

Expenses



BigChange

BARLOWS
FIRE & SECURITY

Step by Step Guide

1. Navigate to **Fleet & Resources** on Big Change
2. Choose the 'Group' you would like to work through (Engineer, Manager etc)
3. Window into each Employee and navigate to the Expenses tab.

Expenses Tab

The Expenses Tab is currently where employees submit all their Expense information.

Key Information

- You can filter Expenses on 'From, 'To', 'Category' & 'Status'
- Expenses will include a photo of the Receipt to be paid
- Expense Claim Forms will still need to be completed and delivered to the Head Office

- Open each individual Expense Claim for each Employee.

To keep on top of the amount of Expense Claims, it is recommended to complete the checks on a Weekly basis.

- When the Employee has sent through their Expense Claim on BC, they need to ensure that the Status is **Signed**.

*If the Status remains in **Unsigned**, the Expense will **not** be processed.*

- *Print the attached photo of Receipt.*
- *Complete an Expense Claim Form for each Employee, detailing each individual expense - Example 1.*
- *Include the printed copy of the Receipt – Example 2*
- *Once completed, change the Expense Status on Big Change to 'Approved'. This will place a green marker against the claim – Example 3.*

Please send all copies of Expenses Claim Forms to the Expenses group email on the Friday before Payday (alternative Fridays). All physical copies will also need to be required by the Expenses Department.

Example 1

BARLOWS

Department: 7A

| | Receipt ✓ | Amount |
|-----------------|-----------|--------|
| 9/5/23 parking | ✓ | 10.00 |
| 9/5/23 parking | ✓ | 1.50 |
| 10/5/23 parking | ✓ | 10.00 |
| 11/5/23 parking | ✓ | 10.00 |
| 12/5/23 parking | ✓ | 10.00 |
| 15/5/23 parking | ✓ | 10.00 |
| 16/5/23 parking | ✓ | 10.00 |
| 17/5/23 parking | ✓ | 1.50 |
| 17/5/23 parking | ✓ | 10.00 |
| 22/5/23 parking | ✓ | 10.00 |
| 23/5/23 parking | ✓ | 12.00 |

Total: _____

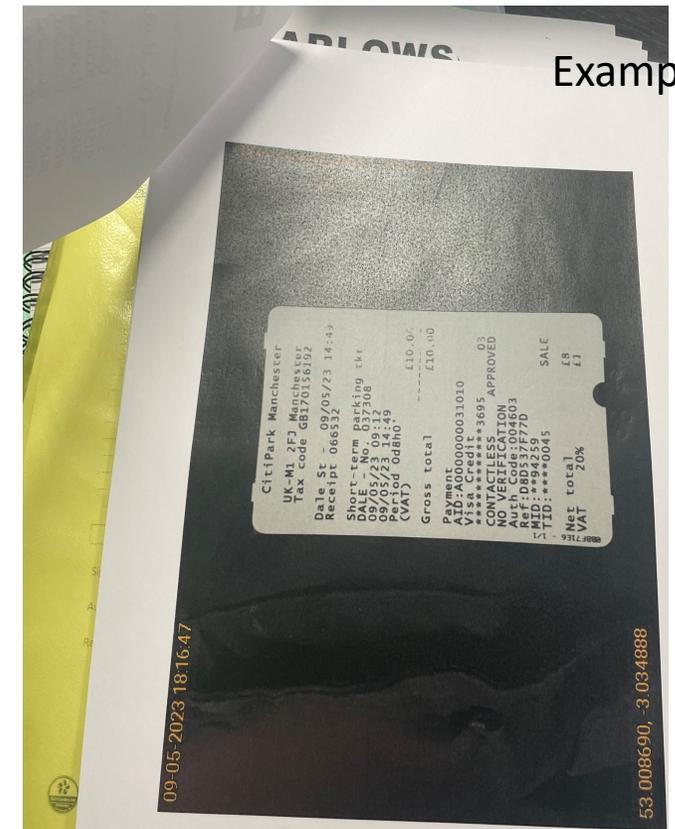
Signed: _____ Date: _____

Authorised: _____ Date: _____

Received: _____ Date: _____

CityPark Manchester
UK-M1 2FJ Manchester
Tax code GB17015555
Date St - 09/05/23 14:49
Receipt 066532 £10.00
Short-term parking tkr
DATE No. 037308
09/05/23 09:16
Period OldBho
(VAT) £10.00
Gross total £10.00
Payment
AID: A000000031010
*****3695
CONTACTLESS APPROVED
MILEAGE CODE 004603
Auth Code: 004603
Ref: D80537770
MID: ****0095
LAD: ****0095
NET TOTAL £8
VAT 20% £9
TOTAL £17

Example 2



Example 3

From 23/04/2023 To 24/05/2023 Category -- All -- Status -- All -- Page 1

| Status | Date | Description | Location | Category | Cost | VAT | Total |
|--------|------------------|-------------|--|----------|-------|-----|-------|
| ■ | 27/04/2023 12:08 | | Near 24 Hawarden Road, Colwyn Bay LL29 8LA | Parking | £2.10 | 0% | £2.10 |

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