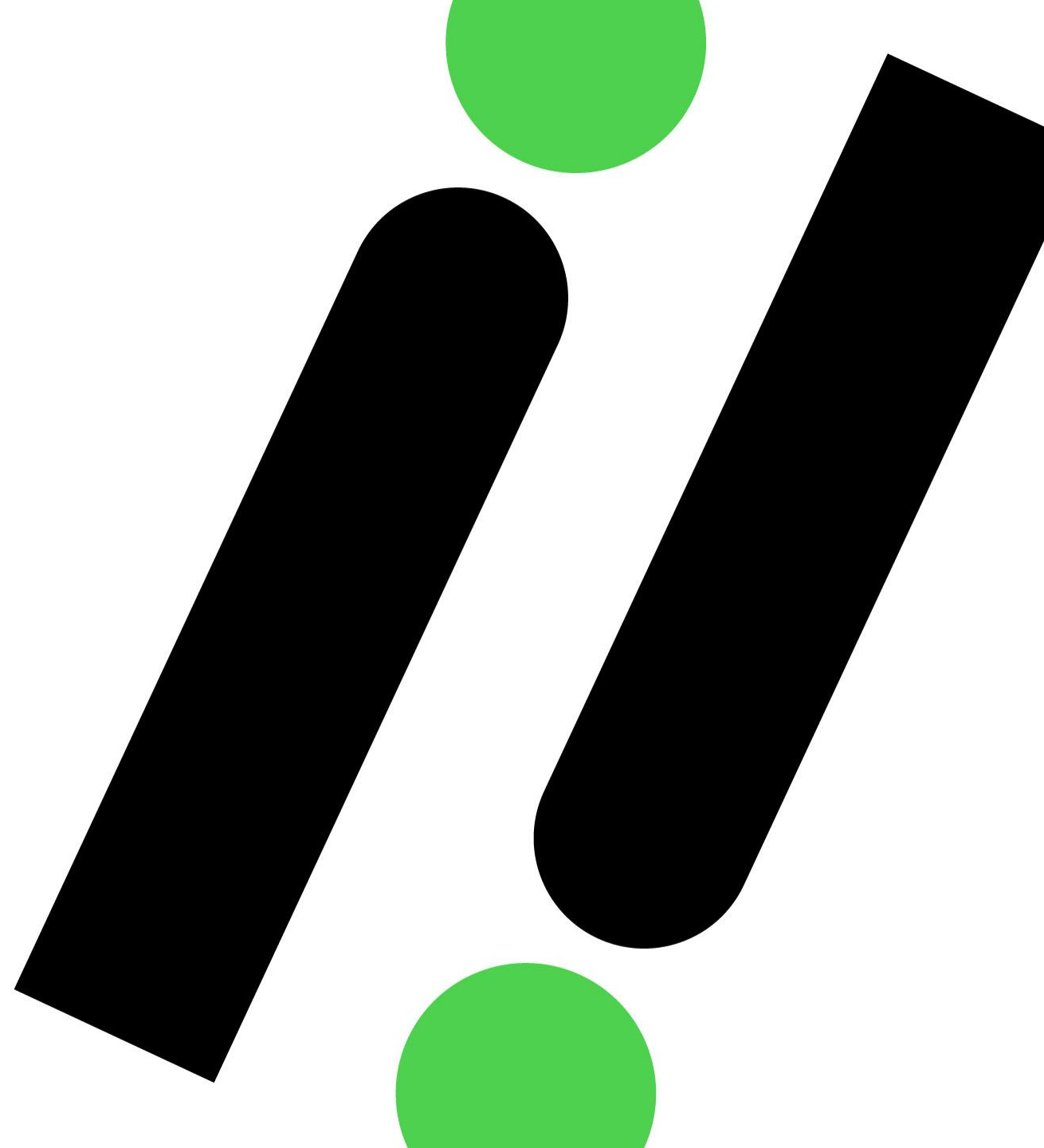




Guide to submitting expenses

Desktop & mobile



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:

