



## Expense Reports

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### Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Projects and Tasks](#)

#### Confirmation

Expense report number OIE1796678 for 518.53 has been submitted to Perring, Professor Toby George (Toby) for approval.

#### Expense Report OIE1796678

[Return](#)[Create New Expense Report](#)[Printable Page](#)

#### Submission Instructions

Disclaimer: 1) If this claim includes mileage, you are confirming that at the time of undertaking the journey for which the mileage allowance is being claimed you and your vehicle meet current UK driving regulations and your Council's Travel Policy Statement.

2) By submitting this claim for payment you are confirming that this is a genuine and accurate record and is in accordance with your Council's Travel and Subsistence policy.

3) The receipts supplied support the expenses or GPC transactions itemised.

4) Where a receipt is unavailable an explanation is included against the item concerned.

Receipt Instructions

- Please print the Confirmation page and attach your receipts.
- Place the Confirmation page and receipts in an Expenses Envelope.
- Please use one Expenses Envelope per claim.
- Complete the front of the envelope by filling in your Name, Oracle iExpenses Ref No, Council and tick appropriate category.
- Send your envelope to: UK Shared Business Services Ltd, Polaris House, North Star Avenue, Swindon SN2 1FF.

Your approver will be contacted via Oracle to approve your expense report and a remittance advice will be emailed once your claim has been approved and processed for payment.

GPC

----- Disclaimer: By acknowledging your GPC transaction(s), you confirm that this is a genuine and accurate record and is in accordance with your Councils GPC Policy

Receipt Instructions

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As above for reimbursable expenses.

#### General Information





Name	<b>Buts, Doctor Alex Vyacheslavovich (Alex) (102877)</b>	Report Submit Date	<b>23-MAY-2017</b>
		Attachments	<a href="#">View</a> <a href="#">Add</a>
		Report Total	<b>518.53 GBP</b>
		Reimbursement Amount	<b>518.53 GBP</b>
Expense Dates	<b>15-MAY-2017 - 15-MAY-2017</b>		
Cost Center	<b>7MAAB</b>		
Purpose	<b>17/05/2017</b>		

Approver **Perring,  
Professor Toby  
George (Toby)**  
Receipts Status **Required**

**Expense Lines** Expense Allocations Weekly Summary Approval Notes [0]

**Business Expenses**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (GBP)	Details	Attachments
15-May-2017	504.65 GBP	Conference Fees (Actuals)	Presentation of accepted report on ICNS 2017		✓		504.65		
15-May-2017	13.88 GBP	Currency Conversion & ATM Charges (Actuals)	Fee for converting USD650 to GBP504.65		✓		13.88		
Total							518.53		

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