



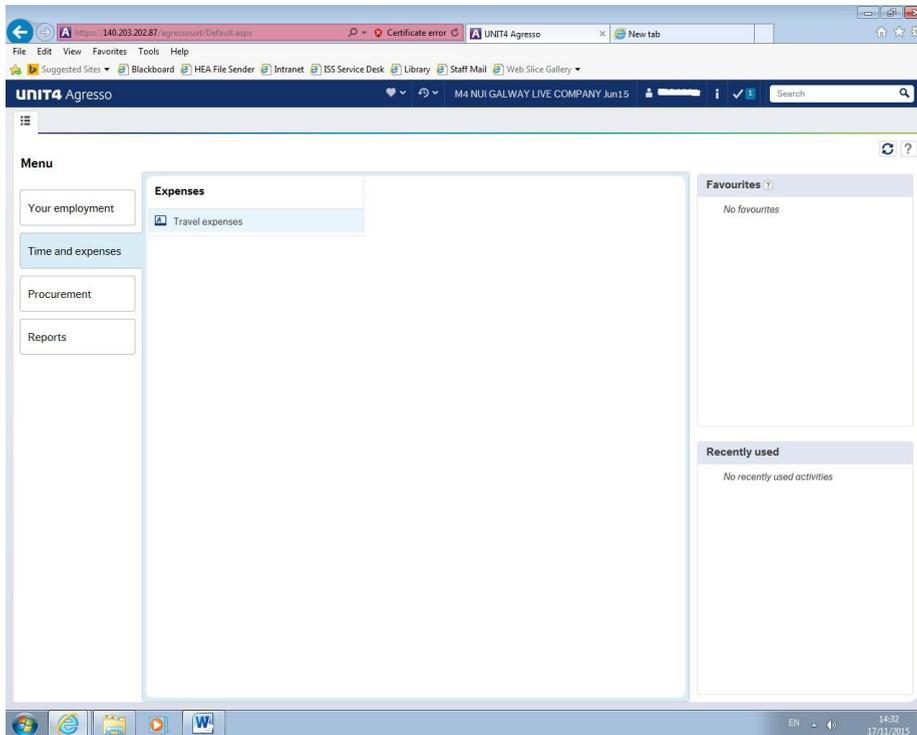
1. By using NUI Galway's finance system you confirm that you have read, understood, agree to apply, and be bound by, [applicable NUI Galway Policies and Procedures](#)
2. Log in to travel and subsistence online: <https://agresso.nuigalway.ie/Agresso/Login/Login.aspx>

At the login screen enter the following and click **Login**:

- User name:** Enter your six digit payroll or scholarship number  
**Client:** Enter **U1**  
**Password:** Enter your Agresso Travel & Subsistence password

A screenshot of the login interface. At the top center is the NUI Galway OÉ Gaillimh logo. Below the logo are three input fields: "User name", "Client", and "Password". Below the "Password" field is a blue "LOGIN" button and a link that says "Forgotten your password?". At the bottom of the page, there is a copyright notice: "This program is protected by international copyright laws © 1987-2013 UNIT4 ABW B.V."

- From the menu located on the left hand pane click **Time and Expenses**, Under the **Time and Expenses** window click **Travel Expenses**



Fill out the online claim form in **Draft** mode, ensuring you use the **TAB** key to move between each field.

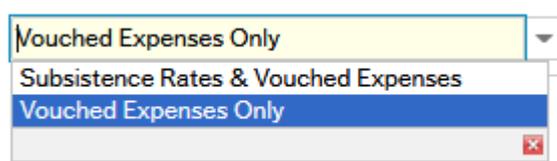
**Important: Use the TAB key to move between fields**

The system will, on occasion, perform calculations e.g. currency conversion/kilometer rates. To ensure these are carried out and that fields are updated accurately with your entries use the **TAB key** on your keyboard to move from one field to another. You can still use the mouse to click back into any field if you need to.



