How to submit a travel and subsistence claim

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
3. 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
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.

---

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

---

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

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.
How to submit a travel and subsistence claim

**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.

<table>
<thead>
<tr>
<th><em>Destination</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ireland</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:00</td>
<td>10:00</td>
</tr>
</tbody>
</table>

**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.

- 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](#).
How to submit a travel and subsistence claim

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

<table>
<thead>
<tr>
<th>Expense type</th>
<th>Description</th>
<th>No. Inv/Amount</th>
<th>* Currency</th>
<th>Curr. amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Travel</td>
<td>Citylink Cork - Citylink</td>
<td>20.00</td>
<td>€EUR</td>
<td>20.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>

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.

**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.
How to submit a travel and subsistence claim

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.
How to submit a travel and subsistence claim

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.

Click the Add button and from the Expense type dropdown choose Kilometres – (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.
How to submit a travel and subsistence claim

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

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

To add another expense click the Add 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](http://www.nuigalway.ie/media/financialaccounting/payroll/how_to_change_subaccount.pdf). 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.

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

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
</tr>
</tbody>
</table>

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.
How to submit a travel and subsistence claim

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.
Log Off Travel & Subsistence

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