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Guide to submitting expenses

Desktop & mobile

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Expenses Desktop

Guide to submitting expenses

Recent Expenses on Dashboard

After logging into your InTime portal, you'll see the **Recent Expenses** table on your dashboard. It shows a summary of your last 10 expense items.

RECENT EXPENSES (8)

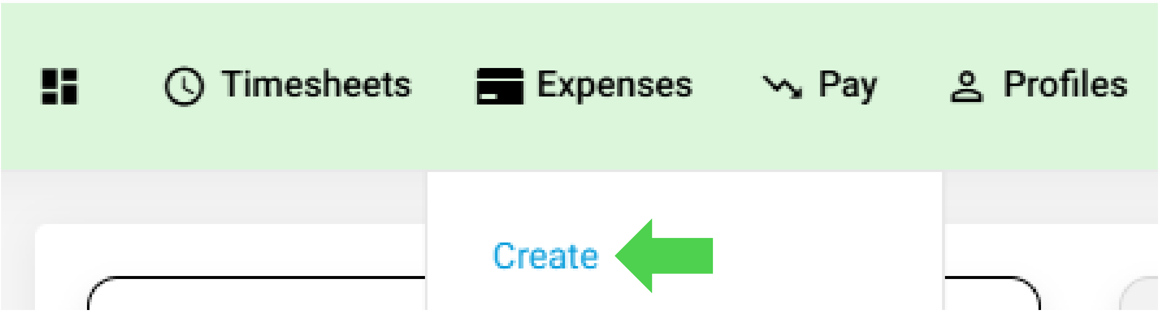
ID	Status	Placement	Claim Date	Claim Currency	Pay GBP
2981480	Approved	BH-456773	17/10/2025	GBP	19.19
2981479	Approved	BH-456773	13/10/2025	GBP	65.89
2981474	Submitted	BH-456773	09/10/2025	GBP	63.20
2981473	Submitted	BH-456773	08/10/2025	GBP	80.00
2979810	Draft	BH-456773	07/10/2025	GBP	46.00
2981472	Submitted	BH-456773	07/10/2025	GBP	56.00
2979811	Draft	BH-456773	06/10/2025	GBP	12.00
2981471	Submitted	BH-456773	06/10/2025	GBP	35.60

Expense Statuses explained:

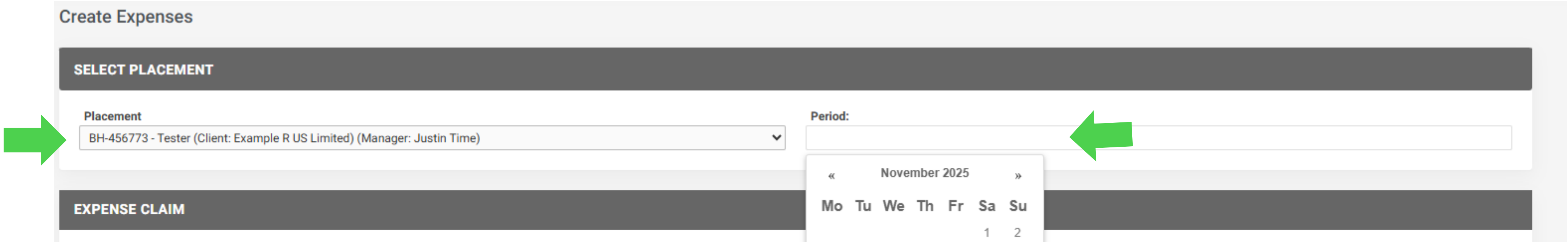
- **Draft:** Saved but not yet submitted.
- **Submitted:** Created and submitted for approval. **Submitted expense details cannot be modified so please ensure the details are correct before submitting. Further receipt documents however can be uploaded.*
- **Approved**: Approved by the appropriate personnel for payment.
- **Rejected**: Rejected by the appropriate personnel. This is usually because of incorrect or missing receipt files. They may have provided a comment as to why the expense was rejected. Once rejected, the expense becomes a draft for editing and resubmitting.

Creating your expense claim:

To create a new expense claim hover over **Expenses** in the top menu bar and select **Create**.

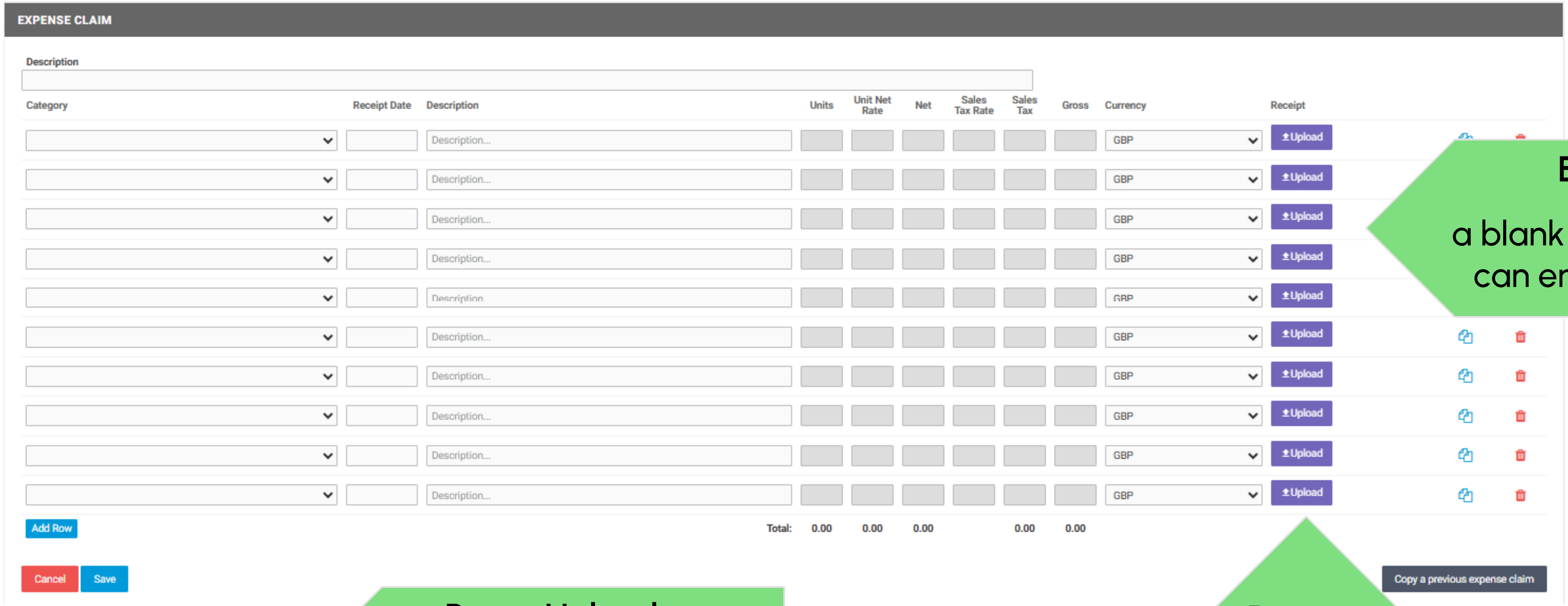


You will be prompted to select the placement and the relevant week-ending date.