4. Claim Travel Types: Explanatory Note

In making a claim and selecting a 'Travel type', remember that University policy is to reimburse employees only for reasonable and properly incurred costs which they have defrayed from their own resources, on behalf of the University. A claim must be either of the travel types below:



**Subsistence Rates & Vouched Expenses\*** Should be selected for Subsistence claims and claims that have a combination of subsistence *per diem* rates (5 hour, 10 hour, 24 hour allowances) and vouched expenses incurred e.g. Taxis, Travel. If accommodation and/or meals **are provided** by the host, or at the event attended, then you must indicate this, so that a

How to submit a travel and subsistence claim deduction will be made from the per diem rate.

**Vouched Expenses Only\*** Is the DEFAULT travel type and should be selected for claims that include vouched expenses incurred but Subsistence rates are **not** being claimed

\* Claimants must attach receipts for any vouched expenses including tolls, parking etc.

The screenshot shows a web form with four tabs: '1 - General', '2 - Travel', '3 - Expenses', and '4 - Summary'. The 'General' tab is active. It contains the following fields:

- Status:** A dropdown menu set to 'Draft'.
- Resource:** A field with a dark grey box and a blue icon.
- Travel type:** A dropdown menu with 'Vouched Expenses Only' selected. The dropdown list also shows 'Subsistence Rates & Vouched Expenses' and another 'Vouched Expenses Only' option.
- Purpose of Trip(s):** An empty text input field.
- Comment:** An empty text input field.

A 'Next step' button is located at the bottom left of the form.

## 5. Complete the Expense Claim

For this document the example claim travel type is **Subsistence Rates & Vouched Expenses**.

**Purpose of Trip(s)** Enter brief summary of trip and date e.g. **Dublin test meeting 19/06/2018**

**Note this entry must be unique for each claim.**

**Comment** Enter more details, expanding on Purpose of Trip(s), Dates, Location

The screenshot shows a web form with two fields:

- Purpose of Trip(s):** A text input field containing 'Test meeting in Dublin'.
- Comment:** A text input field containing 'First test meeting in Dublin'.

A 'Next step' button is located at the bottom left of the form.

- Once finished here click the **Next step** button

A rectangular button with the text 'Next step' inside.

As this claim has both **subsistence and vouched expenses** the next tab that appears (**2 - Travel**) is for calculating subsistence. If vouched Expenses only selected the next tab that appears is (**3 - Expenses**). Subsistence is calculated automatically for you based on the country/city you visited and the time spent there. There are different rates depending on the destination and these are automatically applied by the system.

**Destination** Choose the country and city by typing in the Destination box and enter the start date/time of your travel and the end date/time

\* Destination

Start date  Start time

End date  End time

Text

Britain & NI - Northern Ireland	GB2
Ireland - An Cheathrú Rua	I06
Ireland - Belfast	I05
Ireland - Carna	I07
Ireland - Cork	I02
Ireland - Dublin	I01
Ireland - Elsewhere	I09

**Meals Provided** (Optional) If your trip was in **Ireland**, and you had any meals provided, there is an option to record any meals provided and the system will adjust the subsistence amount accordingly.

**Meals Provided - IRELAND ONLY - For all other countries please use Expense Type - Meals Provided (Deduction)**

**First day (16/11)**

Breakfast

Lunch/Dinner paid for (5 hrs)

Dinner paid for (10 hrs)

- Once finished here click the **Next step** button

**Confirm meals**

Please confirm that the number of meals provided and allowance nights is correct

Click on row to go back and edit it.

Travel	Start date	Start time	End date	End time	Breakfast	Lunch/Dinner paid for (5 hrs)	Dinner paid for (10 hrs)	Nights
Leg 1. Ireland - Cork	16/11/2015	07:00	16/11/2015	19:00	0	1	0	0
Σ					0	1	0	0

Meals Provided - IRELAND ONLY - For all other countries please use Expense Type - Meals Provided (Deduction)

- Review the confirmation popup relating to meals provided and allowance nights.
- Click **OK** to confirm the details are correct and click the **Next step** button.

The next tab (**3 - Expenses**) is to record vouched expenses, the amount incurred and whether a receipt was provided. In this example you can see that the subsistence (two x 24 hours) from the previous step has already been populated.

To add a vouched expense item click on the **Add** button under **Expense Items**.



Under **Expense Details** choose the **Expense Type** from the drop down menu that appears.

