IDOCUMENTS EXPENSES

Subsistence Expenses Claims

iDocuments allows users to claim for Subsistence, where an organisation gives a fixed allowance per period of time spent working away from the office. Variables include time periods, locations, employee rate banding and expense type rates. Time periods can be typically in 5 hour, 10 hour and Overnight time periods.

An organisation may have bands of subsistence rates related to the position the employee holds in the company, For example; Band A and Band B.

An organisation may have a 'conference' rate, which relates to a period of time working away from the office where some meals and/or accommodation might be provided separately.

Subsistence Setup and Administration

Subsistence Rate Setup

Admin > Rate Setup > Subsistence

Multiple subsistence rates can then be set by country and by city, so as per example below, different rate bands can be set up for the same subsistence type, where users may have different allowances.

Subsistence Type	UK – London - Band A	UK – London - Band B
Subsistence Rate	5 Hour Rate	5 Hour Rate
	10 Hour Rate	10 Hour Rate
	Overnight Rate	Overnight Rate

The Subsistence Rates Setup form will list the existing subsistence rate setup by Subsistence Type. This list may be filtered by Country and City. New Subsistence Rates are defined by selecting the Country and entering the City name and a date range that is not already set up for the 'City' name.
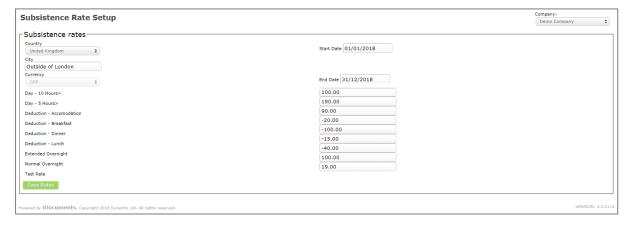
1. Select the Country from the drop-down list. iDocuments maintains a table of countries with related currencies; rates are then set by Country which also defaults currency.

2. Enter the description for the City. Subsistence rates are then set at city level, cities fall under the country in the hierarchy – City is a free text field e.g. 'London' or 'Outside of London'. Description of City is also used to set up definitions of rate bands. E.g. London Band A, London Band B etc.

Subsistence Rate Setup

Subsistence rates

Country: United Kingdom
City: London
Currency: GBP

Start Date 01/01/2018
End Date 01/01/2019

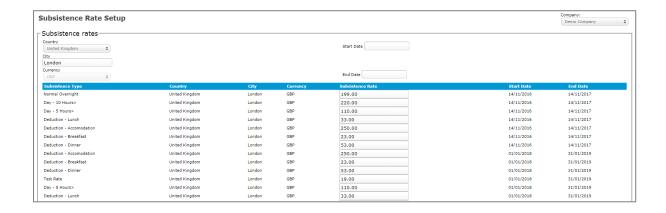| Subsistence Type	Country	City	Currency	Subsistence Rate	Start Date	End Date
Normal Overnight	United Kingdom	London	GBP	199.00	14/11/2016	14/11/2017
Day - 10 Hours>	United Kingdom	London	GBP	220.00	14/11/2016	14/11/2017
Day - 5 Hours>	United Kingdom	London	GBP	110.00	14/11/2016	14/11/2017
Deduction - Lunch	United Kingdom	London	GBP	33.00	14/11/2016	14/11/2017

3. Once the New Country is selected and City entered, the user will be presented with the subsistence rates entry form whereby a date range is entered and a rate for all the available Subsistence Types. Note if there are already rates set up for the 'City' a new date range will need to be entered to set up the new rates.

Subsistence Rate Setup

Company: Demo Company

Subsistence rates

Country: United Kingdom
City: Outside of London
Currency: GBP

Start Date 01/01/2018
End Date 31/12/2018

Day - 10 Hours>	100.00
Day - 5 Hours>	190.00
Deduction - Accomodation	90.00
Deduction - Breakfast	-20.00
Deduction - Dinner	-100.00
Deduction - Lunch	-15.00
Extended Overnight	-40.00
Normal Overnight	100.00
Test Rate	19.00

Save Rates

VERSION: 4.3.2115

4. Deductions – if the organisation wishes to incorporate deductions into the subsistence rates, these can also be managed when setting up rates. Deductions are entered as negative values and will then be deducted from the overall subsistence allowance value. Deductions are used to deduct expenses that have been provided separately, such as meals and/or overnight accommodation.

5. Once the values have been defined then the rates are saved.

The rates you set up will then be available in the list view. If you wish to edit the values before the rates are released to users, update the value in the 'Subsistence Rate' field and 'Save Rates'.