Expense Claim Layout:

The page is divided into 2 sections:

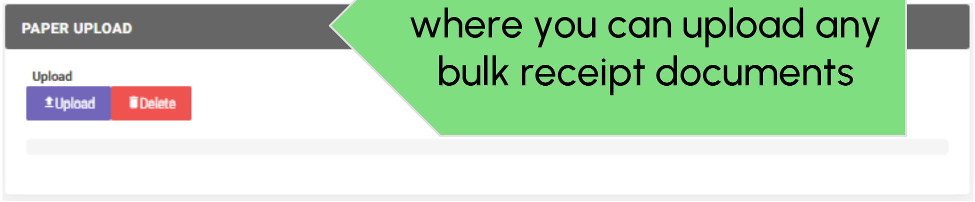


Expenses:

a blank form where you can enter your items.

Receipt uploads

You can upload receipt files to individual items



Paper Uploads

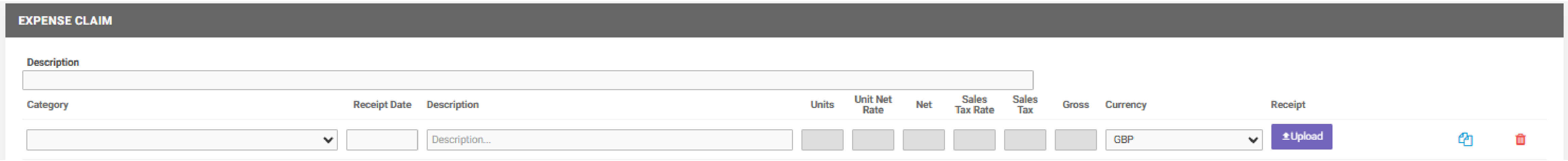
where you can upload any bulk receipt documents

Expense Categories explained:

- Non CIS Expenses
  - **Mileage**: Unit of miles and Unit Net Rate entered with V000 Sales Tax Code applied
  - **VAT Expense:** Net value of item entered with V101 Sales Tax Code applied
  - **Non VAT Expense**: Gross value of item entered with V000 Sales Tax Code applied

- CIS Expenses
  - **Mileage**: Unit of miles and Unit Net Rate entered with V000 Sales Tax Code applied
  - **VAT Expense:** Net value of item entered with V101 Sales Tax Code applied
  - **Non VAT Expense**: Gross value of item entered with V000 Sales Tax Code applied
  - **VAT Materials**: Net value of item entered with V101 Sales Tax Code applied
  - **Non VAT Materials**: Gross value of item entered with V000 Sales Tax Code applied

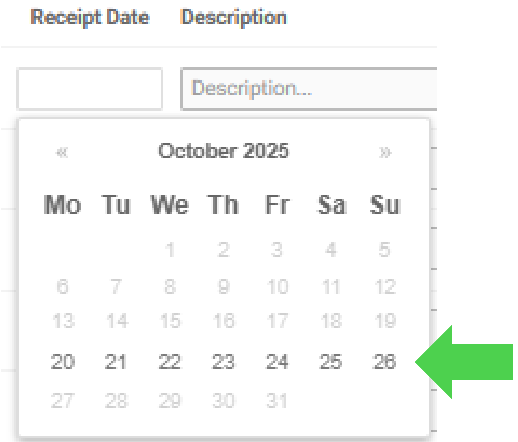
Entering your expense items:



Click anywhere in the category box to display the drop down list.

Select the correct category.

Click the Receipt Date box to display the available calendar days for selection.



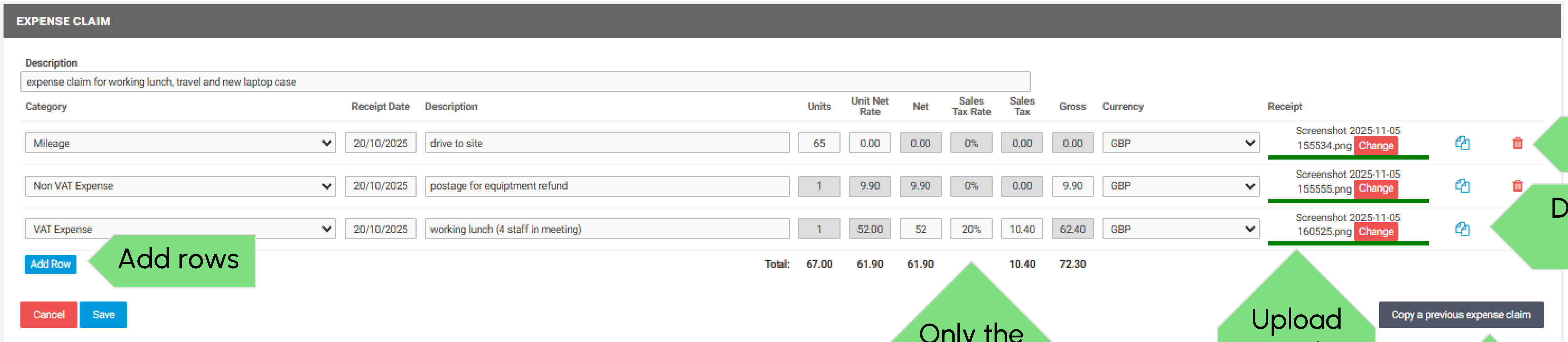
Click the correct date.

Enter a description for your item that matches the details of your receipt and is sufficient for the approver.

Enter the unit or monetary values available for your item. Not all fields will require input.