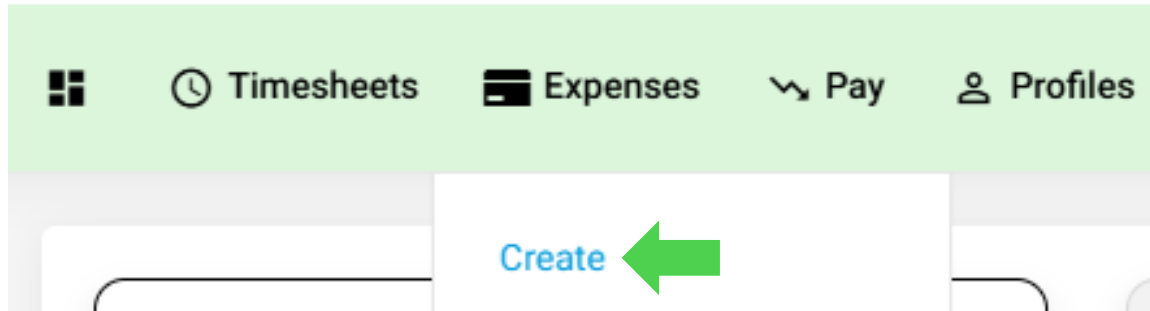


- **Draft:** Saved but not yet submitted.
- **Submitted:** Created and submitted for approval. **Submitted expense details cannot be modified so please ensure the details are correct before submitting. Further receipt documents however can be uploaded.*
- **Approved:** Approved by the appropriate personnel 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.

A screenshot of the 'Create Expenses' form. The form has a light gray background. At the top, there is a dark gray header bar with the text 'SELECT PLACEMENT'. Below this, there is a 'Placement' dropdown menu with the text 'BH-456773 - Tester (Client: Example R US Limited) (Manager: Justin Time)'. A green arrow points to this dropdown. To the right of the placement dropdown is a 'Period:' label and a date input field. A green arrow points to this field. Below the date input field, a calendar for November 2025 is displayed, showing the days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and the dates 1 and 2. At the bottom of the form, there is a dark gray header bar with the text 'EXPENSE CLAIM'.

Expense Claim Layout:



The page is divided into 2 sections:

EXPENSE CLAIM

Description

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload
		Description...							GBP	± Upload

Add Row

Total: 0.00 0.00 0.00 0.00 0.00

Cancel

Save

PAPER UPLOAD

Upload

± Upload

Delete

Expenses:

a blank form where you can enter your items.

Paper Uploads

where you can upload any bulk receipt documents

Receipt uploads

You can upload receipt files to individual items

Expense Categories explained:



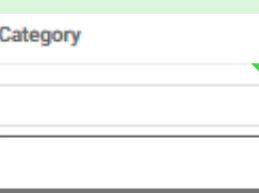
- **Non CIS Expenses**

- **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

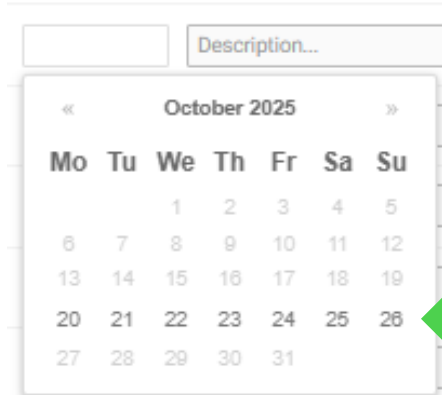
Click anywhere in the category box to display the drop down list.



The screenshot shows a web form with a 'Category' label and a dropdown menu. The dropdown menu is open, showing three options: 'Mileage', 'VAT Expense', and 'Non VAT Expense'. A green arrow points to the 'Mileage' option, which is highlighted with a dark background.

Select the correct category.

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



The screenshot shows the 'Receipts' form with the 'Receipt Date' dropdown menu open, displaying a calendar for October 2025. A green arrow points to the date 26.

October 2025						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Click the correct date.

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

Description

Description...

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

Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross
0	0.00	0.00	0%	0.00	0.00

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.

