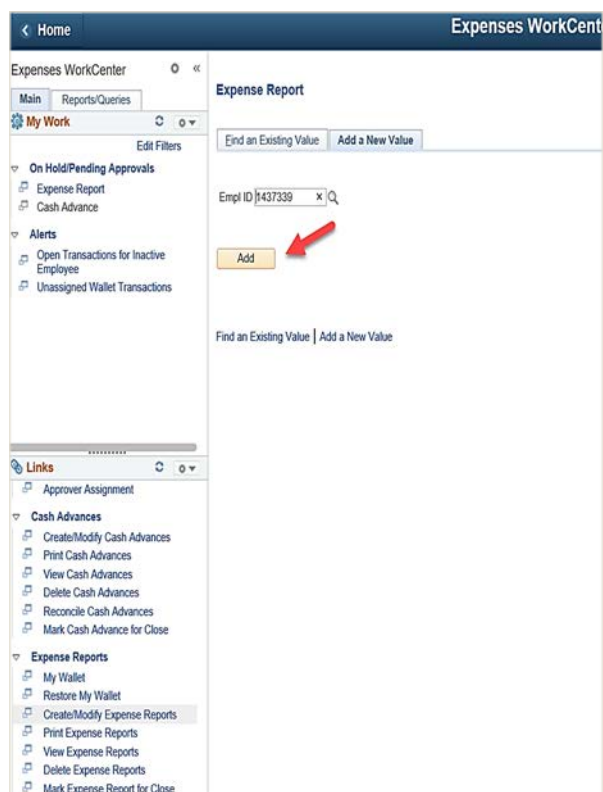


- II. Enter your user name and password then click **Sign-In**



2. TO CREATE A NEW EXPENSE REPORT

- I. Click on **Expense WorkCenter**
- II. Click on **Create / Modify Expense Reports**
- III. Click on **Add**



3. INFORMATION TO ENTER ON HEADER LEVEL

- I. **Business Purpose** –Keep it as it is – Business Expense
- II. **Report Description** – Enter succinct description e.g. Travel to China for Conference September 2017. (Purpose, Month, Location)
- III. **Default Location** – Country from where goods and services were purchased

The screenshot shows the 'Create Expense Report' form in the Expenses WorkCenter. The form is divided into two main sections. The top section, labeled 'Header Level' with a red arrow, contains fields for Business Purpose (set to Business Expense), Report Description (Expense Report), and Default Location. The bottom section, labeled 'Line Level' with a purple arrow, contains a table for entering expense details. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The total amount is shown as 0.00 NZD.

4. CREATE AN EXPENSE LINE

The screenshot shows the 'Create Expense Report' form in the Expenses WorkCenter, specifically the 'Expenses' section. The form is divided into two main sections. The top section, labeled 'Header Level' with a red arrow, contains fields for Business Purpose (set to Business Expense), Report Description (Expense Report), and Default Location. The bottom section, labeled 'Line Level' with a purple arrow, contains a table for entering expense details. The table has columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The total amount is shown as 0.00 NZD.

- a) **Date** – Enter the date of purchase. Refer to the tax receipt for the date
- b) **Expense Type** –Select the relevant expense type from the dropdown box by clicking on the downward arrow or click on the Expense tree  to find the relevant expense type. Each expense type requires you to enter different information explained separately in the points below. Refer the “Expense Type Guide” for more information on the nest.
- c) **Description** – Enter succinct description of the expense e.g. B.COM Semester 2, 2017 tuition fee Unitec or to and from location in case of a mileage claim. Click on  if you need more space.
- d) **Payment Type** – Do not change the Payment type. Keep it as default.
- e) **Amount** – Enter the amount as per the tax receipt. If goods and services are purchased in foreign currency, enter the amount in foreign currency.