Entering your expense items:

Tip: Description is a mandatory field ensure you enter relevant information prior to clicking save. An error will appear in the top right corner if you do not and the box will be highlighted in Red. Your uploaded files will also be removed and require reupload.



Delete rows

Duplicate rows

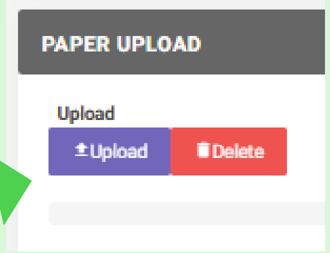
Add rows

Only the relevant value fields will be editable for the selected Category

Upload and Change receipt files per item

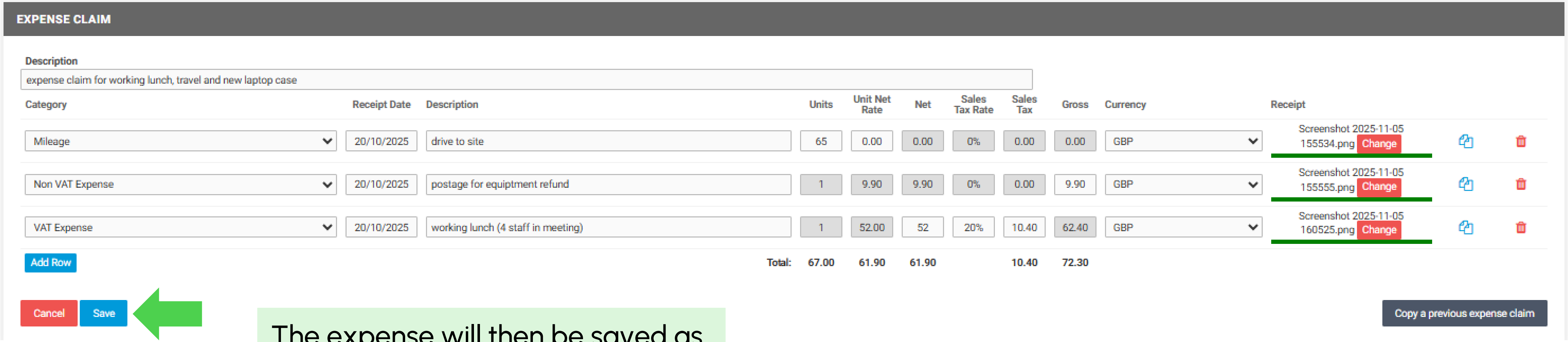
Copy items from previous expense claims

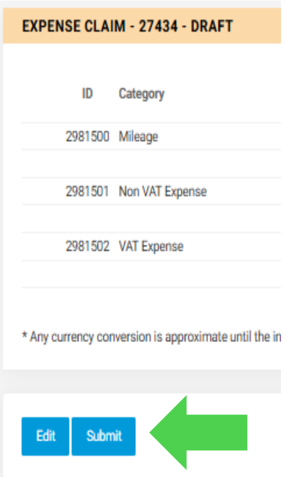
To upload 1 receipt file for your whole claim use the Paper Uploads section at the bottom of the page.



Entering your expense items:

Once you have checked all the details are correct and you have uploaded a receipt file against each item or the whole claim, click the **Save** button.

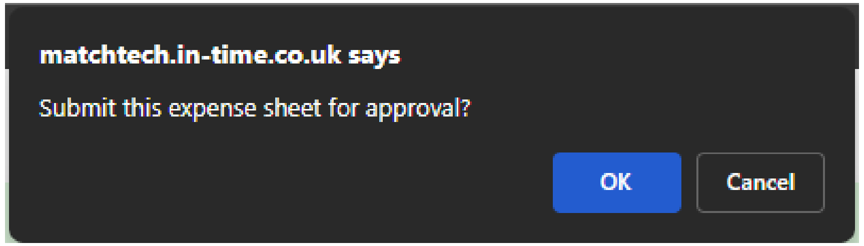




The expense will then be saved as a Draft, where you can come back to it later to add more item using the **Edit** button.

If all your items for the selected period have been included you can click **Submit**.

A pop up window will appear when you click to Submit asking you to confirm you would wish to submit the claim for approval. If yes, click **OK**.



Editing Draft expenses:

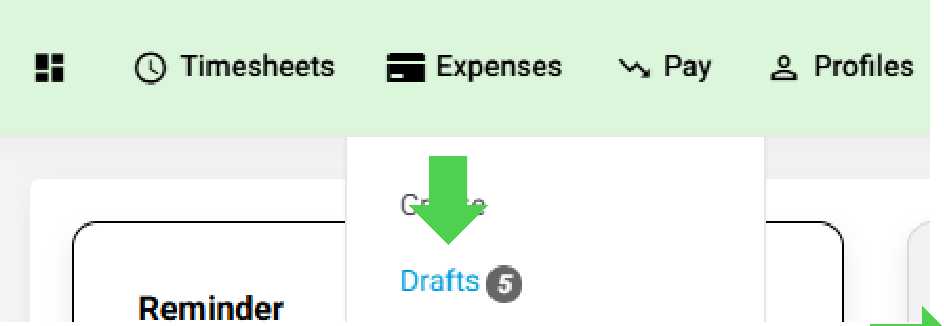
To edit a draft expense created previously, you can either select the **ID** link next to the applicable item in the Recent Expenses table.

RECENT EXPENSES (10)

ID	Status	Placement	Claim Date	Claim Currency	Pay GBP
2981500	Draft	BH-456773	20/10/2025	GBP	0.00
2981501	Draft	BH-456773	20/10/2025	GBP	9.90
2981502	Draft	BH-456773	20/10/2025	GBP	62.40
2981480	Approved	BH-456773	17/10/2025	GBP	19.19

Or hover over **Expense** in the top menu bar and select **Draft**.

You will then need to click the **Edit** button at the bottom of the page.