Subsistence Rate Setup

Company: Demo Company

Subsistence rates

Country: United Kingdom
City: London
Currency: GBP

Start Date: [   ]
End Date: [   ]

Subsistence Type	Country	City	Currency	Subsistence Rate	Start Date	End Date
Normal Overnight	United Kingdom	London	GBP	199.00	14/11/2016	14/11/2017
Day - 10 Hours>	United Kingdom	London	GBP	220.00	14/11/2016	14/11/2017
Day - 5 Hours>	United Kingdom	London	GBP	110.00	14/11/2016	14/11/2017
Deduction - Lunch	United Kingdom	London	GBP	33.00	14/11/2016	14/11/2017
Deduction - Accomodation	United Kingdom	London	GBP	250.00	14/11/2016	14/11/2017
Deduction - Breakfast	United Kingdom	London	GBP	23.00	14/11/2016	14/11/2017
Deduction - Dinner	United Kingdom	London	GBP	53.00	14/11/2016	14/11/2017
Deduction - Accomodation	United Kingdom	London	GBP	250.00	01/01/2018	31/01/2019
Deduction - Breakfast	United Kingdom	London	GBP	23.00	01/01/2018	31/01/2019
Deduction - Dinner	United Kingdom	London	GBP	53.00	01/01/2018	31/01/2019
Test Rate	United Kingdom	London	GBP	19.00	01/01/2018	31/01/2019
Day - 5 Hours>	United Kingdom	London	GBP	110.00	01/01/2018	31/01/2019
Deduction - Lunch	United Kingdom	London	GBP	33.00	01/01/2018	31/01/2019

Setting the GL Code for Subsistence in Company Settings

Admin > Settings > Company Setting > SubsistenceAccount

System administrators must set the GL code(s) which will be used for Subsistence in Company settings – this will ensure the pop up for Subsistence is generated. Enter the code(s) as a CSV string.
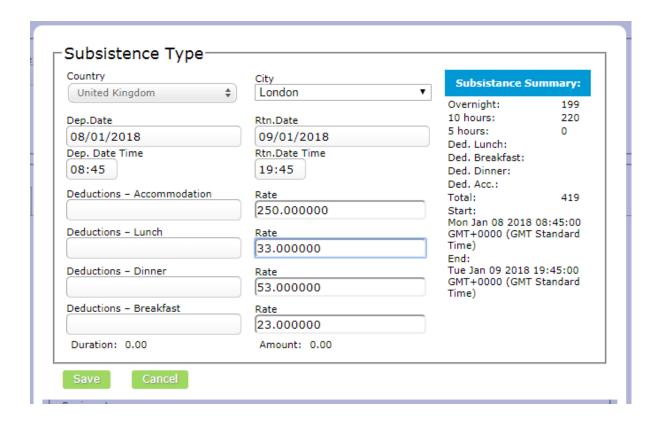
Entering Subsistence Claims

Once the rates are set up then the users will be able to enter Subsistence claims.

When adding an expense claim, if the user selects the Expense GL account which relates to Subsistence, a pop up will appear; this pop up drives the key data entry required for the system to calculate the subsistence claim.

The user must enter the following;

1. Select the country the Subsistence is being claimed for from the drop down
2. Select the 'city' the Subsistence is being claimed for from the drop down
3. Enter the 'Departure date'
4. Enter the time the subsistence claim started (hrs and mins)
5. Enter the 'Return date'
6. Enter the return time the subsistence claim ended (hrs and mins)

The system will then automatically calculate the subsistence claim amount based upon the period of time spent away and return the calculation based upon the combination of 5 hr, 10 hr or overnight rates which have been accrued. This will be detailed in the 'Subsistence Summary' panel.
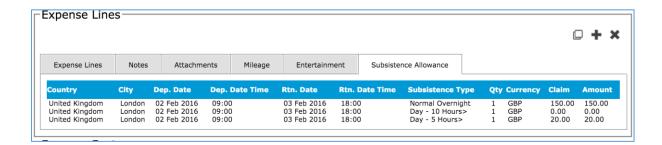
If the user has deductions to apply, then they enter the number of instances (in whole numbers) for the appropriate deduction description. For example, if they had one lunch provided separately, then they enter 1 into the 'Deductions – Lunch' field. The system will then take the deduction value as per the 'Rate' displayed, away from the accrued subsistence.

If the user has no deductions then they ignore these fields and go ahead and confirm the form.

Once the subsistence form is completed the user selects 'Save'; the subsistence details are added to the expense line form, which will then be shown; the user should complete any additional data on the expense form and 'Add Line' as they would with a regular expense line.

Subsistence lines are added to the claim as Expense Lines and will also be detailed under the 'Subsistence Allowance' tab on the Expense Lines form.

Amendments

To amend a subsistence claim, the user should edit the line in the normal way, then re-select the expense code for Subsistence and the pre-populated pop up form will display. The user can then edit the dates or times or enter deductions as required.