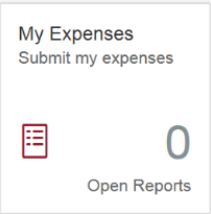
DE MONTFORT UNIVERSITY LEICESTER

CORE SYSTEMS MODERNISATION

Busy Person's Guide – My Expenses

Accessing DMUhub
You can access DMUhub from any device, anywhere as long as you are connected to the internet.

Type **https://dmuhub.dmu.ac.uk** into your internet address field.



My Expenses allows you to submit, amend or withdraw expenses. The entire process from submission to approval to payment is fully automated meaning you can now track the status of your expense request at any time.

All new expense reports should be submitted through DMUhub. 'In-transit' e-F15 forms will be accepted up to and including **Monday 31 July 2017.** Thereafter, any e-F15 forms received for processing will be returned for direct input on to DMUhub.

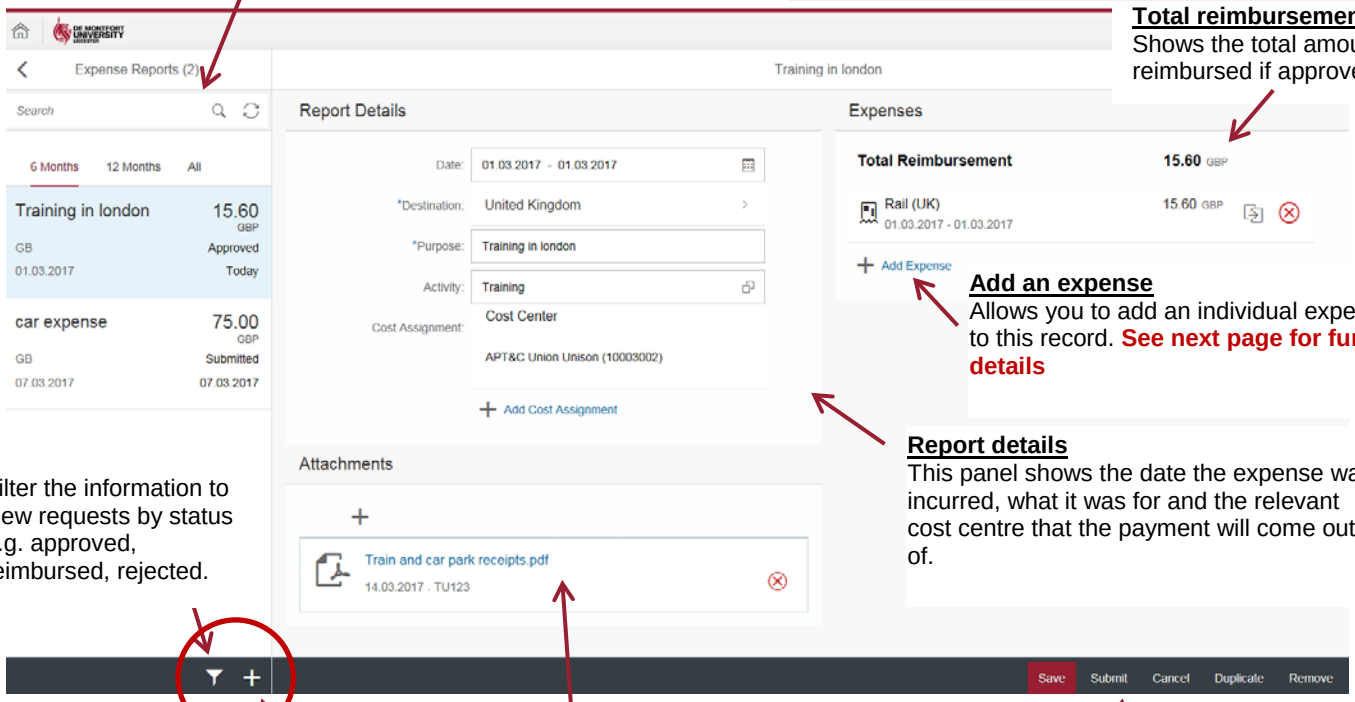
Below is the first screen you will see when you click on the 'My Expenses' tile. From here you can view your historic expense requests in date order, see the status of each request, view or amend a request and submit a new expense report.

Jargon Buster

Expense Report: This is your expense claim and replaces your old e-F15 form. Only **one** cost centre/WBS per report is permitted
Expense Item: This is your specific expense e.g. train fare, hotel etc.
Attachments: Add your **fully itemised** receipts as attachments; either take a picture from your tablet / smartphone or add a scan from your computer
Cost Centre: This is where your expense is charged to
WBS: If claiming against a project (research or capital) you must select a WBS code instead of a cost centre

Expense Reports
This is a list of your historic expense reports in date order. The list view shows the status of each expense report (open, submitted, approved, reimbursed etc). Click on the expense to view the full details. If the expense report is 'open' i.e. created but not submitted, you can also select and either amend or add to the expense report.