EXPENSE CLAIM

Description

expense claim for working lunch, travel and new laptop case

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt	
Mileage	20/10/2025	drive to site	65	0.00	0.00	0%	0.00	0.00	GBP	Screenshot 2025-11-05 155534.png Change	Delete rows
Non VAT Expense	20/10/2025	postage for equipment refund	1	9.90	9.90	0%	0.00	9.90	GBP	Screenshot 2025-11-05 155555.png Change	Duplicate rows
VAT Expense	20/10/2025	working lunch (4 staff in meeting)	1	52.00	52	20%	10.40	62.40	GBP	Screenshot 2025-11-05 160525.png Change	
Total:			67.00	61.90	61.90		10.40	72.30			

Add Row

Cancel Save

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

Copy a previous expense claim

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

PAPER UPLOAD

Upload

Upload

Delete

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.

EXPENSE CLAIM

Description

expense claim for working lunch, travel and new laptop case

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
Mileage	20/10/2025	drive to site	65	0.00	0.00	0%	0.00	0.00	GBP	Screenshot 2025-11-05 155534.png Change
Non VAT Expense	20/10/2025	postage for equipment refund	1	9.90	9.90	0%	0.00	9.90	GBP	Screenshot 2025-11-05 155555.png Change
VAT Expense	20/10/2025	working lunch (4 staff in meeting)	1	52.00	52	20%	10.40	62.40	GBP	Screenshot 2025-11-05 160525.png Change
Total:			67.00	61.90	61.90		10.40	72.30		

Add Row

Cancel

Save

Copy a previous expense claim

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**.

matchtech.in-time.co.uk says

Submit this expense sheet for approval?

OK

Cancel

EXPENSE CLAIM - 27434 - DRAFT

ID	Category
2981500	Mileage
2981501	Non VAT Expense
2981502	VAT Expense

* Any currency conversion is approximate until the in

Edit

Submit

Editing Draft expenses:



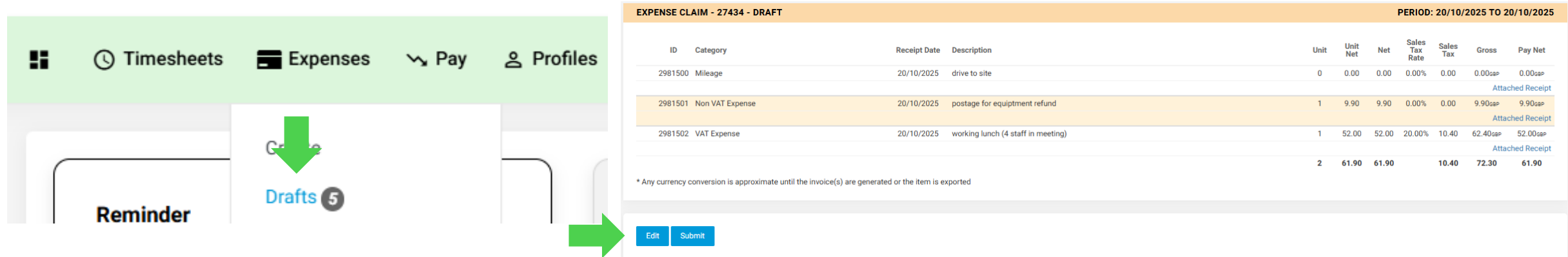
To edit a draft expense created previously, you can either select the **ID** link next to the applicable item in the Recent Expenses table.



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.



The screenshot shows the software interface. At the top, there is a green navigation bar with icons and labels for 'Timesheets', 'Expenses', 'Pay', and 'Profiles'. Below this, a 'Reminder' box is visible. A green arrow points to the 'Drafts' section, which is labeled 'Drafts 5'. To the right, a detailed view of an 'EXPENSE CLAIM - 27434 - DRAFT' is shown for the period '20/10/2025 TO 20/10/2025'. This view includes a table with columns for ID, Category, Receipt Date, Description, Unit, Unit Net, Net, Sales Tax Rate, Sales Tax, Gross, and Pay Net. The table lists three items: Mileage, Non VAT Expense, and VAT Expense. At the bottom of the detailed view, there are 'Edit' and 'Submit' buttons. A green arrow points to the 'Edit' button.

