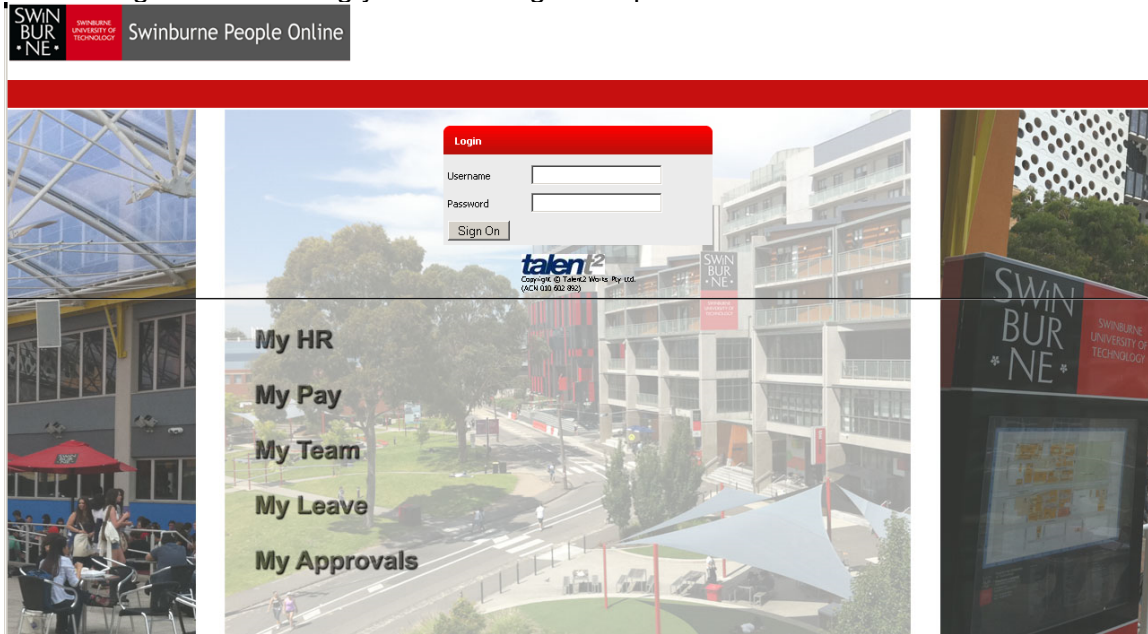


## Claiming Reimbursements & Travel Claims via Swinburne People Online (SPO)

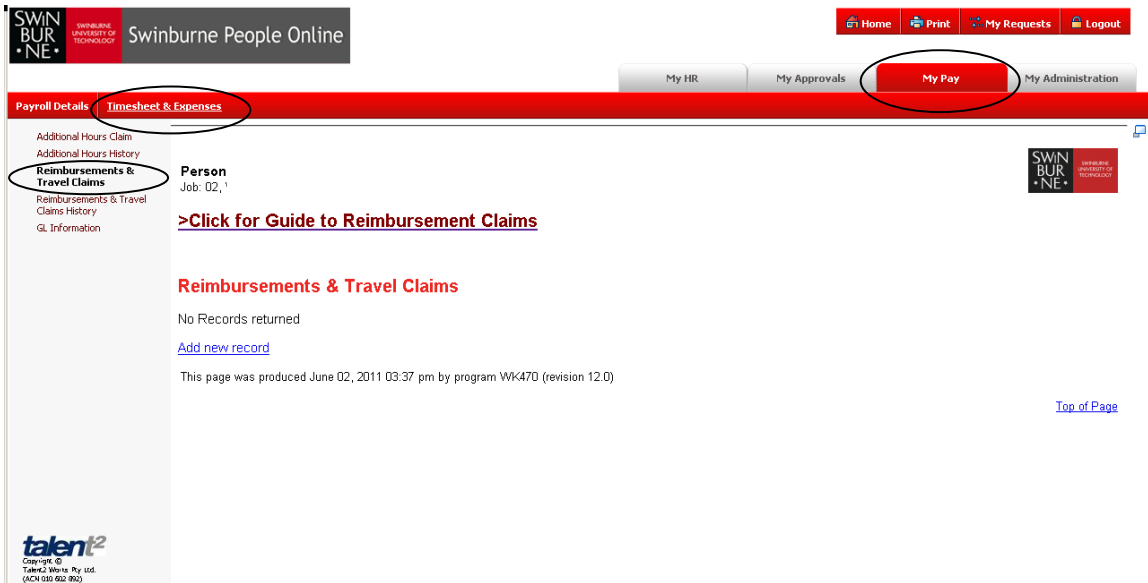
SPO now has the capability for staff to claim their reimbursements and work related travel claims without sending paper based forms to the HR Payroll Office.

