Employee Expenses

Quick Steps:

Employee Expenses

- **Login to Time & Expenses**
- **Complete Tab 1 - General**
- **Complete Tab 2 – Expense Details**
- **Review Expense**
- **Submit for Approval**
- **Print, Send in Envelope with Receipts**

- **Notes:**
- **First Time Claimants**: Must send Bank Details to *expenses@rcsi.ie*
- **Remember**: Save Status **Ready** => will send to the Head of Department!
- **Send**: **Original** Receipts in **Designated** Envelope
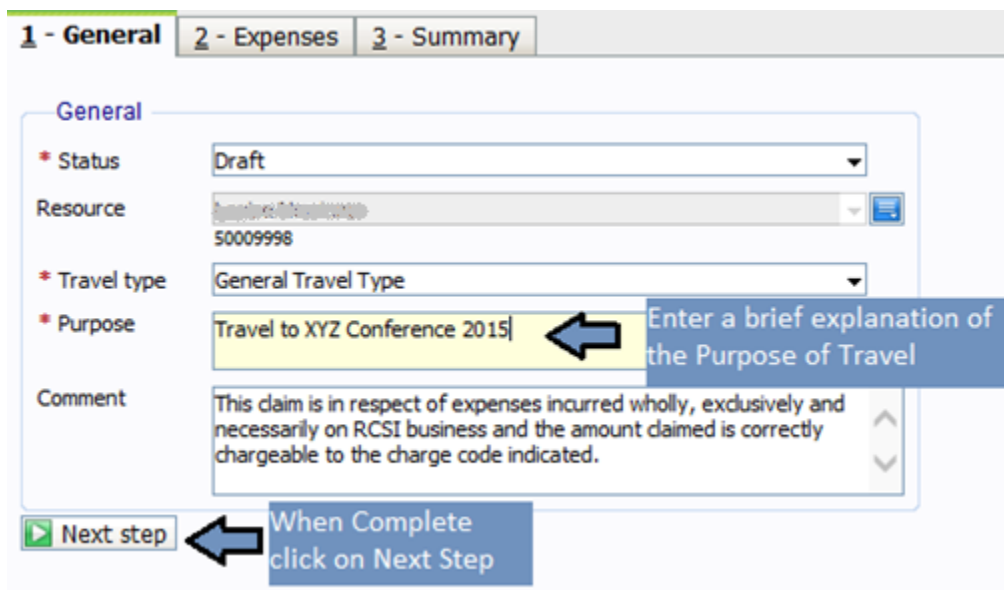- **Problems?** Contact *expenses@rcsi.ie*

How-To:

Step 1: Login to Time and Expenses:

- Login to Agresso Web portal: http://rcsi-agweb-01/agresso

- Select Time and Expenses -> Expand Expenses folder:
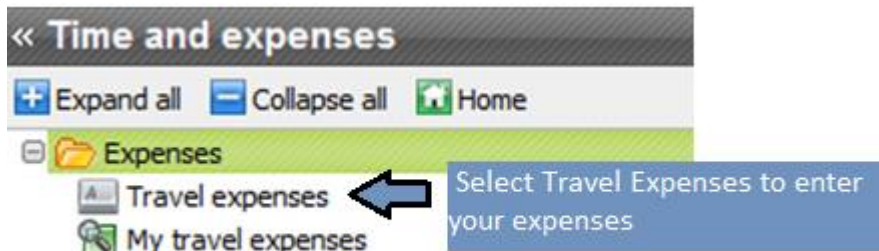
## Step 2: Complete Tab 1 – General:

- Fill out the General Expenses Information in this Tab:

Note:

- You can start your expense claim, save as Draft and come back to finish it later. It will remain unprocessed until you change the status to "Ready" and Save the expense.
- To do this, log back into the Expense Online system, select "Travel Expenses", click the "Open" button and choose the Expense you wish to edit:
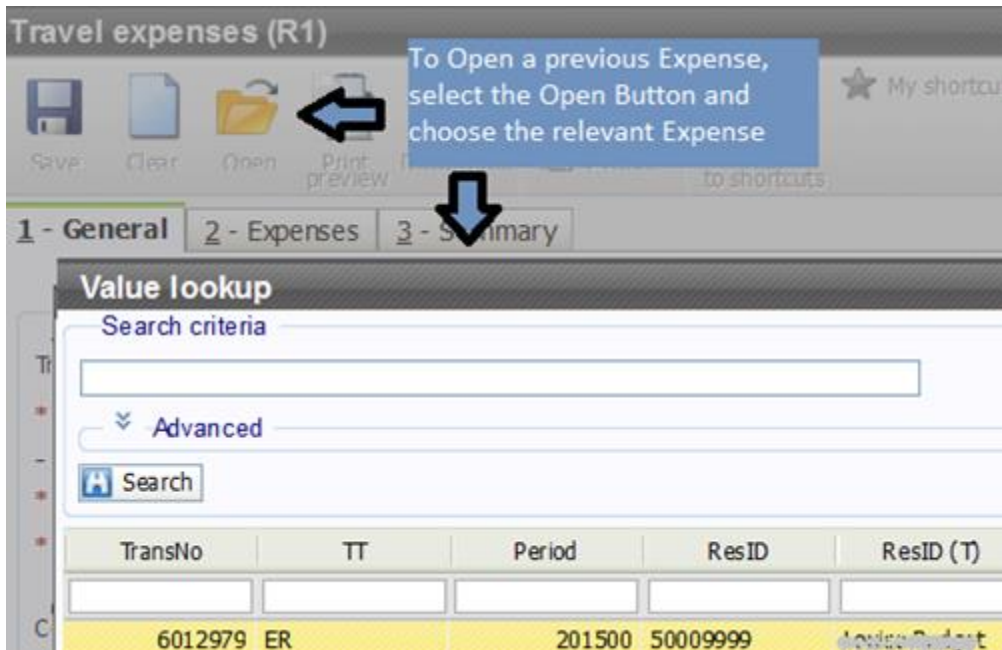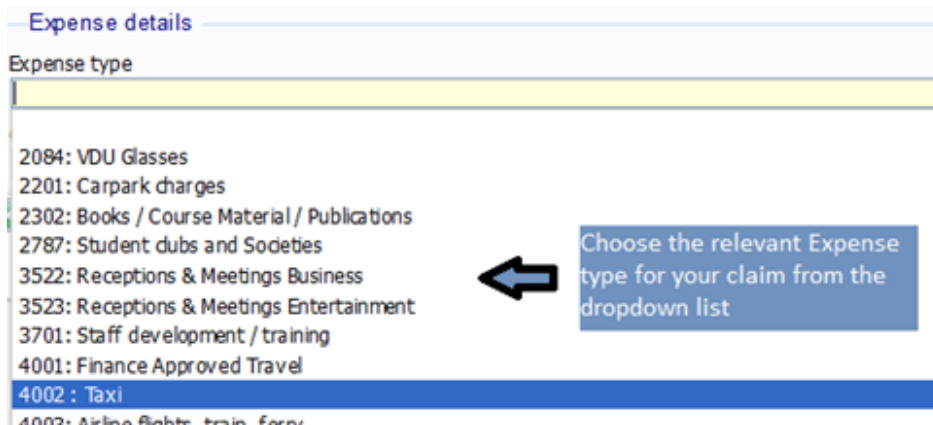
Step 3: Complete Tab 2 – Expenses Details:

- Use Tab 2 – Expenses to enter the full details of your claim:
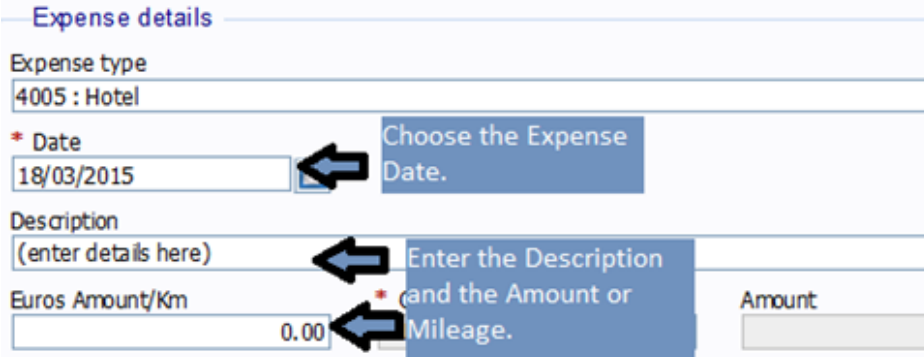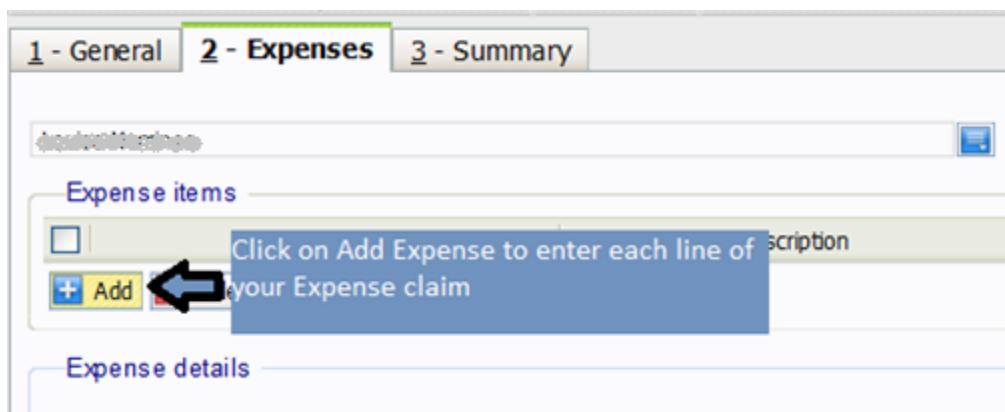