EXPENSE CLAIM - 27434 - DRAFT | **PERIOD: 20/10/2025 TO 20/10/2025**

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
2981500	Mileage	20/10/2025	drive to site	0	0.00	0.00	0.00%	0.00	0.00GBP	0.00GBP
										Attached Receipt
2981501	Non VAT Expense	20/10/2025	postage for equiptment refund	1	9.90	9.90	0.00%	0.00	9.90GBP	9.90GBP
										Attached Receipt
2981502	VAT Expense	20/10/2025	working lunch (4 staff in meeting)	1	52.00	52.00	20.00%	10.40	62.40GBP	52.00GBP
										Attached Receipt
				2	61.90	61.90		10.40	72.30	61.90

* Any currency conversion is approximate until the invoice(s) are generated or the item is exported

Edit Submit

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Mobile Version

Guide to submitting Expenses

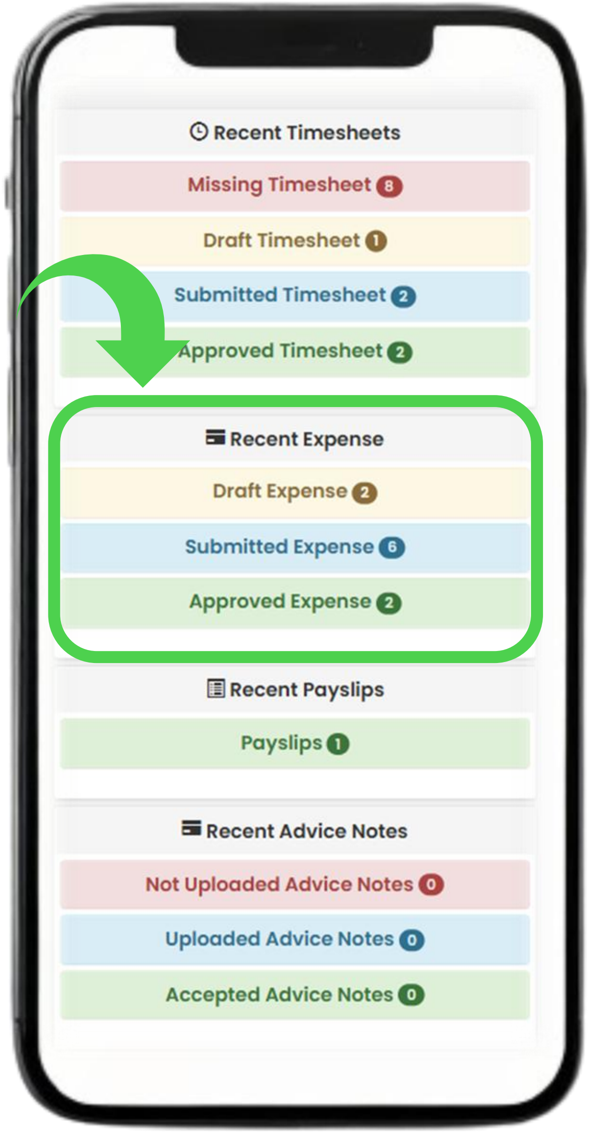
Recent Expenses on Dashboard

After logging into your InTime portal on your mobile device, you'll see the **Recent Expenses** table on your dashboard. This groups your recent expenses into three categories based on their current status:

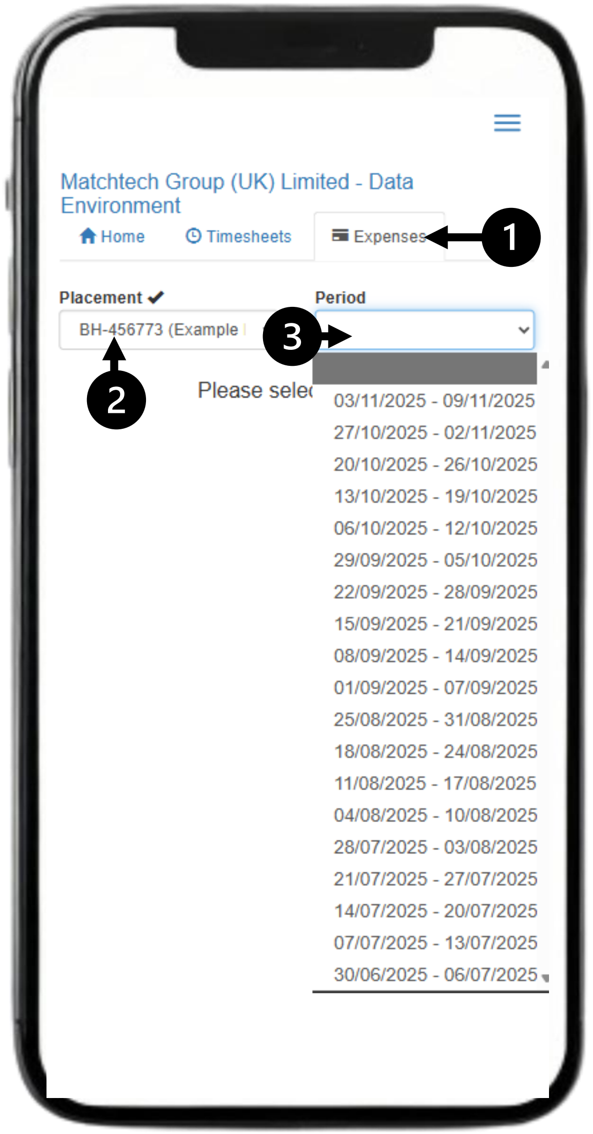
Draft Expense → Saved but not yet submitted.

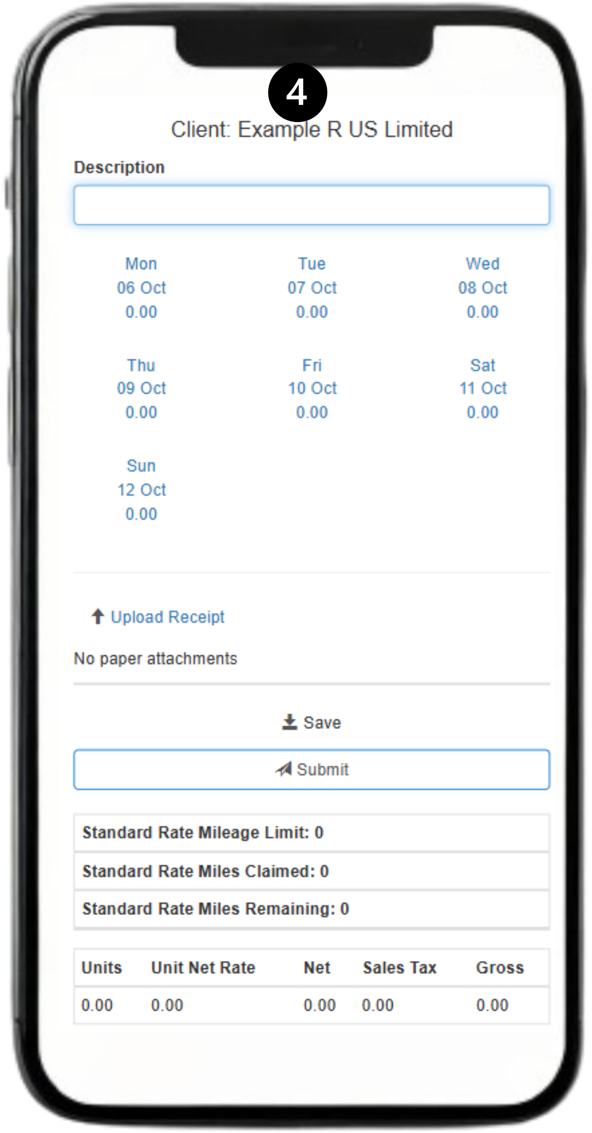
Submitted Expense → Created and submitted for approval. **Submitted expenses cannot be modified so please ensure the details are correct before submitting.*