These simple instructions will guide you step by step on how to submit a claim.

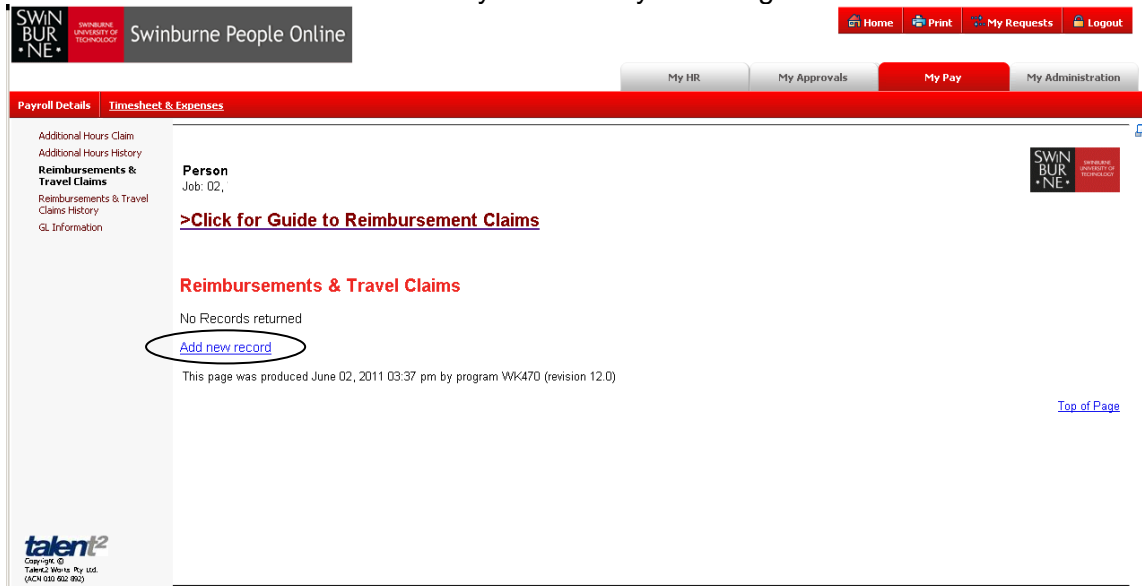
### 1. Log into SPO using your SIMS login and password



### 2. Click on the My Pay tab on the top of the screen, you will see a menu titled **Timesheets & Expenses**. Under this folder you will need to select **Reimbursements & Travel Claims**.



