

	<b>Checklist for Agresso Web Expenses</b>	<b>Relevant Links</b>	
1.	You must be a staff member or a student in receipt of a scholarship to use Agresso Web Expenses – You use your <b>six-digit ID number</b> to log onto Agresso Web Expenses	<ul style="list-style-type: none"> <li>• <a href="#">How to claim</a></li> </ul>	
2.	You need <b>access</b> to <a href="#">Agresso</a> menu “ <b>Time &amp; Expenses</b> ” and once you have access to the menu; click <b>Travel Expenses</b> to input claim	<ul style="list-style-type: none"> <li>• <a href="#">Getting Started on Agresso Web Expenses</a></li> </ul>	
3.	Know the <b>Universities Policies</b> for reimbursing travel and subsistence expenses - Use of the system signifies that the claimant has read, understood, and agrees to be bound by, University policy.	<ul style="list-style-type: none"> <li>• <a href="#">T &amp; S Policy,</a></li> <li>• <a href="#">Use of Own Transport Policy,</a></li> <li>• <a href="#">Code of Conduct Policy</a></li> </ul>	
4.	<b>Deadline</b> – Enter the T&S claim on <a href="#">Agresso</a> immediately after the expense was incurred and no later than 3 months. Include an explanation if the expense is over 3 months old.	<ul style="list-style-type: none"> <li>• <a href="#">Deadline &amp; Payment Info</a></li> </ul>	
5.	<b>How to Use Agresso</b> - Claims should be submitted by following the “ <b>How to Documents</b> ” & <b>FAQs</b> available on the website.	<ul style="list-style-type: none"> <li>• <a href="#">How to Documents</a></li> <li>• <a href="#">Making a claim FAQs</a></li> </ul>	
6.	<b>Vouched Expenses</b> – Itemised receipts (credit card receipts are not sufficient) that are legible must be attached and easy to follow	<ul style="list-style-type: none"> <li>• <a href="#">T &amp; S General Policy (Section 2.7C)</a></li> <li>• <a href="#">Smart Expenses/Receipts FAQs</a></li> </ul>	
7.	<b>Subsistence Rate &amp; Vouched Expenses</b> – Use this travel type on Agresso if your destination’s subsistence rate is set up on Agresso (type the country in the Destination box). If the country is not available to select, please use <b>Vouched Expenses</b> travel type to manually enter the subsistence details. Contact Expenses if your destination will be used often so we can set it up on Agresso.	<ul style="list-style-type: none"> <li>• <a href="#">User Guide for Submitting Claims on Agresso</a></li> </ul>	
8.	<p><b>Subsistence &amp; Mileage Rates</b> - Always check the rates on the website as they may have changed since you last claimed.</p> <p>Receipts are normally not required to support claims for flat rate per diem/subsistence allowances.</p> <p><b>Receipts are required in the following situations:</b></p> <ul style="list-style-type: none"> <li>• Vouched overnight allowance rate for Dublin</li> <li>• To reimburse for expenses that exceed the approved subsistence rates – include itemised receipts and UMT approval must be received <b>prior</b> to travel.</li> <li>• Some foreign locations require receipts – see <a href="#">Travel &amp; Subsistence Foreign Rates</a></li> <li>• Advised by Research Accounts – some funders may not reimburse costs if not supported by all receipts</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Subsistence &amp; Mileage Rates</a></li> </ul>	
9.	<b>Public Transport</b> – In description box include start point and destination, single or return and date of travel.		
10.	<b>Cost Centre/Subaccount</b> - It is your responsibility to ensure this is correct. We recommend one cost centre/subaccount <b>ONLY</b> per claim to avoid issues.	<ul style="list-style-type: none"> <li>• <a href="#">Subaccount/Cost Centre FAQs</a></li> </ul>	

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11.	<p><b>Mileage / Use of Own Transport</b></p> <ul style="list-style-type: none"> <li>• Read and understand the policy for use of own transport instead of public transport</li> <li>• In the description box enter the <b>exact</b> starting point and the <b>exact</b> destination for e.g. <i>NUI Galway to Portiuncula Hospital, Ballinasloe.</i></li> <li>• State if it was a single or return trip</li> <li>• Enter the reason why Public Transport was not used (even if it's obvious).</li> <li>• Number of KM must be distance from home or work, whichever is the lesser distance.</li> <li>• Mileage should be checked on AA Roadwatch (KMs)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Use of own transport policy</a></li> </ul>	
12.	<p><b>Club Travel Agent</b> - appointed by the Government for public sector travel management services. Travel should be booked through <b>Club Travel</b> particularly for long haul or complex journey arrangements.</p> <p><b>Note 1:</b> You should confirm with club travel if they will pay for the full amount owed, as staff members had to pay at the hotel without being informed by club travel.</p> <p><b>Note 2:</b> Club Travel have matched prices where staff members have found cheaper options on line.</p> <p><b>Note 3:</b> Any issues dealing with Club Travel should be reported to Procurement or your <a href="#">UMT member</a>. Expenses office are not involved with this process.</p>		
13.	<p><b>Purchase of Goods &amp; Services</b></p> <p>Goods &amp; services should be obtained under relevant <b>procurement policies &amp; procedures</b>. The Procurement process protects the University, ensures the University is complying with the Public Procurement Regulations and is tax compliant.</p> <p><a href="#">Procurement step by step guide</a></p> <ul style="list-style-type: none"> <li>• Is supplier on Agresso?</li> <li>• If not, supplier setup process is required</li> </ul> <p>In <b>exceptional circumstances</b>, where you have exhausted all options available under the University procurement policy &amp; you decide an item/service is urgently required which you want to pay for personally. If you expect to be reimbursed for this expense, you must follow the 3 points below <b>before</b> purchasing the item and include these with your claim:</p> <ol style="list-style-type: none"> <li>1. Provide a detailed explanation about the purchase</li> <li>2. Give reason the supplier setup process was not done (Procurement or the supplier must provide this explanation in writing)</li> <li>3. UMT member written approval that was obtained <b>before</b> purchasing the item personally</li> </ol>	<ul style="list-style-type: none"> <li>• <a href="#">T &amp; S General Policy (Section 2.4)</a></li> <li>• <a href="#">Correct procurement process for purchasing Goods &amp; Services</a></li> </ul>	
14.	<b>Other FAQs</b>	<ul style="list-style-type: none"> <li>• <a href="#">Support FAQs</a></li> <li>• <a href="#">Payment of Claims FAQs</a></li> <li>• <a href="#">Approval/Rejection of claims FAQs</a></li> </ul>	

		<ul style="list-style-type: none"><li>• <a href="#">Smart Expenses/Receipts FAQs</a></li></ul>	
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