Approved Expense → Approved by your manager for payment.



Creating your expense claim:





1

Select the "**Expenses**" tab in the top menu bar.

2

Select the placement.

3

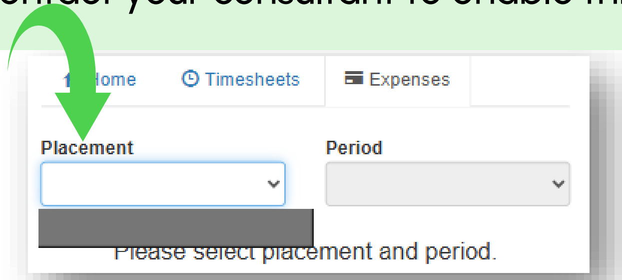
Select the relevant week-ending period.

4

You will then see your expense claim form, where you can select the applicable day/s the expenses will be claimed against

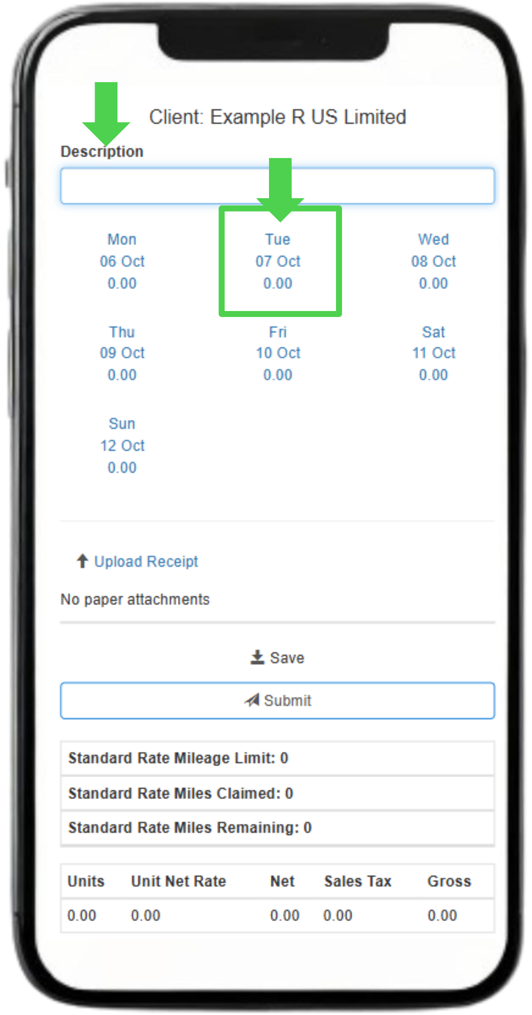
Please Note

If you can't select a placement, expenses are not enabled for it. Contact your consultant to enable this option.

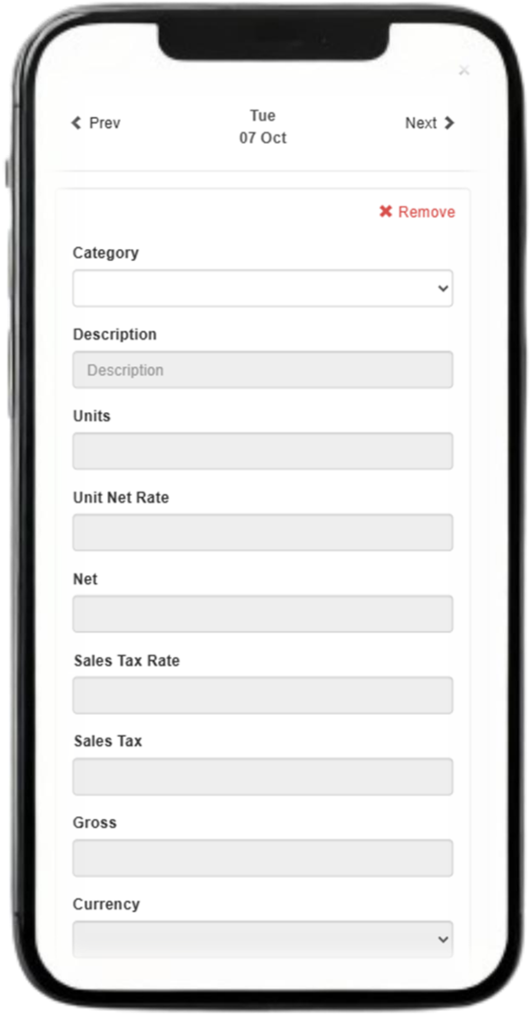


Entering your Expense items

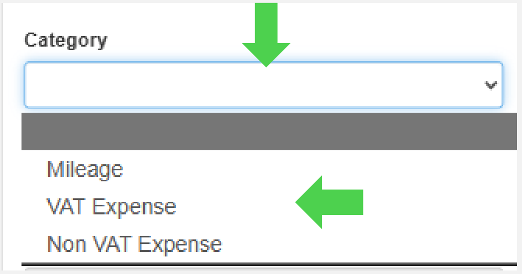
Enter a Description for your claim and select the day you want to claim expenses against



The Expense Item page will open.