3. You are now able to enter in your claim by selecting **Add new record**.

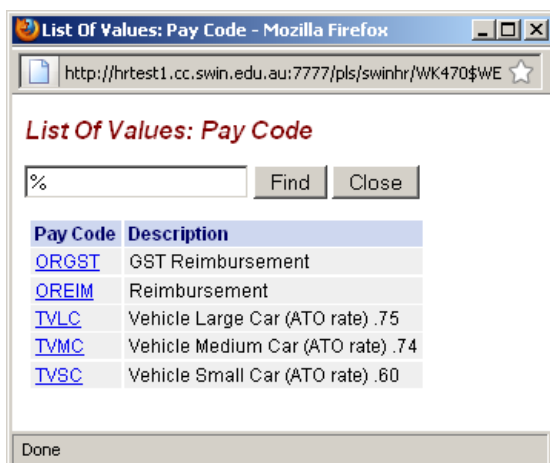


4. You will need to enter in the following information,

- Expense date
- Pay code

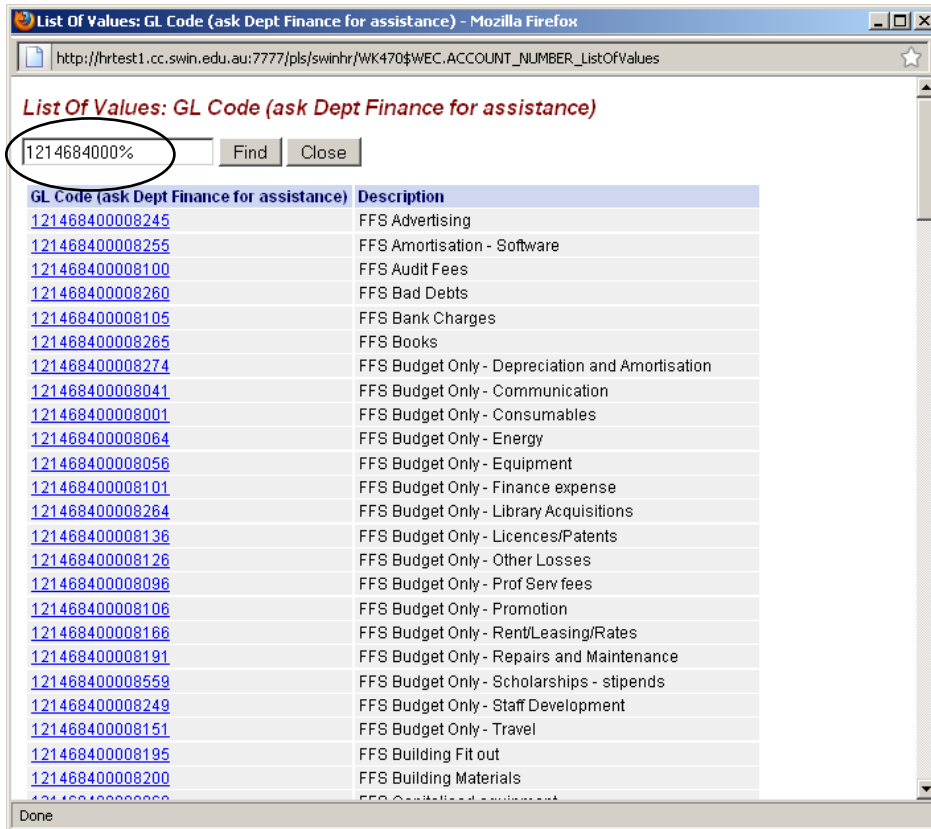
Below is a table of the paycodes,

Code	Code Description
OREIM	Reimbursement, exclusive of GST.
ORGST	Reimbursement, inclusive of GST.
TVLC	Cars exceeding 2600cc (2.6 litres).
TVMC	Cars exceeding 1600cc (1.6 litres)
TVSC	Cars below 1600cc (1.6 litres).



5. **For a reimbursement:** enter the total reimbursements amount (no dollar sign)  
**For a travel claim:** enter the kilometres travelled (no Km sign)

6. Enter in the cost code you wish to charge the expense. If you are unsure please see your Manager or Department Finance personnel. If the reimbursement is to be charged to your department you can retrieve the account code from SPO under the My Pay Tab then select GL information. Then choose the latest row. When using this number all you will need to do is update the Natural account code to the relevant code (below is a list of often used codes for reimbursements). There is also a look up system for GL codes but this can be slow due to the large amount of GL numbers in the university.



List of often used natural account codes

<b>8010</b>	<b>Food</b>
<b>8015</b>	<b>Liquor</b>
<b>8020</b>	<b>Consumables</b>
<b>8025</b>	<b>Laundry</b>
<b>8030</b>	<b>Printing</b>
<b>8035</b>	<b>Stationery</b>
<b>8045</b>	<b>Freight &amp; Courier Services</b>
<b>8050</b>	<b>Postage</b>
<b>8055</b>	<b>Telephones/Communications</b>
<b>8095</b>	<b>Software</b>
<b>8105</b>	<b>Bank Charges</b>
<b>8155</b>	<b>Domestic Travel- Airfares or Mileage</b>
<b>8156</b>	<b>Domestic Travel - Accommodation</b>
<b>8157</b>	<b>Domestic Travel - Conference and Other</b>
<b>8159</b>	<b>Domestic Travel Mileage</b>
<b>8160</b>	<b>International Travel- Airfares</b>
<b>8161</b>	<b>International Travel - Accommodation</b>
<b>8162</b>	<b>International Travel - Conference and Other</b>