For all of the expense types complete the applicable fields as follows:

- Date** Enter the date the expense **was incurred**.
- Description** Enter details of the expense.
- No. Km/Amount\*** The cost of the expense, except in cases of a KM expense for which you enter the number of KMS .
- Currency** Default is EUR\*.
- Curr. Amount** *Cannot be modified*; displays amount of the expense in the chosen currency.
- Amount** *Cannot be modified*; displays amount of the expense in Euro.

**\*Very Important: Technical Issue around Currency Conversion**

To select a currency other than EURO please ensure you use the **TAB key** to move from the

**No. km/Amount** into the **Currency** field. Then click the  button to search for the list of currencies (three letter codes e.g. USD for US Dollars. If the currency required is not listed please enter currency EUR and attach your manual currency conversion to the claim.

To locate the Triennial Travel Grant Expense Type, roll your mouse wheel down the list until you find it:



**Note:** The Cost Centre that your salary comes from is the same Cost Centre that needs to be used for the Triennial Travel Grant Expense Claim forms. These are also referred to as budget code/cost centre/project code. For details on how to do this [click this link](#).

Example of adding a vouched expense **Bus Travel**

**Expense details**

Expense type  
Bus Travel

\* Date  
16/11/2015

Description  
Galway Cork - Citylink

No. km/Amount: 20.00      \* Currency: EUR      Curr. amount: 20.00      Amount: 20.00

Receipt Provided

GL Analysis

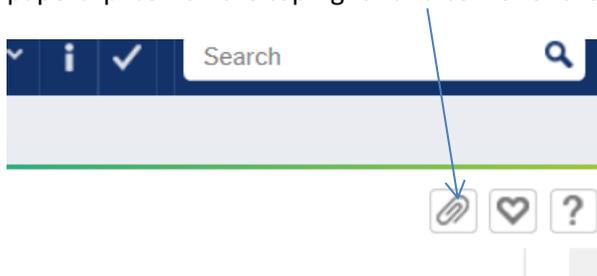
Attach a scan or photo of the receipt(s). Maximum size is 2Mb.

- i. Receipts must be clearly legible.
- ii. Scan/photograph a maximum of 5 receipts per page.
- iii. Group similar items together e.g. tolls and parking.

