

Costpoint Expenses Cheat Sheet

The Costpoint Expense system is available for submissions. Review this cheat sheet for links to training resources and top tips on how to help you submit your expenses.

Logging in

Expenses is the same system as Costpoint time where you submit timesheets. [Find full instructions here >>](#)

Username: 8-digit ID (6-digit Workday ID plus 13 e.g. 12345613)

Temporary password expired? Please email laboradjfinance@amentum.com to request a new one.



Employee Step by Step Guide

This guide contains steps and instructions on how to submit an expense report.



Employee Training Video

Replay the online training video on how to submit an expense.



Employee Training Folder

This folder contains other guides including how to submit for others, corrections and categories.



Employee Bitesize Video

Watch this bitesize video on how to submit an expense.



Manager Step by Step Guide

This guide contains steps and instructions on how to approve an expense.



Manager Training Video

Replay the online training video on how to approve expenses.



Manager Training Folder

This folder contains other guides including how to submit for others, corrections and categories.



Manager Bitesize Video

Watch this bitesize video on how to approve expenses.

IMPORTANT

Not everyone may have access to the Costpoint expense system.

If you do not have access, this may be because you are classed as an 'infrequent user' and will need to submit a form to request a 'license'.

There is a dedicated form available in [Amentum ServiceNow](#) to use for [Costpoint Expense licences >>](#)

Top Tip: you will need to login into ServiceNow before you can access any forms.



[Training Folder >>](#)



[E&E-I OneClick >>](#)



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[Hypercare support >>](#)

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Personal expense claims

Make sure you submit correctly to receive reimbursements to your personal credit card. For monies owed to you, please ensure you select 'Employee Paid' as the payment method and that the correct amount is displayed in 'Reimbursement Expense'.

Correctly add VAT receipts

If your receipt includes VAT, please select an expense type that accounts for VAT e.g. UK Meal with VAT. The [training pack](#) provides guidance on how to enter this according to the expense type.

Top Tip: use [this form](#) for any missing receipts.

Claiming for a certain date

Ensure you select a 'from and to' date and this includes your full range of travel not just the date you incurred the charge e.g. claiming for your dinner on 27 July but your travel/stay was 27-29 July. Your 'from and to' date can't be the same.

Locations

Ensure you select a location. If your location is not listed you can select 'other' and enter city/town in the comments section.

Attach all required documents or receipts

Upload attachments as PDFs and not JPEG images. If you have more than one receipt and you can only upload one to the expense type, then please put them together into one PDF.



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Booking codes

Top Tip: For expenses, you can search for your charge code using the look up function ([p9-10 in the guide](#)). If you cannot find the correct booking code, please do not submit your expenses - instead, please raise a ticket via [Hypercare](#), using the Application > Expense option.



Are you a P-Card user?

You do not need to submit a Costpoint Expense at this time, as the company will automatically process P-Card payments.

Top Tip: Please ensure you retain records of purchases with associated project details to support future reconciliation when the process is available.



Have a balance on your Jacobs credit card?

Hang tight, please do not make any payments to your legacy Jacobs Elavon credit card, even if this was a personal expense. Jacobs will automatically clear the balances.

You will still need to submit an expense claim via Costpoint to reconcile the account. Further guidance on how to raise this in Costpoint will be provided soon.



[Hypercare support >>](#)

Troubleshooting Guide

Popular Topics	Resources and Resolution
I have an expense incurred before 25 July	Please select the earliest possible date available within Costpoint and add the actual date and purpose of the expense into the Purpose field on the Details section (first section to complete).
My project booking code is not available	Please raise a ticket via Hypercare , using the Application > Expense option.
I have made a mistake on my expense report	Please review the Guide on how to correct an expense report
My manager is unavailable for approval	Go to the Amentum ServiceNow homepage, click CMS login, and select the International HR tile from the homepage. Complete this form, selecting 'Ask a HR Question' under 'Request Type' and 'Other' from 'Support Category'. Add a description to explain who needs to be added as a back-up expense approve and why.
I have a balance on my Jacobs Credit Card	Hang tight, please do not make any payments to your legacy Jacobs Elavon credit card, even if this was a personal expense. Further guidance coming soon.
I have expenses on my P-Card	You do not need to submit a Costpoint Expense at this time, as the company will automatically process P-Card payments.
I do not have access to the Costpoint expense system	You may need to request access to submit your expenses. There is a dedicated form available in Amentum ServiceNow to use for Costpoint Expense licences >>

You can review all guides and how to videos in the training folder here



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