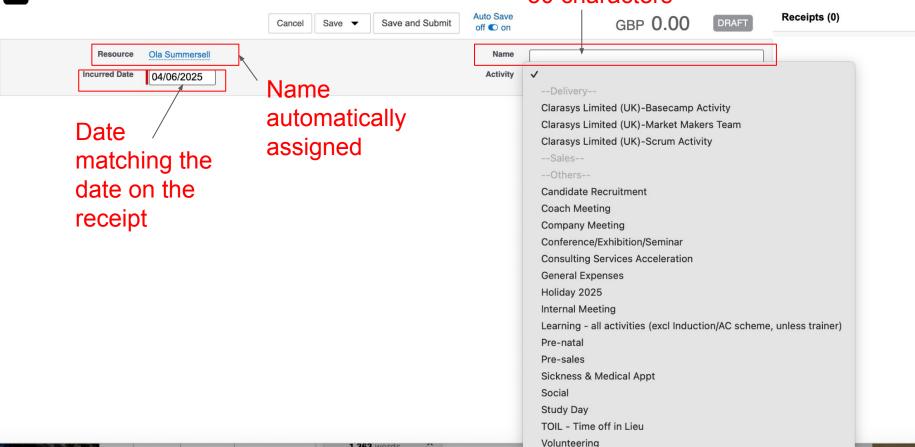
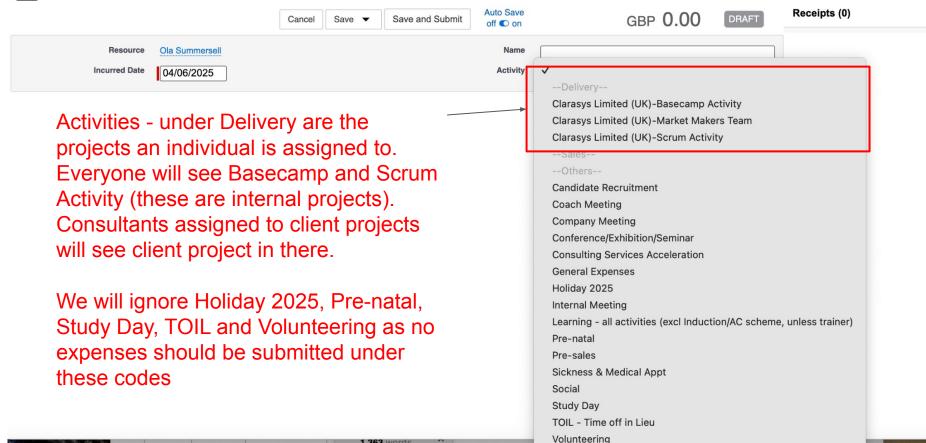
Expenses



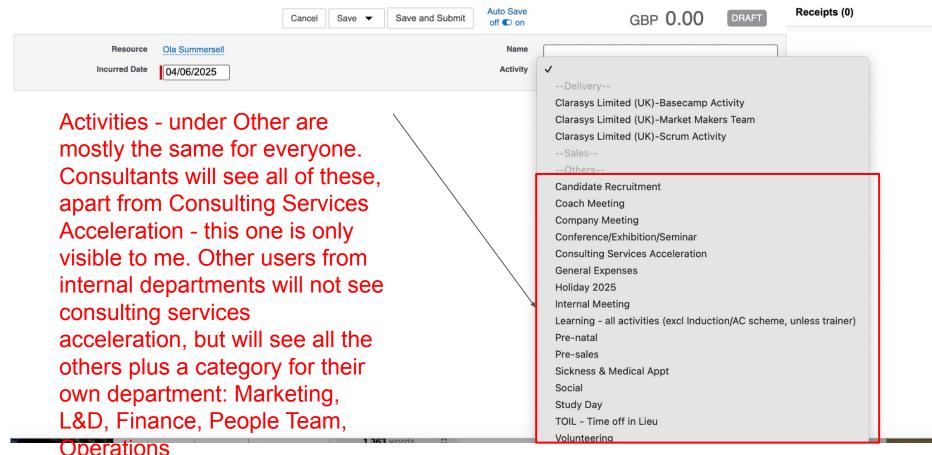
Free text for the name - max 50 characters