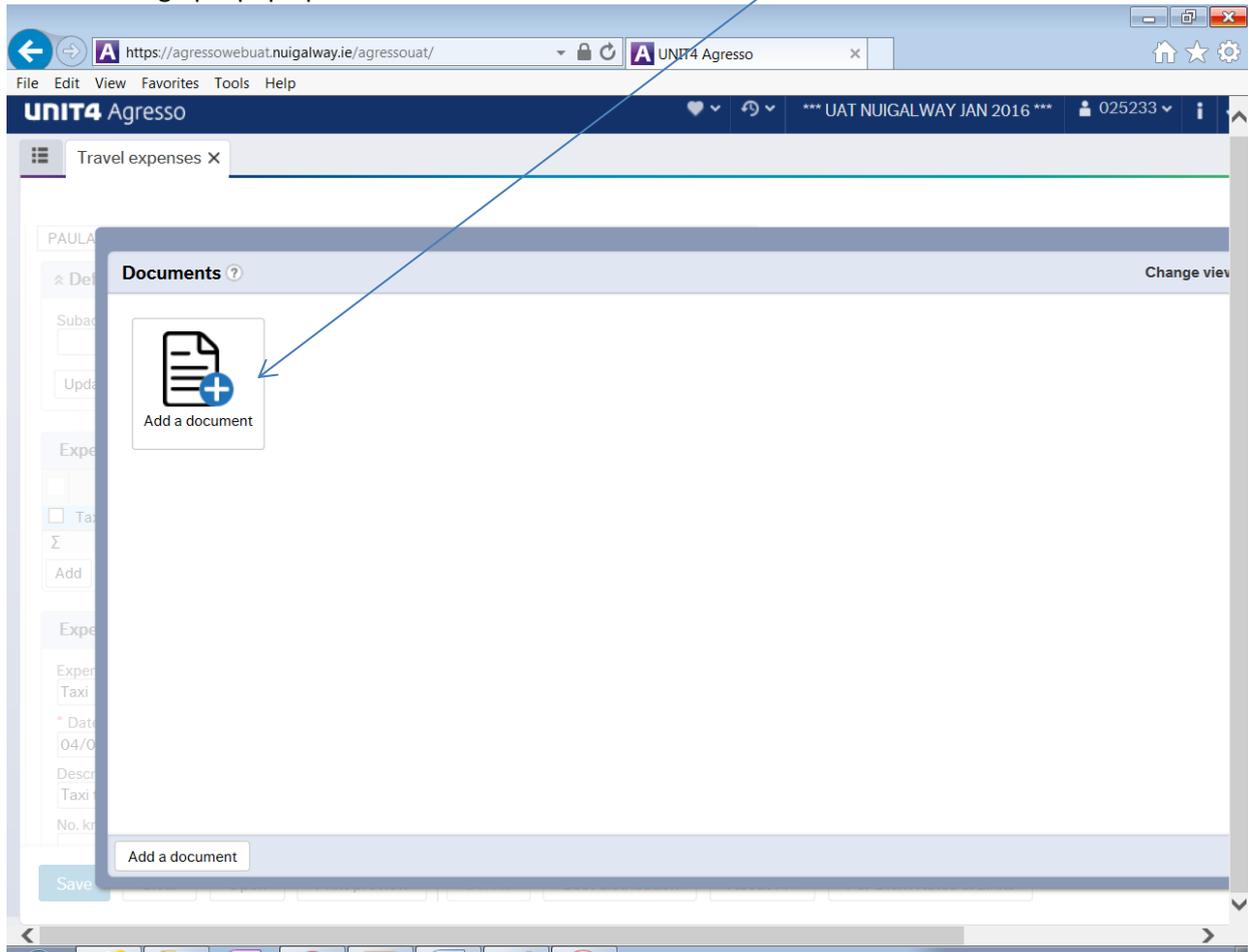
Expense type	PD	Description	No. km/Amount	Amount
Bus Travel	BUS	Two Return Galway to Dublin...	25.00	25.00
Other Travel (...)	OTHTVL	Tolls €15.50 + Parking €20	35.50	35.50
Taxi	TAXI	Taxis in Galway (€20 + €10...	70.00	70.00
Conference F...	CONFCE	New York	1,000.00	855.89
			1,130.50	986.39

**Note:** Failure to adhere above could result in **significant delays** in processing the claim.

To attach the scanned/photographed receipt (previously saved on your PC), please click on the paperclip icon on the top right hand corner of the screen.



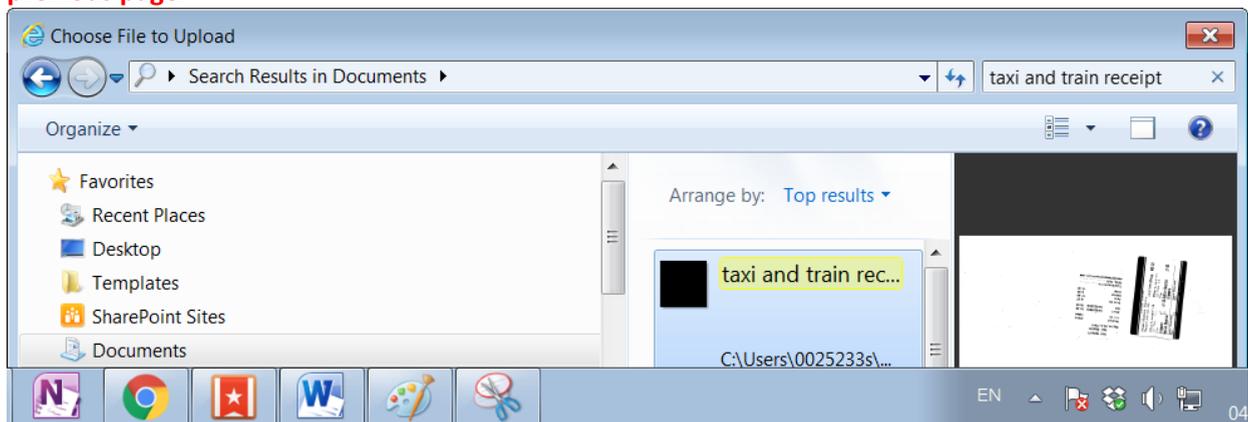
This will bring up a pop up window. Click on the **Add a Document** box.