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
2981501	Non VAT Expense	20/10/2025	postage for equipment refund	1	9.90	9.90	0.00%	0.00	9.90GBP	9.90GBP
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
				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](#)

**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

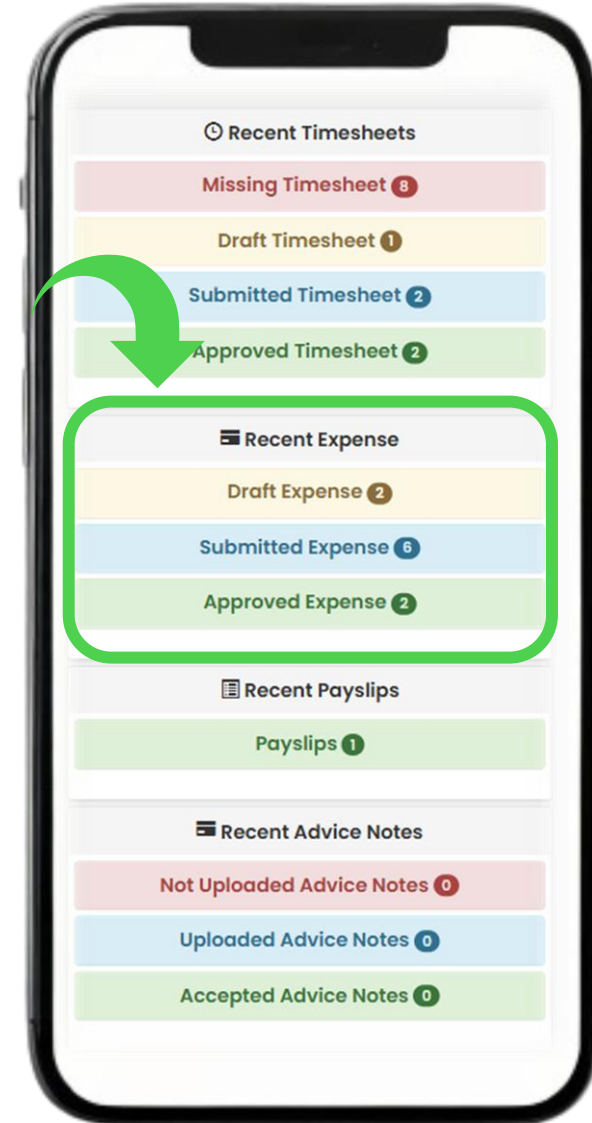
→ Saved but not yet submitted.

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:



Matchtech Group (UK) Limited - Data Environment

Home Timesheets Expenses

Placement ✓

BH-456773 (Example)

Period

Please select

03/11/2025 - 09/11/2025

27/10/2025 - 02/11/2025

20/10/2025 - 26/10/2025

13/10/2025 - 19/10/2025

06/10/2025 - 12/10/2025

29/09/2025 - 05/10/2025

22/09/2025 - 28/09/2025

15/09/2025 - 21/09/2025

08/09/2025 - 14/09/2025

01/09/2025 - 07/09/2025

25/08/2025 - 31/08/2025

18/08/2025 - 24/08/2025

11/08/2025 - 17/08/2025

04/08/2025 - 10/08/2025

28/07/2025 - 03/08/2025

21/07/2025 - 27/07/2025

14/07/2025 - 20/07/2025

07/07/2025 - 13/07/2025

30/06/2025 - 06/07/2025

Client: Example R US Limited

Description

Mon 06 Oct 0.00	Tue 07 Oct 0.00	Wed 08 Oct 0.00
Thu 09 Oct 0.00	Fri 10 Oct 0.00	Sat 11 Oct 0.00
Sun 12 Oct 0.00		

Upload Receipt

No paper attachments

Save

Submit

Standard Rate Mileage Limit: 0

Standard Rate Miles Claimed: 0

Standard Rate Miles Remaining: 0

Units	Unit Net Rate	Net	Sales Tax	Gross
0.00	0.00	0.00	0.00	0.00

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.