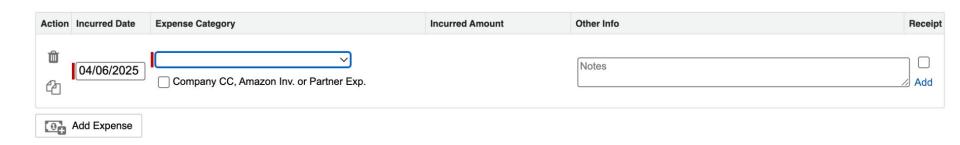




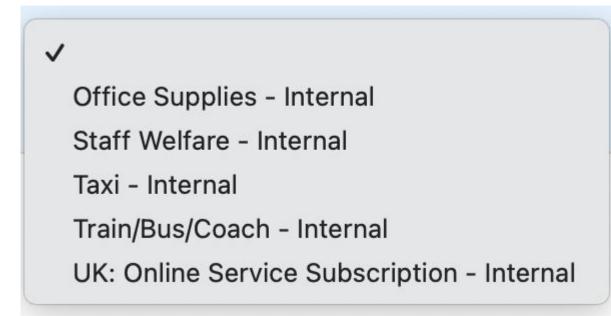




Once an activity's been selected you will be asked to select a category. If the expense was incurred using company credit card, amazon invoice or its related to a partner you should tick a box under expense category



For Basecamp and Scrum Activity



For Market makers or any other client-facing project.



UK: Client Entertaining - Internal

UK: Event/Meeting/Seminar fees - Internal

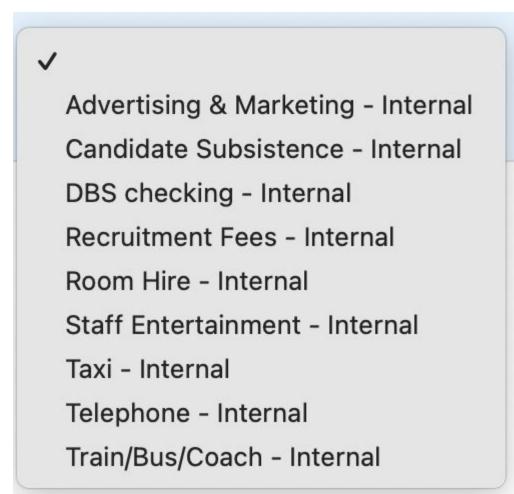
UK: Membership Subscriptions - Internal

UK: Subsistence - Internal

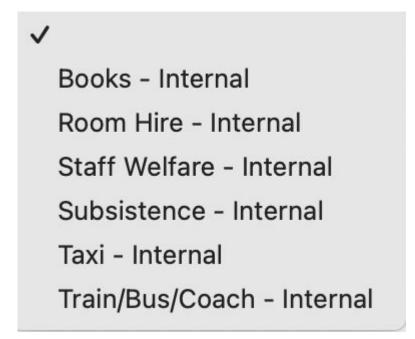
UK: Taxi - Internal

UK: Train/Bus/Coach - Internal

For Candidate recruitment



For Coach meeting



For Company meeting or Internal meeting.

Internal meeting is for a subset of people.
Company meeting would involve most employees.