Browse to where the document or photo is stored on your PC and upload it using the **UPLOAD** button.

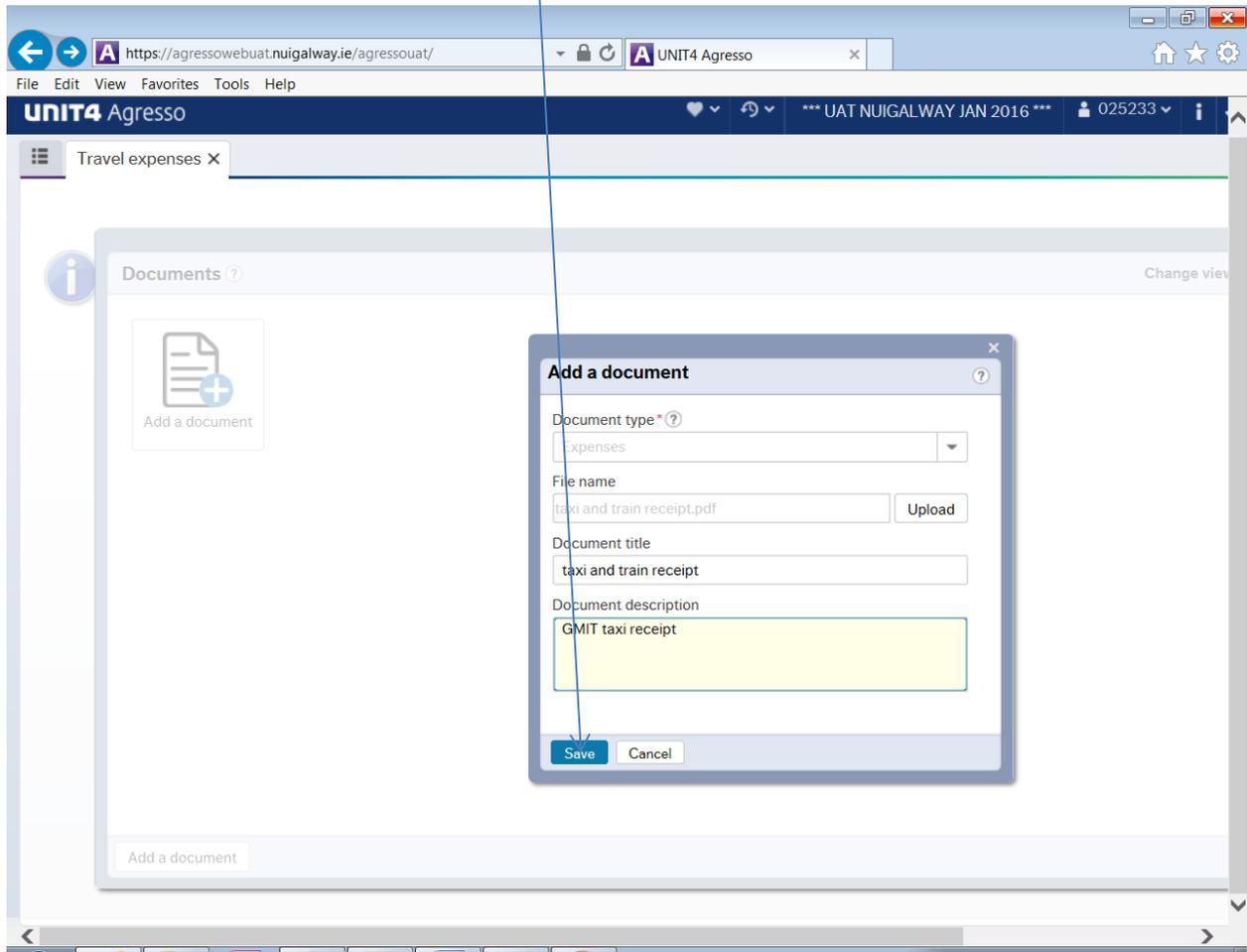


**Please note that the maximum size of your electronic receipt is 2MB and refer to notes on the previous page.**

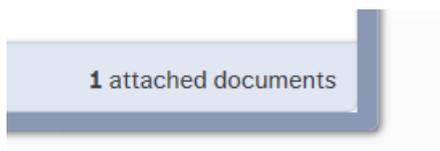


## How to submit a travel and subsistence claim

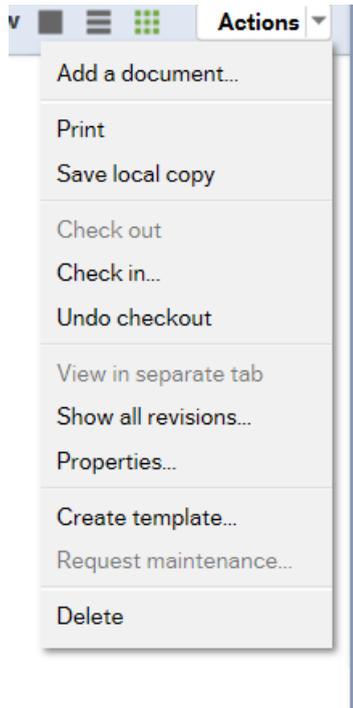
Fill in a document title and description and **SAVE**



If you have more than one receipt, please click on Add a Document and ensure that receipts are attached



You can Save, Delete, Print or Revise the receipts by using options under **Actions**.



You can now close this pop up window by clicking on the X in the top right hand corner.

If you log out and log back in again, you will notice that the paper clip has turned dark blue to indicate that there is an electronic receipt attached.



To add another expense click the Add button.



To delete an existing expense tick the check box beside the expense and click Delete .

To edit an existing expense line double click the item.

**Example of adding a vouched expense Kilometres**

Traditionally termed “mileage” this expense item does not currently require a receipt.

<input type="checkbox"/>	Kilometres - (a) Standard University KM rates	KMS	Galway Limerick	100.00	39.11
Σ				137.00	95.01

Add Delete Copy

**Expense details**

Expense type  
Kilometres - (a) Standard University KM rates

\* Date  
10/11/2015

Description  
Galway Limerick

No. km/Amount	Rate	Amount	Receipt Provided
100.00	39.11	39.11	<input type="checkbox"/>

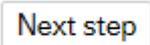
GL Analysis

Click the Add button and from the Expense type dropdown choose **Kilometers – (a) Standard University km rates**. Note: You should not select Kilometres – (b) Lower than Standard University KM Rates unless you are claiming less than standard rates.

Enter the details for the **kilometers** expense as follows:

<b>Date incurred</b>	Enter the date the kilometer expense <b>was</b>
