

Expenses



New

Cancel

Save ▼

Save and Submit

Auto Save
off on

GBP 0.00

DRAFT

Receipts (0)

Resource [Ola Summersell](#)

Incurred Date

Date
matching the
date on the
receipt

Name
automatically
assigned

Name

Activity



--Delivery--

Clarasys Limited (UK)-Basecamp Activity

Clarasys Limited (UK)-Market Makers Team

Clarasys Limited (UK)-Scrum Activity

--Sales--

--Others--

Candidate Recruitment

Coach Meeting

Company Meeting

Conference/Exhibition/Seminar

Consulting Services Acceleration

General Expenses

Holiday 2025

Internal Meeting

Learning - all activities (excl Induction/AC scheme, unless trainer)

Pre-natal

Pre-sales

Sickness & Medical Appt

Social

Study Day

TOIL - Time off in Lieu

Volunteering

Free text for the name - max
50 characters



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Incurred Date

Name

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Activities - under Delivery are the projects an individual is assigned to. Everyone will see Basecamp and Scrum Activity (these are internal projects). Consultants assigned to client projects will see client project in there.

We will ignore Holiday 2025, Pre-natal, Study Day, TOIL and Volunteering as no expenses should be submitted under these codes



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Incurred Date

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Activity

✓

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Activities - under Other are mostly the same for everyone. Consultants will see all of these, apart from Consulting Services Acceleration - this one is only visible to me. Other users from internal departments will not see consulting services acceleration, but will see all the others plus a category for their own department: Marketing, L&D, Finance, People Team, Operations

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

Action	Incurred Date	Expense Category	Incurred Amount	Other Info	Receipt
 	<div>04/06/2025</div>	<div><div></div><div>Company CC, Amazon Inv. or Partner Exp.</div></div>		<div>Notes</div>	<div><input type="checkbox"/></div> <div>Add</div>

 Add Expense

Subcategories

For Basecamp and
Scrum Activity



Office Supplies - Internal

Staff Welfare - Internal

Taxi - Internal

Train/Bus/Coach - Internal

UK: Online Service Subscription - Internal

Subcategories

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

Subcategories

For Candidate
recruitment



Advertising & Marketing - Internal

Candidate Subsistence - Internal

DBS checking - Internal

Recruitment Fees - Internal

Room Hire - Internal

Staff Entertainment - Internal

Taxi - Internal

Telephone - Internal

Train/Bus/Coach - Internal

Subcategories

For Coach meeting



Books - Internal

Room Hire - Internal

Staff Welfare - Internal

Subsistence - Internal

Taxi - Internal

Train/Bus/Coach - Internal

Subcategories

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

Subcategories

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

Subcategories

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

Subcategories

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

Books - Internal

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

Subcategories

For Pre-sales



A screenshot of a dropdown menu with a blue header bar containing a downward arrow. The menu lists 18 subcategories, each followed by '- Internal'.

- Air Ticket - Internal
- Books - Internal
- Car Rental - Internal
- Client Entertaining - Internal
- Hotel - Internal
- IT Equipment - Internal
- IT Software & Consumables - Internal
- Mileage - Internal
- Miscellaneous - Internal
- Online Service Subscription - Internal
- Parking - Internal
- Postage - Internal
- Room Hire - Internal
- Staff Entertainment - Internal
- Subsistence - Internal
- Taxi - Internal
- Telephone - Internal
- Train/Bus/Coach - Internal
- Travel Insurance - Internal

Subcategories

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

Subcategories

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

Subcategories

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.

Action	Incurred Date	Expense Category	Incurred Amount	Other Info	Receipt
 	<input type="text" value="04/06/2025"/>	<div>UK - IT Equipment - Internal</div> <div><input type="checkbox"/> Company CC, Amazon Inv. or Partner Exp.</div>	<div>Incurred Amount <div>GBP</div></div> <div>Tax <div>1. UK VAT 20%</div></div>	<div>Notes</div> <div>Add</div>	<input type="checkbox"/>

 Add Expense

Incurred 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)



- ✓ 1. UK VAT 20%
- 2. No Sales Tax / VAT
- 3. EC Tax 0%
- 4. Zero Rated Expenses
- 5. US No Sales Tax

You can
also
choose a
currency

- ✓ GBP
- AUD
- CAD
- CHF
- DKK
- EUR
- IDR
- INR
- PLN
- SGD
- USD

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:

Action	Incurred Date	Expense Category	Incurred Amount	Other Info	Receipt
<div><div></div><div></div></div>	<div><div></div><div>04/06/2025</div></div>	<div><div>Staff Welfare - Internal</div><div>Company CC, Amazon Inv. or Partner Exp.</div></div>	<div><div>Incurred Amount</div><div>GBP</div><div></div><div>Tax</div><div>1. UK VAT 20%</div><div></div></div>	<div><div>Attendees</div><div>Notes</div></div>	<div><div></div><div>Add</div></div>