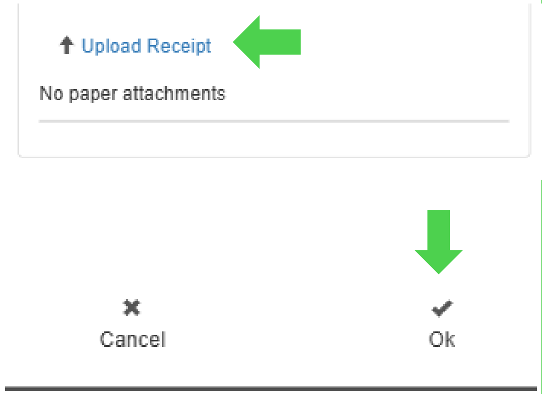
Click anywhere in the category box to display the dropdown list



Select the correct category and complete required fields.

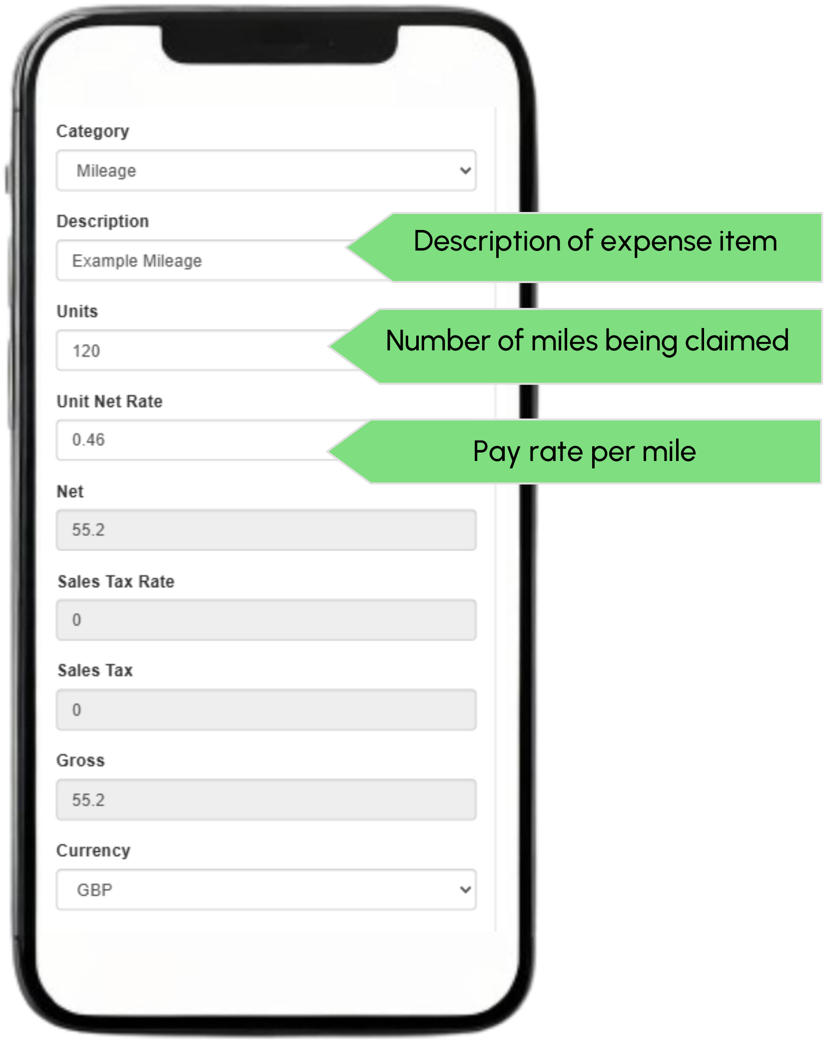
** Please see Expense Categories Explained.*

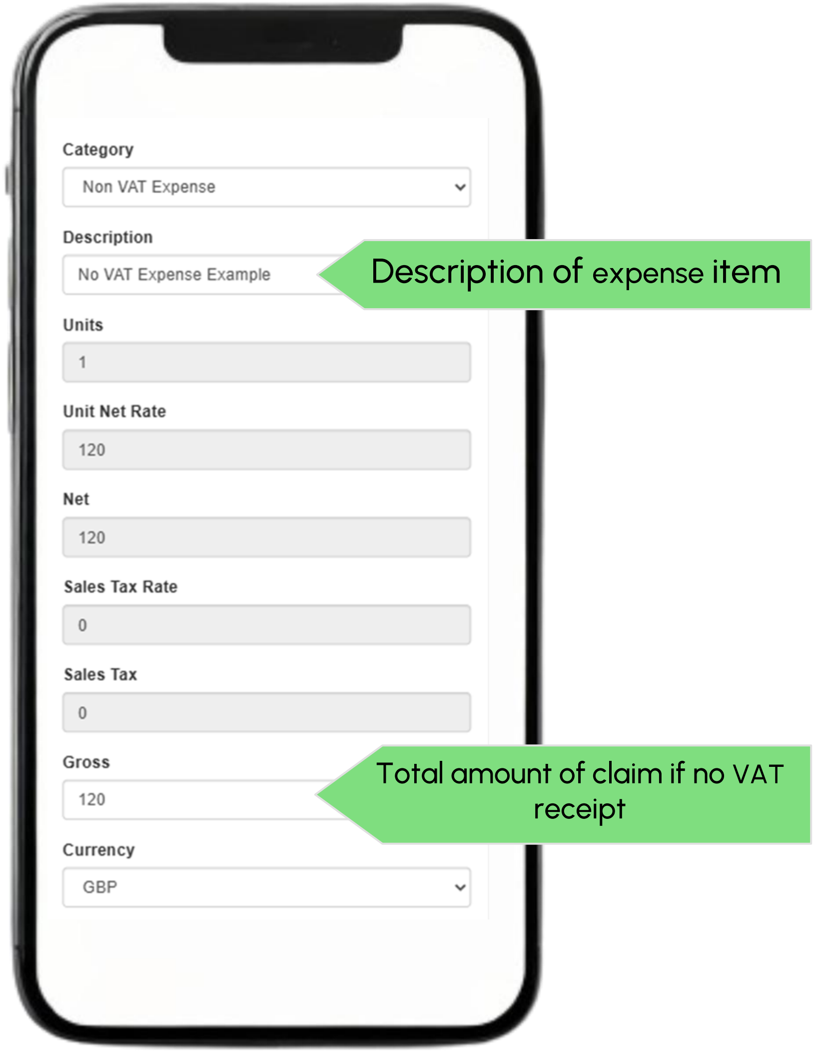
Once form has been completed, select "**Upload Receipt**" to attach the receipt and select **OK**