Home Timesheets Expenses

Placement

Period

Please select placement and period.

Entering your Expense items



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

Client: Example R US Limited

Description

Mon 06 Oct 0.00	Tue 07 Oct 0.00	Wed 08 Oct 0.00
Thu 09 Oct 0.00	Fri 10 Oct 0.00	Sat 11 Oct 0.00
Sun 12 Oct 0.00		

↑ Upload Receipt

No paper attachments

Save

Submit

Standard Rate Mileage Limit: 0

Standard Rate Miles Claimed: 0

Standard Rate Miles Remaining: 0

Units	Unit Net Rate	Net	Sales Tax	Gross
0.00	0.00	0.00	0.00	0.00

The Expense Item page will open.

← Prev Tue 07 Oct Next →

Remove

Category

Description

Units

Unit Net Rate

Net

Sales Tax Rate

Sales Tax

Gross

Currency

Click anywhere in the category box to display the dropdown list

Category

Mileage

VAT Expense

Non VAT Expense

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

↑ Upload Receipt

No paper attachments

Cancel

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:

Category: Mileage

Description: Example Mileage

Units: 120

Unit Net Rate: 0.46

Net: 55.2

Sales Tax Rate: 0

Sales Tax: 0

Gross: 55.2

Currency: GBP

Description of expense item

Number of miles being claimed

Pay rate per mile

Category: Non VAT Expense

Description: No VAT Expense Example

Units: 1

Unit Net Rate: 120

Net: 120

Sales Tax Rate: 0

Sales Tax: 0

Gross: 120

Currency: GBP

Description of expense item

Total amount of claim if no VAT receipt

Category: VAT Expense

Description: Vatable Expense Example

Units: 1

Unit Net Rate: 100

Net: 100

Sales Tax Rate: 0.2

Sales Tax: 20

Gross: 120

Currency: GBP

Description of expense item

Total amount excluding VAT

VAT Rate

Total VAT. Will calculate based on Net and VAT Rate but can be amended if it does not match receipt

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.

[+ Add new expense](#)

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.

[Copy from prev](#)

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 equipment 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".

[↑ Upload Receipt](#)

No paper attachments



[✕ Remove](#)

[✕ Remove](#)



Remove expense

Are you sure you want to remove this expense?
This cannot be undone.

No

Yes



Submit Expense or Save to Draft



Client: Example R US Limited

Description

Mon ✓ 06 Oct 9.90	Tue ✓ 07 Oct 165.00	Wed 08 Oct 0.00
Thu 09 Oct 0.00	Fri 10 Oct 0.00	Sat 11 Oct 0.00
Sun 12 Oct 0.00		

Upload Receipt

Save Submit

Standard Rate Mileage Limit: 0
Standard Rate Miles Claimed: 0
Standard Rate Miles Remaining: 0

Units	Unit Net Rate	Net	Sales Tax	Gross
102.00	110.35	154.90	20.00	174.90

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.*

Matchtech Group (UK) Limited - Data Environment

Home Timesheets Expenses

Placement ✓ BH-456773 (Example I) Period ✓ 13/10/2025

Client: Example R US Limited

Description



Success

1 expense item has been submitted for approval

OK

No paper attachments

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

Submitted Timesheet 2

Approved Timesheet 2

Recent Expense

Draft Expense 1

ID	Placement	Client	Claim Date
2979810	BH-456773	Example R US Limited	07/10/2025

Submitted Expense 7

Approved Expense 2

Recent Payslips

Payslips 1

Recent Advice Notes

Not Uploaded Advice Notes 0

Uploaded Advice Notes 0

Accepted Advice Notes 0

Holiday Claims +

Draft Holiday Claims 0

Submitted Holiday Claims 0

**Still have
questions?**

Email us at

agency pay@gattacapl c.com

or call on 01489 884320.

