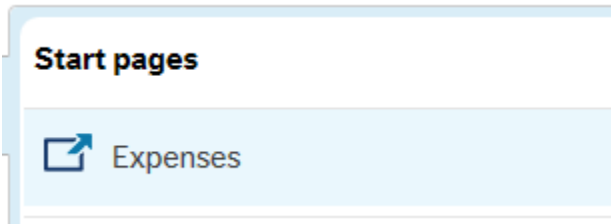


## **How to Enter an Employee Expense Claim in Agresso**

1. Login to Agresso  
Enter your Staff Number in User Name field, enter UC in the Client field and type your unique password in the Password field (**Note: password is case sensitive**)
2. Select **Expenses** which appears under Start Pages



3. Select **Subsistence Travel within EU** to enter an EU Subsistence claim



4. Select **Country** by clicking on the country drop-down arrow  
Enter purpose of travel  
Enter **Start date and End date**  
Enter **Start time and End time** (**Note: times can be selected by clicking on clock icon at the end of the start/end fields**)  
Update **Cost centre and Project code** (Enter NA in the project code field for a departmental expense or enter a project code if relevant)  
**Note: Project code field will autofill as you type**

### Travel expense: Subsistence Travel within EU

**Where did you go?**

Country\*  Travel purpose

Start date\*  Start time\*

End date\*  End time\*

**Cost categories**

Cost centre (CC)  Project code

[Apply to all](#) ?

*Annotations:*  
- Red callout: "Click on clock icon to select time" pointing to the end time clock icon.  
- Red arrow: "The project code autofills as you type" pointing to the project code dropdown.

Click **YES** next to **Did you pay for all meals yourself?**

Did you pay for all meals yourself?  Yes  No

The Total Subsistence amount will be calculated and shown on screen.

To select meals which were **NOT** paid for by yourself click **Edit free meals**

**Note: For example, the conference host may have paid for extra meals**

7894 NA [Apply to all](#) ?

**Meals and allowances**

Type	Quantity	Rate	Amount
Lunch and Dinner Rate	1.00	87.00	87.00
24 Hour Rate	3.00	261.00	783.00

[Edit free meals](#)

**Subsistence Total** **Total allowance: € 870.00**

*Annotations:*  
- Red callout: "Click 'Edit free meals' to select meals not paid for by yourself" pointing to the "Edit free meals" link.  
- Blue arrow: "Subsistence Total" pointing to the total allowance.

**Note: When free meals are selected the subsistence amount is reduced by the meal amounts selected which are shown in red**

Meals and allowances			
Type	Quantity	Rate	Amount
Lunch and Dinner Rate	1.00	87.00	87.00
24 Hour Rate	3.00	261.00	783.00
(Reduction) Lunch and Dinner Rate			-43.50
(Reduction) 24 Hour Rate			-43.50
<b>Total allowance:</b>			<b>€ 783.00</b>

*Note: The reduction amounts are shown in red in the original image.*

- Click on the tab **Add expense** under What did you spend?

**Note: This is to add other receipted expenses to your subsistence claim**

### What did you spend?

Category  Date

Click 'Add expense' to add other receipted expenses to your claim

Amount

Total expenses: **€ 0.00**

- Click on **Category** drop-down listing and select category

Enter the expense amount in the **Quantity** field

**Note: The currency defaults to EURO but click on the currency drop-down arrow to select another currency**

To add other expense categories, click *add expense* and repeat the above steps

### What did you spend?

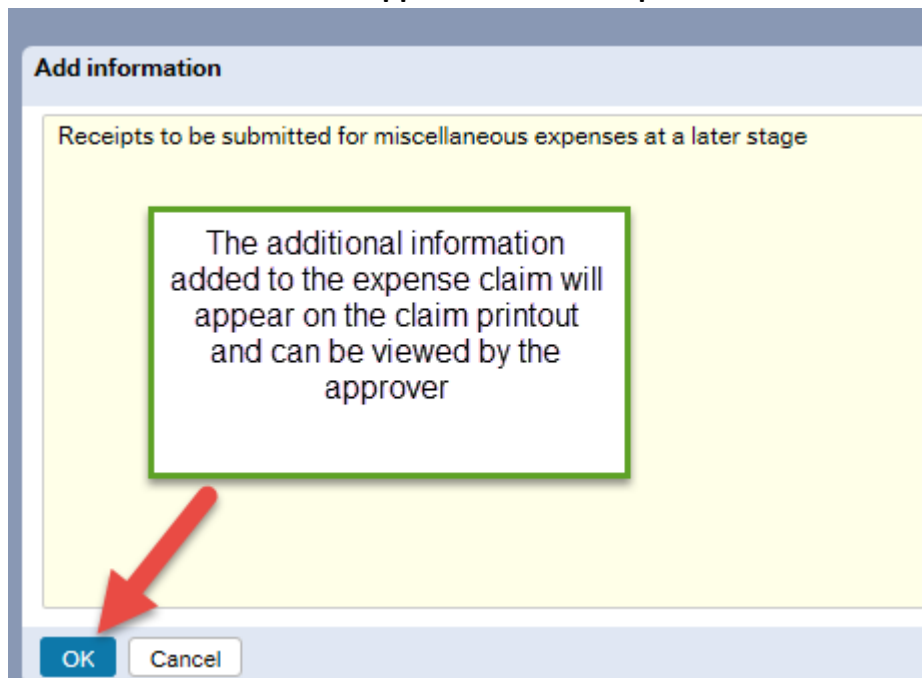
<input type="checkbox"/>	Cate...	Date	Description	Quantity	Currency	Curr. amount	Amount	
		15/02.	Internet & Intn	100.00	EUR	100.00	100.00	