- f) **Currency** – Select the currency of the purchase from the drop down box. Refer to your bank statement or tax receipt to confirm the currency.
- g) **Location** (except Mileage) – Country from where the goods and services were purchased/ Country in which expense was incurred.
- h) **Attendees** – You are required to enter the attendees for all the entertainment related expense types.
- i) **No Receipt** – Click on '**No Receipt**', if you do not have a receipt and must enter the reason in the speech bubble 
- j) **No VAT receipt** – If the tax receipt does not have GST content then select NO VAT receipt to override GST
- k) **Exchange Rate** – Enter the exchange rate on the date of purchase if the purchase was made in foreign currency.
- l) **Calculated VAT** - GST is not applicable on a purchase made in foreign currency. Please check if Calculated VAT is Zero for overseas expenses. Otherwise perform step f) and j) to correct

Expenses WorkCenter

Create Expense Report Save for Later Summary and Submit

Satinder Kaur

*Business Purpose: Business Expense Default Location: Attachments

*Report Description: Expense Report Reference:

Actions: ...Choose an Action GO

Expenses Expand All Collapse All Add: | My Wallet (0) | Quick-Fill Total: 0.00 NZD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/06/2017	Mileage NZ	To attend the meeting at Mt albert campus	Employee Reimbursement	0.00	NZD

*Billing Type: Expenses

*Originating Location: Auckland Waitakere Hospital

*Destination Location: Auckland Mt Albert Campus

*Kilometers: 20 x 0.7200

Accounting Details

Expand All | Collapse All Total: 0.00 NZD

- m) **Location for Mileage** - Select the closest originating location and closest destination location from the drop down box and enter the detailed location and purpose of travel in the Description box.
- n) **Kilometres** – Enter the kilometres travelled. Refer to distance travelled in your car's odometer or use Google maps.

Note: Any Expense Type starting with "Rsch Dpt" is to be used only when you are claiming expenses incurred on behalf of the Unitec Research Department (90RP)

5. ATTACHMENTS

Type of attachments

- a) **Header Attachments**
 - ❖ Application to Travel Form (If applicable)
 - ❖ Application to Tuition Fees Assistance Form (if applicable)
 - ❖ Tuition Fee Bond Agreement (if applicable)
- b) **Line Attachment**
 - ❖ Tax Receipt
 - ❖ Bank Statement for purchase in foreign currency
 - ❖ Currency Conversion receipt from Foreign Currency Dealer (e.g. Travelex)

How to add an attachment?

- I. Click on the Attachment Pin 
- II. Click on the Add Attachment
- III. Click on Browse
- IV. Navigate to where you have saved the scanned copy of the attachment
- V. Click Open
- VI. Click Upload
- VII. Enter the description of receipt
- VIII. Click Ok

6. ACCOUNTING DETAILS

Enter project code, if you are claiming for the expense incurred as part of any ongoing Unitec Project. Enter PC Bus Unit- UNITC, click on the magnifying glass to look for the Project ID

Accounting Details ?

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Dept	PC Bus Unit	Project	Activity
		UNITC		NZD	1.00000000	50FN			

8. NEXT STEP

- a) Do you need to add another expense line? If yes, then click  and follow the steps from step 4
- b) Once all the expense lines are entered and attachments are uploaded. Click on the **Summary and Submit**.



New Window | Help | Personalize Page |

 Save for Later |  **Summary and Submit**

Quick Start

- c) Read the certification statement and if you agree, click ☒ and Submit the expense report.
- d) Click **Refresh Expense Report Status** to see the status of your expense report. The Green tick mark means the expense report has passed that stage.

Expense Report Expenses WorkCenter

View Expense Report

Business Purpose Business Expense Report Description Expense Report Reference

Report 0000000557 Paid Created 08/06/2017 Last Updated 08/06/2017 Post State Posted

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	NZD	Non-Reimbursable Expenses	0.00 NZD
Cash Advances Applied	0.00 NZD	Prepaid Expenses	86.25 NZD

Amount Due to Employee NZD

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report Withdraw Expense Report Submitted On 08/06/2017 Submitted By Ivor Davey

Approval History



Action	Role	Name	Date/Time
Submitted	Employee		08/06/2017 1:33:24PM
Approved	Expense Manager		08/06/2017 2:22:41PM

Previous in List Next in List

9. POINTS TO REMEMBER

- a) Create separate expense report for P-card coding and Manual Expense claim
- b) Create separate expense report for claiming expenses related to a specific trip
- c) If you have more than one expense, avoid submitting expense report for one expense only. You can save your expense report for later and add the claimable expense for the month and submit it together. To do that, instead of selecting **Summary and Submit**, click on **Save for Later** and note down the Expense Report ID number. When you have new claimable expense to add to the already existing report,
- Click on **Create/Modify expense report**
 - Enter the **Report ID #**
 - Click **Search**
 - Click on **Expense Details**
 - Add the new claimable expense as explained from step 4 onwards