8165	Travel expenses - visitors
8225	Relocation Expenses
8250	Staff training and development
8265	Books
8340	Subscriptions
8370	Entertainment or refreshments - FBT applies
8375	Entertainment or refreshments - No FBT
8415	Membership Subscriptions
8430	Parking/Taxis/Public Transport

7. In the comments field you must type in what the claims or mileage was for including project codes or details that will assist your manager and finance in identifying the purpose of the claim.

Person  
Job: 01,1

[>Click for Guide to Reimbursement Claims](#)

**Reimbursements & Travel Claims**

Expense Date	06-Sep-2010
Pay Code	OREIM
Reimbursement Amt or Km Travelled	454
GL Code (ask Dept Finance for assistance)	131870185778115
Comments	Reimbursement for taxi fares

Insert Clear

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8. Once you have completed all fields correctly you can select the **Insert** icon which will submit your claim to your manager. Your manager (or Faculty Finance Manager) will receive an email asking them to go into SPO and approve the claim.

Person  
Job: 01,1

[>Click for Guide to Reimbursement Claims](#)

**Reimbursements & Travel Claims**

Expense Date	06-Sep-2010
Pay Code	OREIM
Reimbursement Amt or Km Travelled	454
GL Code (ask Dept Finance for assistance)	131870185778115
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Insert Clear

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9. Once you receive a successful notification you may enter your next claim until they are all entered into the system.

Person  
Job: 01,

**Reimbursements & Travel Claims**

**Success!** Row inserted

Expense Date	23-OCT-2009
Pay Code	ORGST - GST Reimbursement
Reimbursement Amt or Kiln Travelled	200.0000
GL Code	38884031857770500 - HR Systems & Services
Comments	

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Before your manager or Faculty Finance Manager can approve any reimbursement claims they will need to receive all the receipts for the claims.

The process for presenting hard copy information to your manager for the approval of reimbursements should be as follows:

1. Once all reimbursements have been entered print out the Reimbursements & Travel Claims page. There should be a line for each Receipt you are putting in for a reimbursement. (Mileage claims for vehicle usage does not require a receipt but accurate comments for each trip should be entered into the system)

Person  
Job: 01,

[>Click for Guide to Reimbursement Claims](#)

**Reimbursements & Travel Claims**

Expense Date	Pay Code	Reimbursement Amt or Kiln Travelled	GL Code (ask Dept Finance for assistance)
<a href="#">1_02-SEP-2010</a>	TVLC - Vehicle Large Car (ATO rate) .75	454.0000	131870185778115 - HR Systems and Services Consultants
<a href="#">2_03-SEP-2010</a>	ORGST - Reimbursement	256.0000	131870185778010 - HR Systems and Services Food
<a href="#">3_02-SEP-2010</a>	ORGST - GST Reimbursement	25.0000	131870185778115 - HR Systems and Services Consultants

Records 1 to 3 of 3

[Add new record](#)

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2. Attach all receipts in the same order as the printed reimbursement form to assist the manager in checking all receipts before they can approve the claim in SPO.

3. Hand all documentation to your manager or Faculty Finance Manager. They will then be able to go in and approve your claims.

Once the manager has approved your claim you will be able to see the details in Reimbursement & Travel Claims History.

Person  
Job: 01, f

**Reimbursements & Travel Claim History**

Expense Date	Description	Quantity	Cost Centre	Comments
03-SEP-2010	Reimbursement	256	HR Systems and Services Food	food
03-SEP-2010	Vehicle Large Car (ATO rate) .75	454	HR Systems and Services Consultants	Taxi travel claims

Records 1 to 2 of 2

First Previous Next Last ReQuery Count

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The payment for your reimbursements and travel claims will then be process in the next payrun.