

Expense Claim Process

Overview

Expense claims by staff members may be processed either through the payroll or directly on the finance system.

Advantages of processing expenses on the finance system is that receipts are attached to the transaction and payment runs are weekly, so subject to on line approvals, claims are likely to be quicker than if made on the payroll, which is a set day a month.

Step	Staff Member	School	Approver(s)	System	Central Team
1	Agree with the budget holder the need to make a purchase for the school.				
2	Complete the staff expense form post the purchase and give to the school finance team.				
3		Enter the staff claim on the finance system. If the staff claim is for the headteacher, then the claim must be countersigned by an appropriate party per the policy.			
4				The system sends the claim details to the budget holder. The claim details may be sent to multiple people depending on the value and whether there is a proposed over spend.	
5			The approver reviews the claim and either accepts it (approves it) or queries it. Queries will need resolution before the claim is released to be paid.		
6				Following approval the claim is available for payment.	

Step	Staff Member	School	Approver(s)	System	Central Team
7					Claim is selected for payment on next payment run, based on due dates. All staff members should have zero payment terms, so that they are picked up on the next payment run.
8					Payment made
9				System emails remittance advice to the Staff member.	
10				Staff member receives remittance advice detailing payment	