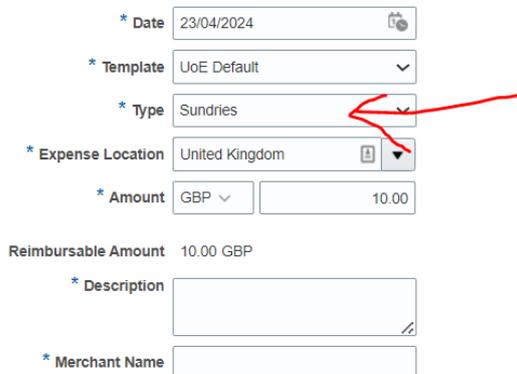


Field Demonstrating - Claiming Staff Expenses

When creating an expense item, be careful to choose the correct item from the drop down list. Some are more obvious than others such as bus fare/rail, tram, underground fare/meals. If you really aren't sure choose Sundries.



* Date: 23/04/2024

* Template: UoE Default

* Type: Sundries

* Expense Location: United Kingdom

* Amount: GBP 10.00

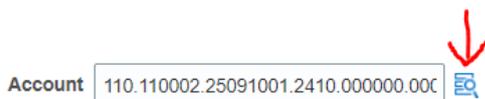
Reimbursable Amount: 10.00 GBP

* Description:

* Merchant Name:

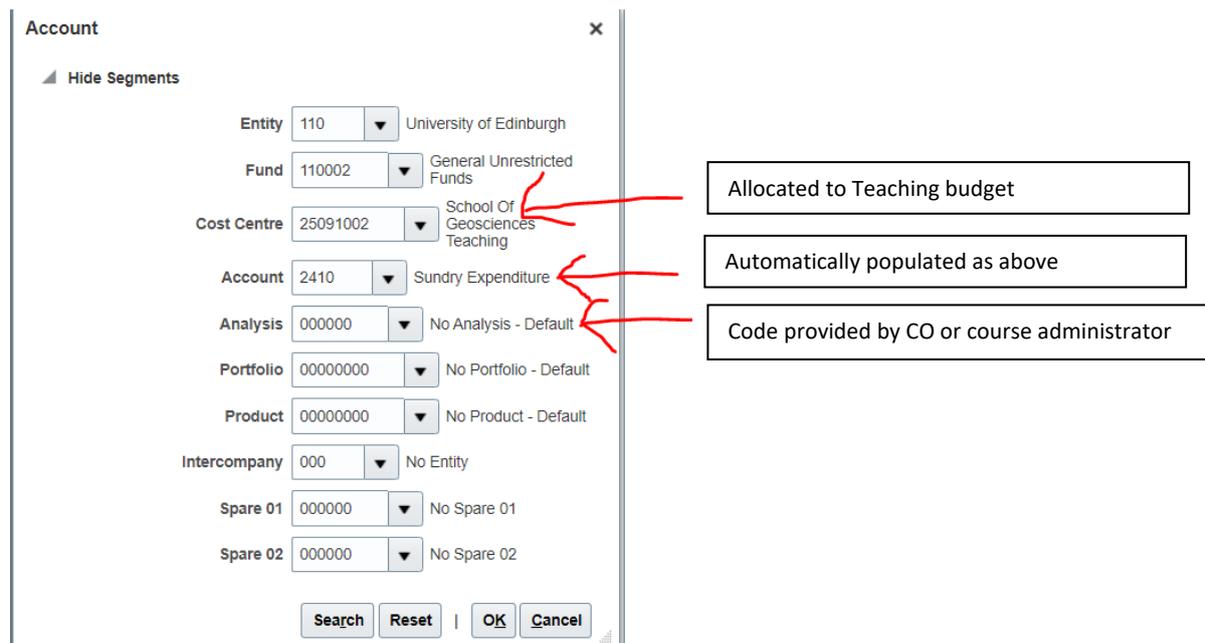
The type will automatically populate Account code but you will need to manually update the cost centre and analysis code. The cost centre should be **25091002** for the Teaching budget but the analysis code will allocate your expenses to the field course you are working on. This is available from the CO or Course Administrator.

To get access to manually change the codes click on box indicated below



Account: 110.110002.25091001.2410.000000.00C 

Will open this view which will allow you to edit the cost centre and the analysis fields



Account configuration window showing fields:

- Entity: 110 - University of Edinburgh
- Fund: 110002 - General Unrestricted Funds
- Cost Centre: 25091002 - School Of Geosciences Teaching
- Account: 2410 - Sundry Expenditure
- Analysis: 000000 - No Analysis - Default
- Portfolio: 00000000 - No Portfolio - Default
- Product: 00000000 - No Product - Default
- Intercompany: 000 - No Entity
- Spare 01: 000000 - No Spare 01
- Spare 02: 000000 - No Spare 02

Buttons: Search, Reset, OK, Cancel

Callout boxes:

- Allocated to Teaching budget (points to Cost Centre)
- Automatically populated as above (points to Account)
- Code provided by CO or course administrator (points to Analysis)