MATCHING YOUR ADVANCE TO A SUBSEQUENT EXPENSE CLAIM

If you have requested an advance for your trip you will be asked by Agresso if you want to match your advance against the next expense claim that you submit for reimbursement.

Please see the instructions for Input of Expense for full details on how to enter your expense claim.

After you have completed the General screen as follows:

![Travel expenses (RH) diagram]

1. General
2. Expenses
3. Summary

- **Status**: Draft
- **Resource**: Jennifer Febry
- **Travel type**: Expenses
- **Month/Year of Claim**: Feb 2014/01
- **Comment**: HE Fair
Click on the button and the following screen will appear:

If the receipts that you are entering are to be offset against the advance that you have previously requested then click the box to the left of the line (highlighted in yellow) and then click the button. If the receipts are unrelated to the advance then click button.

The following screen will appear:

Continue entering your receipts as per the instructions in Input of Expenses.
The individual receipts will be offset against the advance as each line is entered, as follows:

After Line one entered

This shows that there is £4.20 of the advance still to be offset against the advance.

If after requesting an advance for a specific purpose you find that your expenses incurred are less than your advance and you owe the College the balance of the advance; there are two courses of action.

1. The balance of the advance will be held against your name and automatically deducted when you submit your next expense claim;

2. You can choose to repay the balance from the advance that you owe the College:

By cheque

- Take a cheque to the Cash Office in Founders FBW 143; write your supplier number (employee number) on the back of the cheque.
- Send an email to Finance-Payments@rhul.ac.uk detailing your supplier account number, the amount that you have repaid and the receipt number that you have been given as proof of payment.

Or by Bank Transfer

- Transfer the amount direct into the College’s bank account, using your supplier number (employee number) as the reference.
- Send an email to Finance-GenAccounts@rhul.ac.uk detailing your supplier account number, the amount that you have repaid and the receipt number that you have been given as proof of payment.
After Line two entered.

This shows that there is a balance owed to you of £13.30. This will be posted to your supplier account and will be paid to on the next BACS run as normal.

You would continue entering all your receipts as per the instructions in Input of Expenses and save your expense claim and submit for approval as normal.