

Hello,

Using the AAS expense portal to record the expenses you have incurred whilst working for BetterPay could not be simpler. AAS have created the portal to ensure that the benefits you derive from Employment Processed Relief (EPR) are fully compliant.

Please be aware that the following daily limits are applied to EPR:

- Food is £5 for days where at least 5 hours but less than 10 hours elapse between departing to and arriving from work.
- Food is £10 for days where 10 hours or more elapse between departing to and arriving from work.
- Mileage is up to 20 miles per day which is paid at 45p per mile.
- Other modes of travel are up to £10 per day.


### **Step 1**

You have logged in and are reading these instructions so you've already completed Step 1!!

### **Step 2**

On the first screen you will see the "Record of Expenditure" – select this link to go to Step 3

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**0333 121 0888**  
Hi Spencer [Logout](#) | [Help](#)

### **EPR Portal**

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System to record Records Of Expenditure  
Click [here for instructions](#) on how to use this site.  
[Records of Expenditure](#)

### **Step 3**

The "Expense Form" will automatically show you the dates for the current week – first you need to select "Last Week" or "Next Week" to ensure you are seeing the week for which you wish to enter your expenses.

Once you have the correct dates visible then ticked worked for the first date you wish to add your expenses – when you tick "Worked" go to Step 4...

## Record of Expenditure - Spencer Hanley

Week Ending: Sunday 09 June 2013

[Last Week](#) | [Next Week](#)

03/06/13	04/06/13	05/06/13	06/06/13	07/06/13	08/06/13	09/06/13
Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾	Worked <input type="checkbox"/> Travel Type None ▾

[Save Changes](#)

### Step 4

If you have no travel expenses you can leave the “Travel Type” as “None”, but assuming you took your Car or used Public Transport, then select the type of transport from the list (click on the little black down facing triangle).

## Record of Expenditure -

Week Ending: Sunday 09 June 2013

[Last Week](#) | [Next Week](#)

03/06/13	04/06/13
Worked <input checked="" type="checkbox"/> Travel Type None ▾ None Car Public Transport Taxi	Worked <input type="checkbox"/> Travel Type None ▾

When you select a Travel Type other than “None” the fields available enable you to enter the times you left home and the time you arrived home. This is vital to claiming relief; enter the times and then tick the option which most accurately reflects that days expenses for food and drink.

## Edit 03/06/13

Depart Home	Arrive Home
<input type="text" value="07:00"/>	<input type="text" value="19:30"/>

If you have receipts for food and drink - Tick here ☒

If you did not purchase food and drink - Tick here ☐

Food and Drink Detail

**Save Changes**

You can select the next date that you worked and wish to record your expense or select **Save Changes**

Let's assume you used a Car to travel to your next work day and have ticked "worked" on the required date and select "Car" from the "Travel Type" drop list.

This shows the same fields as before, but also additional fields for you to record your start, site and end post codes. We also provide for you selecting that this is not a home post code.

03/06/13	04/06/13	05/06/13	06/06/13	07/06/13	08/06/13	09/06/13
Worked <input checked="" type="checkbox"/>	Worked <input checked="" type="checkbox"/>	Worked <input type="checkbox"/>	Worked <input type="checkbox"/>	Worked <input type="checkbox"/>	Worked <input type="checkbox"/>	Worked <input type="checkbox"/>
Travel Type	Travel Type	Travel Type	Travel Type	Travel Type	Travel Type	Travel Type
<input type="text" value="None"/>	<input type="text" value="Car"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="None"/>

## Edit 04/06/13

Depart Home	Arrive Home
<input type="text" value="06:00"/>	<input type="text" value="18:00"/>

If you have receipts for food and drink - Tick here ☒

If you did not purchase food and drink - Tick here ☐

Food and Drink Detail

**Save Changes**

Travel by car

Start Postcode	Site Postcode
<input type="text" value="AL0 1NO"/>	<input type="text" value="LU3 3DD"/>
End Postcode	Mileage
<input type="text" value="AL0 1NO"/>	<input type="text" value="20"/>
NOT Home Postcode <input type="checkbox"/>	

Once these details are entered you can select another work date that requires you to record your expenses to enable relief to be claimed or you can select “Save Changes”.

### **Step 5**

When you select “Save Changes” the system will validate the data you have provided, such as post codes formats and time formats and will also check if all the necessary fields have been completed (boxes ticked etc). If anything is wrong or missing you will be told what needs to be addressed/corrected.