Click on category dropdown arrow to select expense category

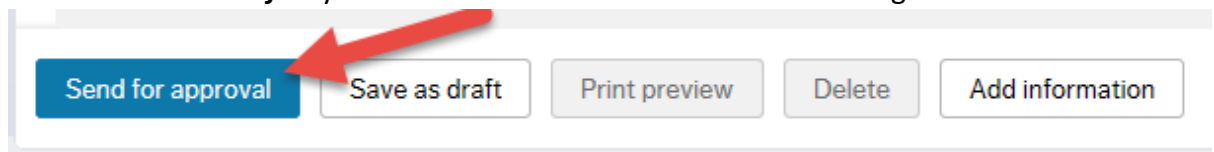
Enter the expense amount in the 'Quantity' field

Total expenses: **€ 100.00**

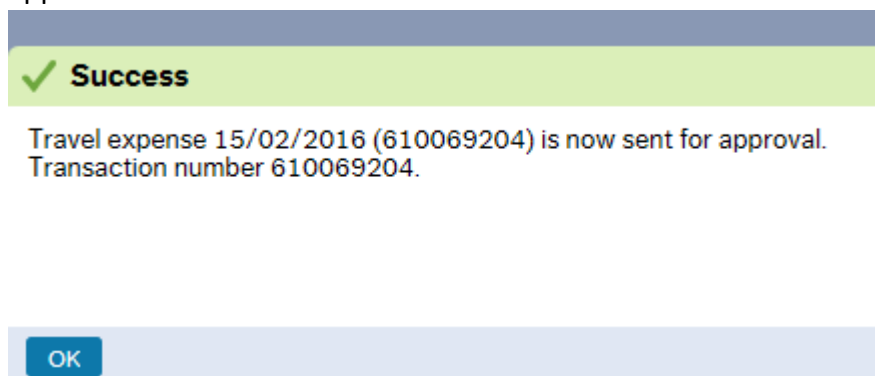
7. Click **Add information** to enter additional information on the claim  
**Note: this information will appear on the claim printout**



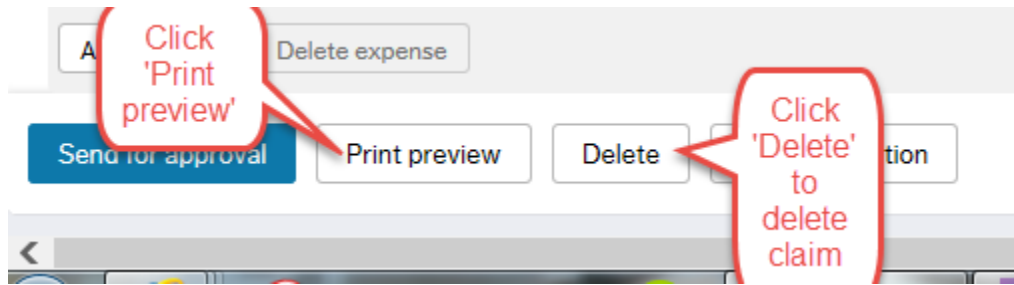
8. Click on **Send for approval** when all claim details have been entered  
Click on **Save as draft** if you wish to return to the claim at a later stage



9. A transaction number appears on screen when the expense claim is sent for approval



10. To print your expense claim click **Print Preview and File/Print**  
**Claimant should sign the claim, attach receipts and submit to approver**



11. To view your expense claim in workflow click on the **Expenses Home Page** and click **In Progress** under the heading Expenses Overview

Date from	Date to	Country	Purpose	Workflow status
12/07/2015	18/07/2015	FRANCE - Paris	Research	Workflow in pro...
15/02/2016	18/02/2016	SPAIN - Madrid	Work Research	Workflow in pro...

This will show all your claims in workflow, the date the claims were created and the claim workflow status



12. To logout of Agresso, click on down arrow near User Name and **Logout**