- Choose the relevant Expense Type from the drop down menu for the claim line. If you are unsure of the Expense Type, please contact the Finance Department (**expenses@rcsi.ie**):
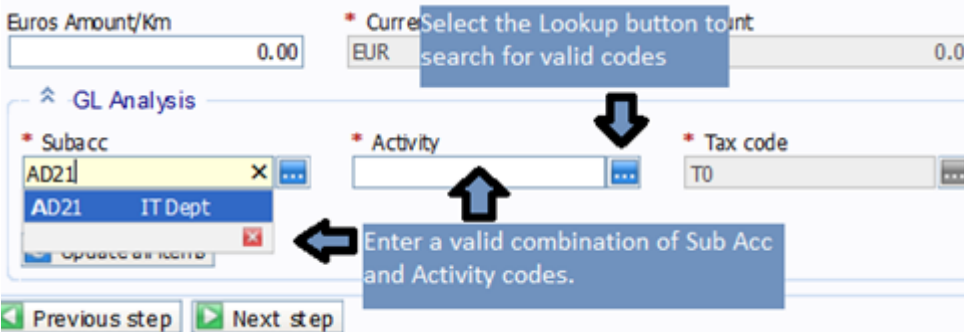
Employee Expenses

- Enter the Date, Description, Euro Amount or Mileage of your expense claim. Expense claims can only be made in Euro:

- Next, update the SubAcc and Activity. This determines where the claim should be charged:

Note:

- You may only choose SubAcc (department/grant) values against which you have been authorised. You should have access to your Home Department by default.
- If you require access to other departments/grants, please forward an email containing approval from the Head of Department to the Finance Department (**expenses@rcsi.ie**).
- Please contact the Finance Department (**expenses@rcsi.ie**) if you have any questions with regard to selecting a valid combination on this screen.
- Any problems, please contact **expenses@rcsi.ie.**

If you have another expense to claim, repeat Step 3 as appropriate. If you have completed the Expense, select Next Step to progress to Summary Tab.

Step 4: Review Expense:

- Use Tab 3 – Summary to review the content and correctness of the overall expense:

Step 5: Submit Expense for Approval:

- If you are a first time Claimant, for reasons of Data Protection compliance, you must submit your bank account details to **expenses@rcsi.ie**

- If you are satisfied and wish to submit the expense, change the Status to Ready in Tab 3 - Summary, and Click on the Save button:

Note:

- Once the Expense is saved in "Ready" status, it will automatically send to the Head of the Department for approval/rejection.

- If approved, Finance will check the expense and **if you have submitted your bank account details to expenses@rcsi.ie**, the expense will be included in the next payment run.

- When you submit, the system will generate a transaction number. Please note this for further queries:
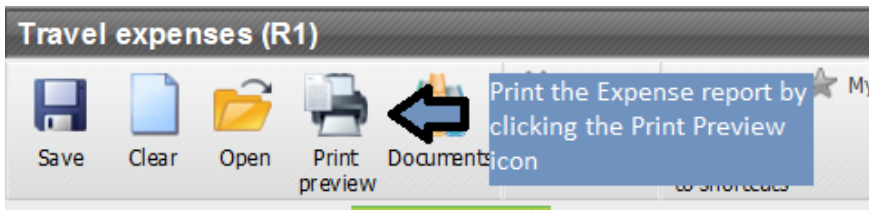

Step 6: Print Expense, Send in Designated envelope with Receipts:

- Once you have submitted the Expense, print the Expense:

Employee Expenses

Print the Expense report by clicking the Print Preview icon

Sample Expense Printout

- Original receipts for each claim line and a printout of the expense claim form must be sent to the Finance Department in the designated Employee Claim envelope (ask your manager or contact Finance for this envelope):

Expense claim transaction number _____

Claimant _____

URGENT

RCSI Finance Department
Royal College of Surgeons in Ireland
Accounts Payable
121 St Stephens Green
Dublin 2
Ireland

Designated Expenses envelope

IMPORTANT NOTES:

- First time claimants must *submit their bank account details* to the Finance Department (**expenses@rcsi.ie**).
- Save Status = Ready will send the expense for approval.
- Send Original receipts in the designated envelope.
- **Problems?** Please contact **expenses@rcsi.ie**