<b>Description</b>	Enter start and end destination, state if single or return trip
<b>No. Km/ Amount*</b>	Enter the total number of kilometers travelled and TAB into the next field.
<b>Rate**</b>	<i>Cannot be modified</i> system applies the appropriate rate
<b>Amount</b>	This displays the amount of the kilometer expense EUR
<b>Receipt Provided</b>	<i>Not currently required</i> for kilometer expenses.

To add another expense click the  button .

When finished adding expense items click the **Next step**  button .

\*\* The kilometer rates are set out by the Finance Resource Committee of NUI Galway as part of the Travel and Subsistence policy

## 6. Review your claim

The next tab (**4 - Summary**) summarizes your claim. To amend the claim, click on any of the tabs. Refer to notes above to attach a receipt.

**Budget code/cost centre/project code** automatically defaults to your home budget/Cost Centre (where your salary comes from)

In some cases the default cost centre may need to be changed for all expenses in a claim.

For details on how to do this [click this link](#). We suggest that you use one cost centre only per claim as there may be approval issues where the cost centres relate to more than one approver.

[http://www.nuigalway.ie/media/financialaccounting/payroll/how\\_to\\_change\\_subaccount.pdf](http://www.nuigalway.ie/media/financialaccounting/payroll/how_to_change_subaccount.pdf)

## 7. Submit your claim for approval

Review the claim and when satisfied change **Status** from “Draft” to “Ready” and click “Save” on the bottom left.

## How to submit a travel and subsistence claim

\* Status

Draft

Draft

Ready

Previous step

Save Clear

After saving, a green notification is displayed at the top of screen with a Transaction number.

You can make a note of this number for future reference.

If you accidentally submit a claim contact the approver **ASAP** and ask them to reject the claim. Rejected claims can be resaved and amended.