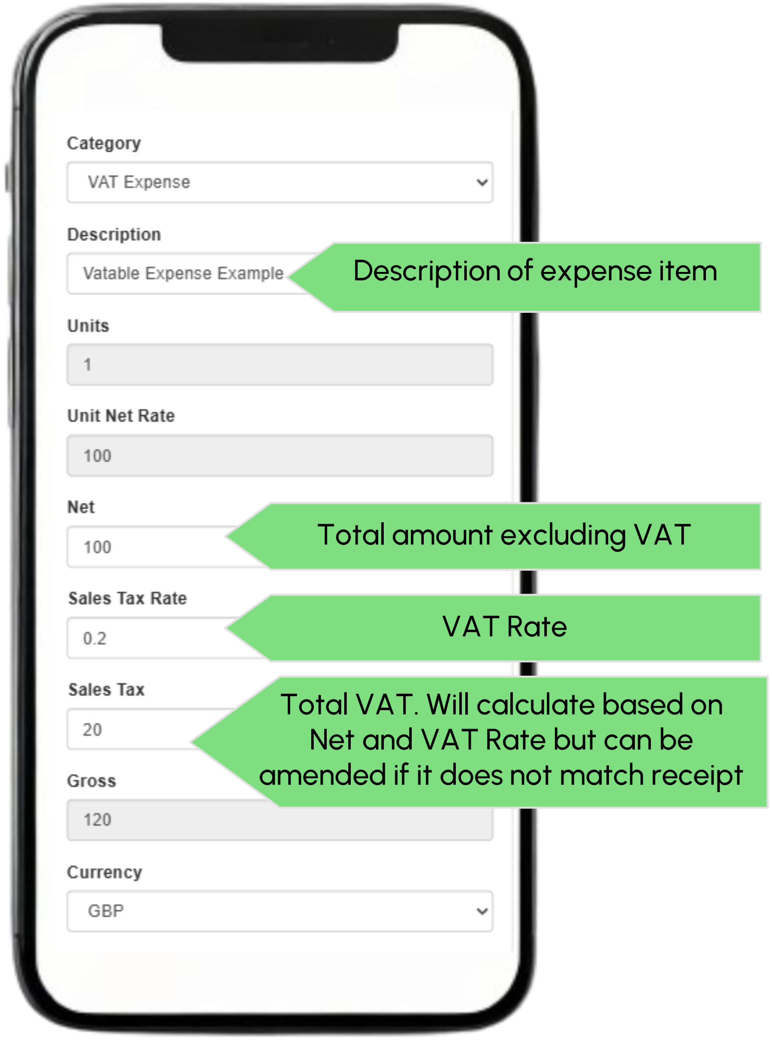


Expense Categories explained:

Tip: Description is a mandatory field ensure you enter relevant information prior to clicking OK. Any greyed-out fields are auto calculated or pre-populated fields and cannot be changed. The following fields should be completed per Category:



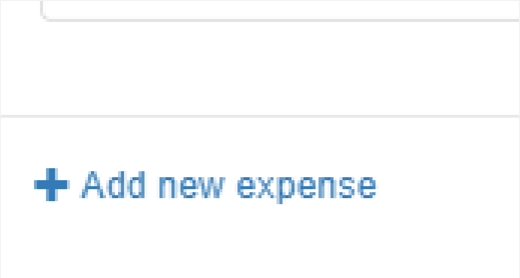




Additional Expense options

Add new Expense

If you have multiple expense items for the same day you can select the **"+Add new expense"** option to create additional expense items.



Copy from Prev

If you previously claimed the same expense amount and type, you can copy the details from previous expenses to save you time.

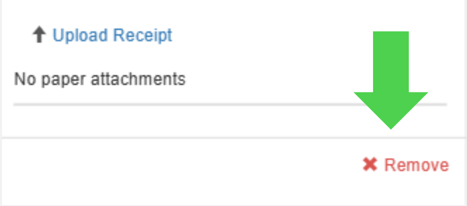
Tick the applicable expenses and select **copy**

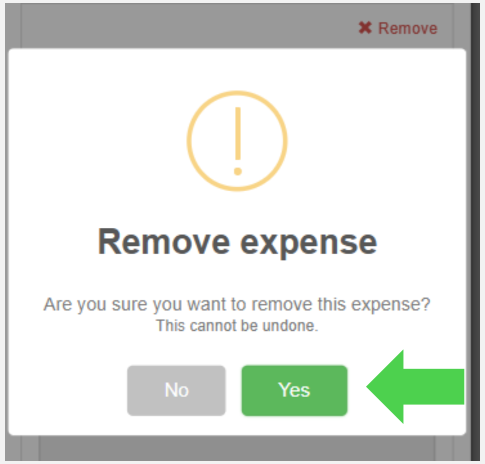
Select expenses to copy:

Select	Receipt Date	Category	Description	Net
☐	20/10/2025	Mileage	drive to site	0.00
☐	20/10/2025	Non VAT Expense	postage for equiptment refund	9.90
☐	20/10/2025	VAT Expense	working lunch (4 staff in meeting)	52.00
☐	02/10/2025	Mileage	Mileage	45.00
☐	02/10/2025	Non VAT Expense	Food & Drink	18.50