Total reimbursement
Shows the total amount to be reimbursed if approved.



Add an expense
Allows you to add an individual expense to this record. **See next page for further details**

Report details
This panel shows the date the expense was incurred, what it was for and the relevant cost centre that the payment will come out of.

Filter the information to view requests by status e.g. approved, reimbursed, rejected.

Create a new expense request by clicking **+**

See next page for further details

Attachments
Attach a scan or photograph of your receipt.

Use these buttons to save, submit, cancel, duplicate or remove your expense request. There's more on submitting a request on the next page.

Top Tip
With DMUhub you don't have to create and submit your expense request at the same time. As long as the expense is for the same cost centre you can add an expense, save it and add another one later. Very handy if you are on a business trip and saves time sifting through a pile of receipts when you get back to the office!

Create a New Expense Request '+'

Top Tip
Raise one expense report per cost centre.

Add **date** here. Don't submit claims for expenses to be incurred in the future, or more than 3 months old

Click **Add Expense** to add individual expense items to your claim. The **Add Expense** window appears (see below).

Add the **purpose** (business reason) for the expense. Include as much detail as possible.

Choose the **Activity** from the drop-down list, e.g. business trip; training.

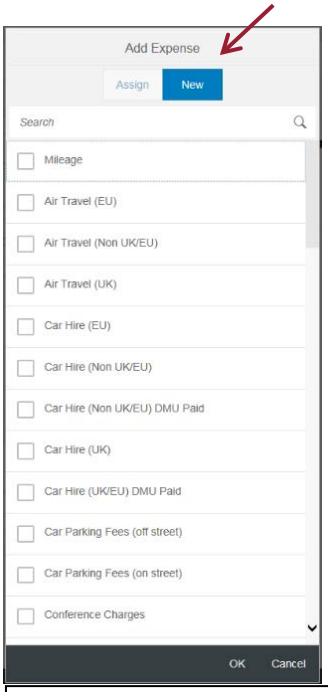
Select the **cost centre or project code** for your expense. Default cost centre can be changed by clicking in the field. If you can't see the right one, contact your local Finance Administrator or email preeya.samji@dmu.ac.uk

Attachments
Attach a **fully itemised receipt** once the request has been saved. If claiming for car hire include a copy of the hire agreement. See the Staff Business Expenses Policy for further details. Click the '**+**' to add a file or image saved on your PC.

Submit request
Once you've added all the relevant expenses items to your claim and attached the associated receipts, click **submit**. You will be asked to confirm that the expenses you are claiming were incurred in the course of your official University duties.

Adding an Expense item

This list appears when you click on **+ Add Expense** (above right). Choose the expense type from the drop-down list. Use the + and – keys to add more than one expense of the same type.

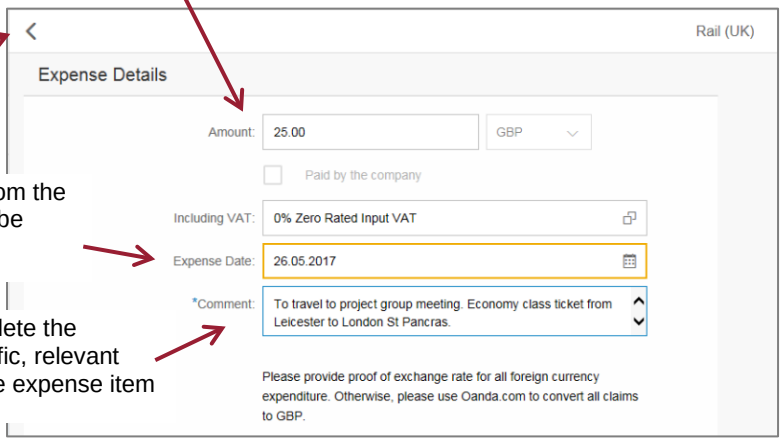


Expense Details
Enter the amount you're claiming (convert to GBP if in a different currency). The VAT field will default to the relevant amount (depending on the expense type you've chosen).

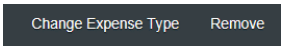
To **return to the main expenses screen** click here.

The **date** will be taken from the previous screen but can be changed if need be.

It is mandatory to complete the comment field with specific, relevant information relating to the expense item



Expense type can be changed by clicking here. You can also **remove** this expense if you wish.



What happens after I press 'submit'?

Your expense report will automatically be sent for approval. There are two levels of approval required. Depending on your expense request (cost centre or WBS) it will be routed in the following ways:

First level: Your line manager for cost centres or **RIO** (Research and Innovation Officer) for academic research projects (WBS).

Second level: The budget approver for cost centres or **responsible person** for projects (WBS).

Once approved by **both** levels, your expense report will be included in the next **weekly** payment run. Cut-off is 5pm Wednesday for BACs payment release on Thursday and payment into your account the following

Please note this is a quick start guide. For step-by-step details and additional functionality please refer to the 'My Expenses' section of the training manual or the e-learning video.