**If you accidentally submit a claim, without attaching an electronic receipt, you can attach the receipt at any stage, even while the claim is in workflow.**

Go to the screen where you enter a claim, and click on the Open button.

This will bring up a list of all your claims in workflow. You can select the claim you want to amend and attach the receipt at that stage.

The screenshot shows the UNIT4 Agresso web application interface. The browser address bar displays the URL: <https://agresso.nuigalway.ie/Agresso/Default.aspx>. The page title is "UNIT4 Agresso". The user is logged in as "NUI GALWAY LIVE COMPANY" with a user ID of "025233". The page shows a "Travel expenses" form with the following fields:

- \* Status: Draft
- Resource: [Empty]
- \* Travel type: Vouched Expenses (within Ireland)
- \* Purpose of Trip(s): [Empty]
- \* Comment: [Empty]

Below the form is a "Next step" button. At the bottom of the page, there are several action buttons: Save, Clear, Open, Print preview, Delete, Export, About M+, and Per Diem Rates & Links. The Windows taskbar at the bottom shows the date and time as 11:12 on 18/05/2017.

## How to submit a travel and subsistence claim

Value lookup

Search criteria

Advanced

Search

TransNo	TT	Period	Staff ID	Staff ID (T)	Trip ref.	Date from	Text	Destination (T)	Filter
75068297	ER	201608			ork for interuniversity meeting c	11/05/2017	Cork for interuniversity meeting on	Ireland - Cork	

Close

**You can even add a receipt after the claim has been processed.**

Find your claim number through the Travel Expenses enquiry. Go to the entry screen and click OPEN. Click on the Close button of the Value Lookup box. You can now enter the transaction number of the closed claim in the transaction number box. You can add receipts at this stage.

The screenshot shows the UNIT4 Agresso web application interface. The browser address bar displays <https://agresso.nuigalway.ie/Agresso/Default.aspx>. The application header includes the logo 'UNIT4 Agresso', the user name 'NUI GALWAY LIVE COMPANY', and the user ID '025233'. The main navigation bar shows several tabs: 'Travel expenses x', 'Travel expenses x', 'Travel expenses enquiry x', and 'Travel expenses x'. The 'Travel expenses enquiry x' tab is active, and the 'General' sub-tab is selected. The 'Value lookup' dialog box is open, showing a search criteria field, an 'Advanced' section, and a search button. Below the dialog box, a table displays the search results for the transaction number 75068297. The table has columns for TransNo, TT, Period, Staff ID, Staff ID (T), Trip ref., Date from, Text, and Destination (T). The search results show a transaction for 'ork for interuniversity meeting on Upp...' on 11/05/2017, with the destination 'Ireland - Cork'. The dialog box also includes a 'Close' button. At the bottom of the application, there are buttons for 'Save', 'Clear', 'Open', 'Print preview', 'Delete', 'Export', 'About M+', and 'Per Diem Rates & Links'. The Windows taskbar at the bottom shows the system tray with the date '18/05/2017' and time '11:36'.

Travel expenses × Travel expenses × Travel expenses enquiry × Travel expenses ×

1 - General 2 - Travel 3 - Expenses 4 - Summary

**General**

Transaction number

\* Status

Resource

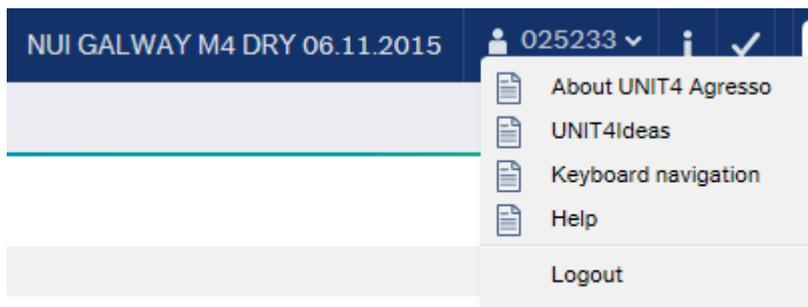
\* Travel type

\* Purpose of Trip(s)

\* Comment

Next step

### Log Off Travel & Subsistence



From the main menu on the left select the **Log off button** located under **NUI GALWAY COMPANY**.