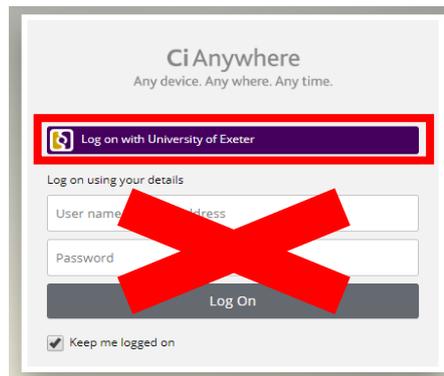


Athletic Union BUCS Student Expenses

- If you are using T1 expenses for the first time, you will need to request access by emailing financehelpdesk@exeter.ac.uk using your Exeter email. It may take up to 24 hours to have access, please email them again if you still do not have access after 24 hours.
 - Approved claims are sent from the University's bank once a week, claims will be processed by the BUCS Coordinator (or another staff member of Student Sport in their absence) every Friday with funds reimbursed to students in 2 weeks. Please note that incorrectly filled in expense forms will take longer to reach the AU and so take longer to be processed. Bank holidays and University closure days may extend the reimbursement period by a few days. If funds are not reimbursed by 2 weeks of the claim submission, please contact aubucs@exeter.ac.uk.
 - Bank details on iExeter will be the bank account that expenses will be paid into. Please ensure your details are up to date or the reimbursement will take significantly longer to process.
 - Claims must be submitted as soon as possible after the event and within a maximum of **60 days**.
 - You will need to upload an image or email version of the receipt that includes the VAT information (for UK expenses) onto the claim form for some of the claims. **You must keep all the original receipts until your claim has been approved.**
1. To start your expense claim, follow this address: <https://exe.t1cloud.com/>
 2. Log on using the link in the purple box, NOT the Username and Password boxes:



3. Once logged in, you will be taken to the T1 dashboard, click the "MY" button in the bottom left hand corner and then click the "My Travel & Expenses" button.
4. Click the "Add" button and select "Expenses Template". You will be taken to the Expenses form where the following information will need to be added:
 - Description: Date, your team name and opposition
 - Reason: Description copied down followed by "BUCS fixture" and details on the journey taken (by car, train, hire car etc)
 - From/To: The date(s) of your game
 - Estimated Amount: The amount that all of the expenses you are claiming for come to. Details on amount claimed for own car fuel will be detailed in the BUCS venue price document attached.
5. Click "Default Dissection" and enter the following into the code boxes (leave the Ledger Code and Name):

**Please contact AU for your
relevant code!**

6. Every club has a different code so please do not use the above code for anything but your clubs BUCS expenses. Click the "Save" button in the top right hand corner. Check all details are correct.
7. Click the "Expenses" tab on the left hand side, this is where you will detail what you are claiming for. For train ticket and hire car fuel you will need your receipt to be able to claim back. To start the claim, click "Add" in the top right hand corner:
 - For trains, select "Travel UK", fill in all the details with the Expense Item being "Standard Class Train" or "Tube or Underground" if claiming back a London Underground ticket. Enter the amount on the ticket in "Total (Gross)" and make sure you attach a picture or scan of the train ticket with the price clearly shown. This is done by going to "Attachments", clicking "Add" and selecting "Add from local drive". Click "Save" in top right hand corner. **Only the price of a railcard ticket will be reimbursed, if your train ticket is not railcard price then you will need enter the railcard price manually.**
 - For Own Car Fuel, select "Travel UK", fill in all the details with the Expense Item being "Travel Other". Fill in the "From" as "University of Exeter" and the "To" being clear with the venue for your match. Enter the amount on the BUCS venue price document in "Total (Gross)" and select "No" for receipt, giving the reason as "Did not ask for one". Click "Save" in top right hand corner.
 - For Hire Car Fuel, select "Travel UK", fill in all the details with the Expense Item being "Travel Other". Fill in the "From" as "University of Exeter" and the "To" being clear with the venue for your match. Enter the amount on the BUCS venue price document in "Total (Gross)" and make sure you attach a picture or scan of the train ticket with the price clearly shown. This is done by going to "Attachments", clicking "Add" and selecting "Add from local drive". Click "Save" in top right hand corner.

If you have more than one type of expense to claim for (multiple fuel receipts for same fixture) then you can add another expense by clicking "Add" in the right hand corner again until all are inputted.

8. Once you have filled in all details for Expenses and the "Total Amount" in Document Details is the same as the "Unapproved Amount" in Costings, click Submit in the top left hand corner.
9. Your claim will be sent to the BUCS Coordinator to be approved as soon as it has gone through the university system.

You will either receive an email confirming that your claim has been approved or that it has been rejected with instructions on what you need to do to get the claim approved.

10. If your claim has been rejected then you can view it on the "My Tasks" tab on your dashboard. Click the claim that has been rejected and click "Process View" to see the comments the rejecter has added. To open the claim again, click the arrow button on top right hand corner, click "Open T&E Document" and then click "Edit" where you can make the amendments suggested. Once the errors have been corrected, click "Submit" in top left hand corner.

If you have any problems with submitting a claim then please email aubucs@exeter.ac.uk or call 01392 723505.