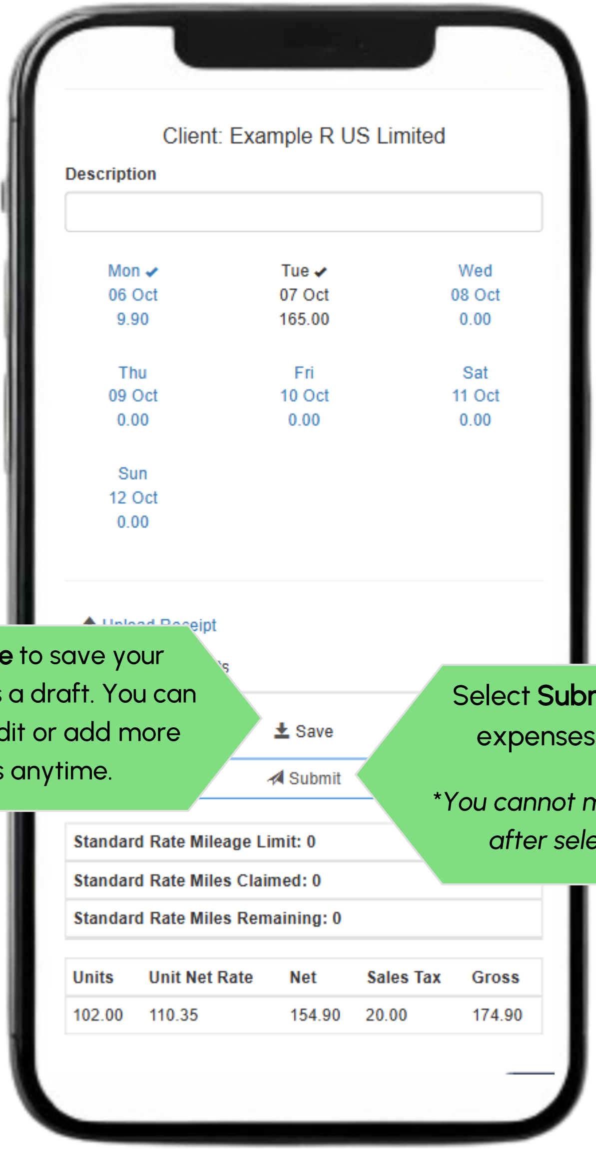
Remove

To remove expense items not required. Select "Remove".





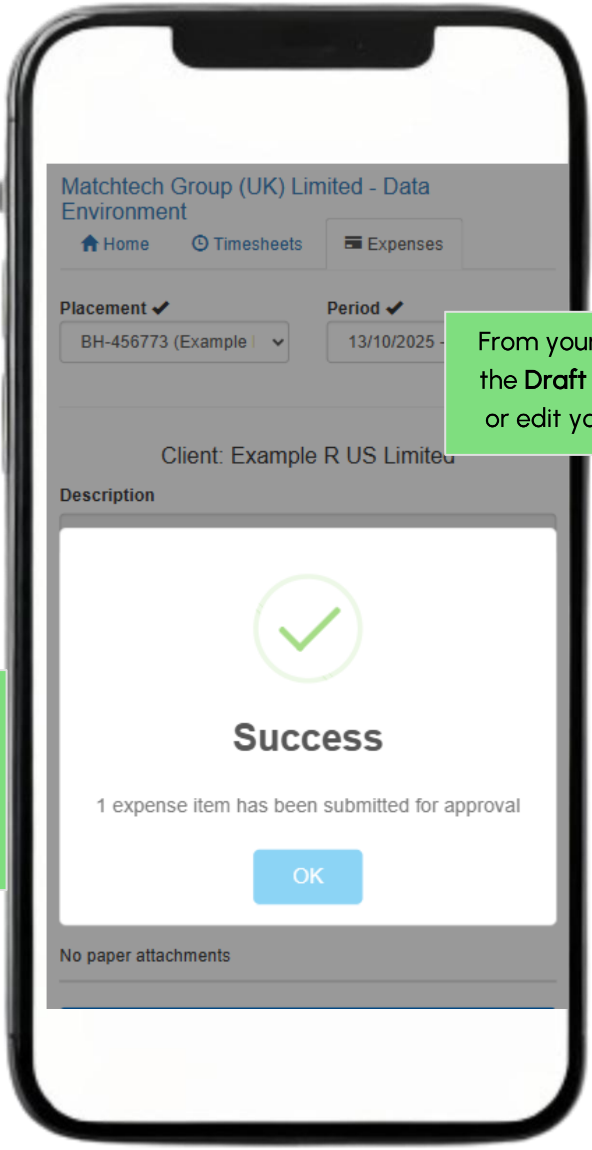
Submit Expense or Save to Draft



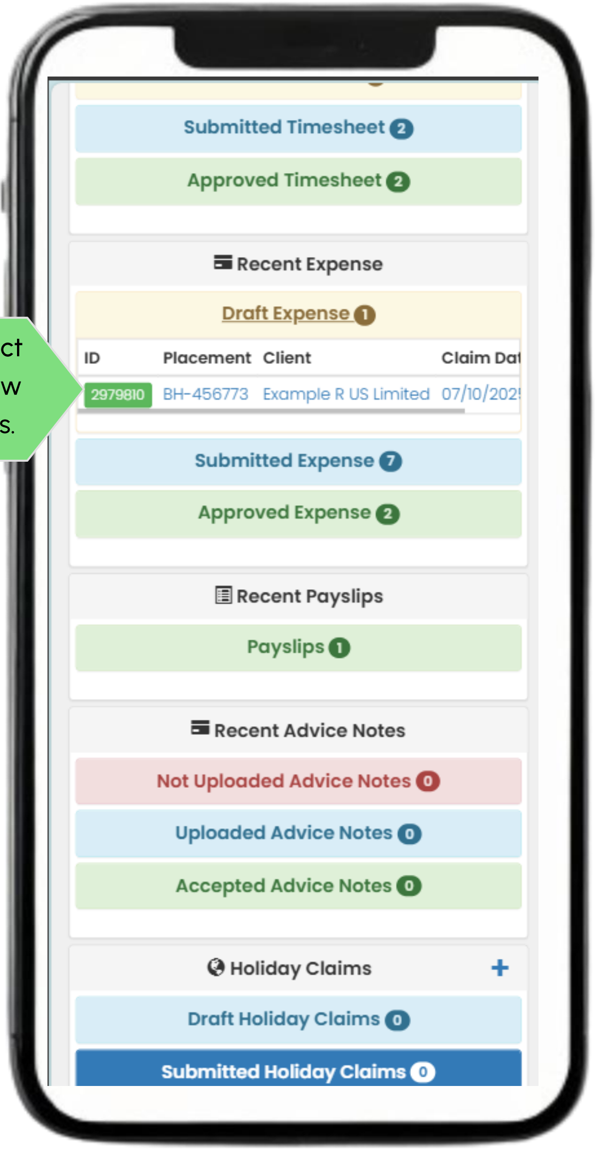
Click **Save** to save your expenses as a draft. You can return to edit or add more items anytime.

Select **Submit** to send your expenses for approval.

**You cannot make any changes after selecting submit.*



From your **Dashboard**, select the **Draft Expense ID** to view or edit your draft expenses.



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Still have questions?

Email us at
agencypay@gattacaplc.com
or call on 01489 884320.