

# Entering an employee expense claim

An employee expense report must be used to process any employee reimbursement claims. **Note:** any claims in a foreign currency will need to be converted to AUD before they are entered on an employee's expense report.

## Creating an employee expense claim

- 1 Complete the Employee Expense Report form and have it signed by your approver.

KEY: xxx - enter your appropriate training budget unit

AP  
Form Ref V3 290903

**EMPLOYEE EXPENSE REPORT**  
**Note: Original Tax Invoice/Receipts &/or documentation MUST be attached**

**PAYMENT DETAILS:** Employee Name: < your name > Phone No: 8344 xxxx

Employee Number: [x][x][x][x][x][x] Company No: 01 Dept No or Budget Unit: [x][x][x] Date Entered by Department: 07/09/05

Does this claim relate to a previously issued advance? (please indicate  No  Yes - please enter amount of previous advance: \$ \_\_\_\_\_

Does this claim relate to Travel on University business? (please indicate  No  Yes - please attach a copy of the completed HR 18 Travel Approval form and include an overnight stay?

**DETAILS OF CLAIM** - Enter all amounts in AUD

Purpose of Expenditure	Receipt Amount (incl GST)	GST Amount (if applicable)	Section	Account	Project	Group	Activity	Location
JIMMY WATSONS LUNCH (2 X CLIENTS)	\$50	4.55	00	5743	00000	GEN	14	01
JIMMY WATSONS LUNCH (1 X STAFF)	\$25	2.27	00	5742	00000	GEN	14	01
SUBSCRIPTION EDUCATIONAL MONTHLY	\$100	10.00	00	5815	00000	GEN	14	01

You can obtain a copy of the employee expense report form from the Financial Operations Forms Library (navigate to the Themis home page and select **Community > Themis Forms > Financial Operations**).

- 2 Log in to Themis and navigate to **Document Production > Employee Expense Claim**.

If you are using the UOM Manager responsibility navigate to **Payables > Employee Expense Claim**.

The Expense Report screen will display.

- 3 Enter the expense details using the information proved on the Employee Expense Report form.

Field	Action	Comment
Name	Click on the List of Value (LOV) and search for the name of the employee for which you wish to enter the claim.	<b>Note:</b> you may also search for the employee via their staff number in the Number field.
Number	This field will default to the staff number of the employee selected. Alternatively, you may enter the staff number of the employee for which you wish to enter the claim.	

## Expense details continued

Field	Action	Comment
GL Account	Enter your default General Ledger account, specifying 5555 in the natural account segment.	
Description	This field will display a description of the GL Account entered above and cannot be updated.	
Date	Enter today's date.	
Invoice Num	Enter an invoice number, in the format: <i>Date_Dept.No_Initials_Sequence.</i>	e.g.: 060408_837_AS_1
Currency	This field will default to AUD, do not change.	
Amount	Enter the amount of the claim (GST inclusive).	
Inv Description	Enter a description of the expense claim.	<b>Note:</b> this description is posted to the GL against the department expense as well as the remittance advice document that is attached to the employee email. While you may enter a more detailed description than the Invoice Number above, you will still be limited to some extent.
Template	Select the appropriate template from the LOV.	<b>Note:</b> selecting a different template will give you a different choice for the Item field in the <b>Accounting</b> tab.

### 4 In the **Accounting** tab, enter the individual line items.

Field	Action	Comment
Item	Select the appropriate expense item from the LOV.	<b>Note:</b> the items displayed in LOV are determined by the Template selected above.
Amount	Enter the GST inclusive amount of the expense item.	<b>Note:</b> if the payment was made overseas GST will not be payable.
GL Account	Click on the LOV and confirm the charge account details.	
Tax Code	This field will default, but an alternative may be selected from the LOV if required.	<b>Note:</b> if the payment was made overseas GST will not be payable.

### 5 Repeat **step 4** for all items required.

**Note:** you may select an alternative template for an individual item line, if required.

### 6 Once you have entered all the items, click on the **Save** icon in the Toolbar and close the screen.

The expense claim will be submitted electronically to Accounts Payable.

### 7 Record the process date in the *Date Entered by Department* field located on the top right of the Employee Expense Report form.

### 8 Ensure all original tax invoices/receipts and/or documentation are attached and send the form to Accounts Payable.

**Note:** you may wish to take a photocopy for your department records.