

Task screen

about:blank

F

ORACLE Expense Reports

Navigator

Favorites

UCL Helpdesk

UCL Expense Policy

UCL Help

Home

Logout

Preferences

Expenses

Expenses Home

Search Expense Claims

Delegate

Search Payments

Claim Header

Claim Lines

Accounting

Review & Submit

Create Expense Claim: Claim Lines

Save

Cancel

Back

Step 2 of 4

Next

Receipt-Based Expenses [0.00]

Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

TIP Season Ticket Loan applicants must adhere to the policy at: [Season Ticket Loan Policy](#)

TIP Date is the date of your expenditure or for Season Ticket Loans, today's date. Date Format is DD-MON-YYYY. Date Example: 01-FEB-2015.

Select Claim Lines: 

Duplicate

Remove

Show Receipt Currency

Select All

Select None

Select	Line	Date	Amount Claimed	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/>	1						
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						

Add More Lines

Update

Total

0.00

Select Claim Lines: 

Duplicate

Remove

Show Receipt Currency

Step 1 - activate browser extension

☆

F

Step 2 - receive confirmation

From localhost

This is now the main task page.

OK

Step 3 - receive feedback upon switching windows

Home

Insert

Page Layout

Formulas

Data

Review

View

Paste

Arial

9

A

A

=

=

=

Wrap Text

Merge & Center

General

Conditional Formatting

Format as Table

C3

fx

	A	B	C	D	E	F	G	H	I	J
	Expense item	Category	Expenditure type	Exp Number	VAT Code	Receipt req	Amt includes tax			
8	Accountancy Course Fees (Finance only)	MISC	22 Staff Training & Courses	22108	UK STD NON REC	Always	Y			
10	Accountancy Course Fees (Finance only)	MISC	22 Staff Training & Courses	22108	UK STD NON REC	Only with Violation	Y			
11	Airfare - Europe	AIRFARE	22 Travel Overseas	22110		Always	N			
12	Airfare - Europe	AIRFARE	22 Travel Overseas	22110		Only with Violation	N			
13	Airfare - Rest of World	AIRFARE	22 Travel Overseas	22110		Always	N			
14	Airfare - Rest of World	AIRFARE	22 Travel Overseas	22110		Only with Violation	N			
15	Airfare - UK	AIRFARE	22 Travel UK	22116		Always	N			
16	Airfare - UK	AIRFARE	22 Travel UK	22116		Only with Violation	N			
17	Bicycle Mileage	MILEAGE	22 Travel UK	22116		Only with Violation	N			
18	Boat Ticket	AIRFARE	22 Travel UK	22116		Always	N			
19	Boat Ticket	AIRFARE	22 Travel UK	22116		Only with Violation	N			
20	Books	MISC	22 Books & Subscriptions	22032		Always	N			
21	Books	MISC	22 Books & Subscriptions	22032		Only with Violation	N			
22	Bus Ticket	AIRFARE	22 Travel UK	22116		Always	N			
23	Bus Ticket	AIRFARE	22 Travel UK	22116		Only with Violation	N			
24	Car Hire - Overseas	CAR_RENTAL	22 Travel Overseas	22110		Always	N			
25	Car Hire - Overseas	CAR_RENTAL	22 Travel Overseas	22110		Only with Violation	N			
26	Car Hire - UK	CAR_RENTAL	22 Travel UK	22116	UK STD NON REC	Always	Y			
27	Car Hire - UK	CAR_RENTAL	22 Travel UK	22116	UK STD NON REC	Only with Violation	Y			
28	Car Mileage	MILEAGE	22 Travel UK	22116		Only with Violation	N			
29	CC/Interest Charges	MISC	22 Credit Card Charges	22163		Always	N			
30	CC/Interest Charges	MISC	22 Credit Card Charges	22163		Only with Violation	N			
31	Clothing - Specialist	MISC	22 Protective Clothing	22173	UK STD NON REC	Always	Y			
32	Clothing - Specialist	MISC	22 Protective Clothing	22173	UK STD NON REC	Only with Violation	Y			
33	Coach Hire - Overseas	CAR_RENTAL	22 Travel Overseas	22110		Always	N			
34	Coach Hire - Overseas	CAR_RENTAL	22 Travel Overseas	22110		Only with Violation	N			