Air Ticket - Internal Books - Internal

Car Rental - Internal

Client Entertaining - Internal

Hotel - Internal

Mileage - Internal

Miscellaneous - Internal

Parking - Internal

Postage - Internal

Room Hire - Internal

Staff Entertainment - Internal

Staff Welfare - Internal

Subsistence - Internal

Taxi - Internal

Train/Bus/Coach - Internal

For Exhibition/conference/se minar



Air Ticket - Internal

Books - Internal

Event/Meeting/Seminar fees - Internal

Hotel - Internal

Mileage - Internal

Parking - Internal

Postage - Internal

Subsistence - Internal

Taxi - Internal

Train/Bus/Coach - Internal

For internal department such as Consulting services acceleration

UK - Books - Internal

UK - Hotel - Internal

UK - IT Equipment - Internal

UK - Membership Subscription - Internal

UK - Mileage - Internal

UK - Parking - Internal

UK - Postage - Internal

UK - Room Hire - Internal

UK - Staff Entertainment - Internal

UK - Taxi - Internal

UK - Train/Bus/Coach - Internal

For general expenses

Books - Internal Client Entertaining - Internal Hotel - Internal IT Equipment - Internal IT Software & Consumables - Internal Membership Subscriptions - Internal Mileage - Internal Office Equipment - Internal Office Supplies - Internal Parking - Internal Postage - Internal Printing - Internal Printing, Couriers and Stationery - Internal Room Hire - Internal Security Background Check - Internal Staff Entertainment - Internal Staff Welfare - Internal Subsistence - Internal Taxi - Internal Telephone - Internal Train/Bus/Coach - Internal UK: Air Ticket - Internal UK: Client Entertaining - Internal UK: Miscellaneous - Internal UK: Travel Insurance - Internal

Subcategories For Learning

Exam or Course Fee - Internal Hotel - Internal IT Software & Consumables - Internal Membership Subscriptions - Internal Mileage - Internal Miscellaneous - Internal Office Supplies - Internal Parking - Internal Postage - Internal Room Hire - Internal Staff Welfare - Internal Subsistence - Internal Taxi - Internal Train/Bus/Coach - Internal UK: Air Ticket - Internal

Books - Internal

For Pre-sales

Air Ticket - Internal Books - Internal

Hotel - Internal

Car Rental - Internal

Client Entertaining - Internal

IT Equipment - Internal

IT Software & Consumables - Internal

Mileage - Internal

Online Service Subscription - Internal

Miscellaneous - Internal

Parking - Internal

Postage - Internal

Room Hire - Internal

Staff Entertainment - Internal

Subsistence - Internal

Taxi - Internal

Telephone - Internal

Train/Bus/Coach - Internal

Travel Insurance - Internal

For Sickness and medical appt

UK: Eye Test or Glasses - Internal

UK: Flu jab - Internal

UK: Healthcare Insurance Excess - Internal (NO PERSONAL INFO req - see guidance)

UK: Wellbeing resources - Internal

For Social

UK - Taxi - Internal

UK - Train/Bus/Coach - Internal

UK: Account Social - Internal

UK: Basecamp Social - Internal

UK: Coaching Social - Internal

UK: Company Social - Internal

UK: Internal Team Social - Internal

For Social

UK - Taxi - Internal

UK - Train/Bus/Coach - Internal

UK: Account Social - Internal

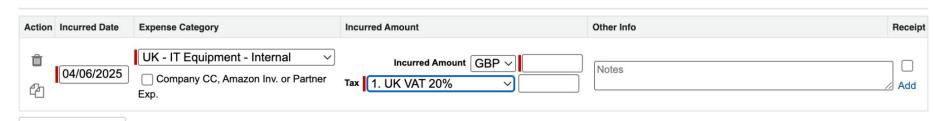
UK: Basecamp Social - Internal

UK: Coaching Social - Internal

UK: Company Social - Internal

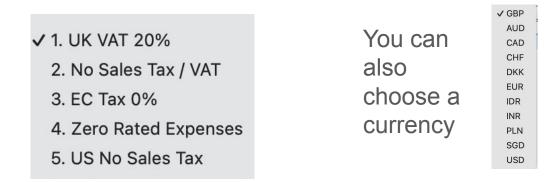
UK: Internal Team Social - Internal

Once the category's been selected you will be asked for the amounts and additional information that is optional to provide. You can then add a receipt to each expense line item. Multiple receipts can be added under the same Activity. If you incurred multiple expenses under different categories then you must submit them separately. If you have multiple expenses that fall under the same Activity on different dates, you can submit them all together, but you need to select the corresponding date for each expense.



Add Expense amount is the total incl. VAT.

If the receipt shows VAT you can select one of the tax options and add the tax value (it will be automatically calculated, but sometimes the tax only applies to some items on the receipt and the user can override it to match the receipt)



Some activities and categories will require you to provide a list of participants who attended the event you are expensing.

All meetings, socials, learning, conferences, subsistence, welfare will show as follows:

