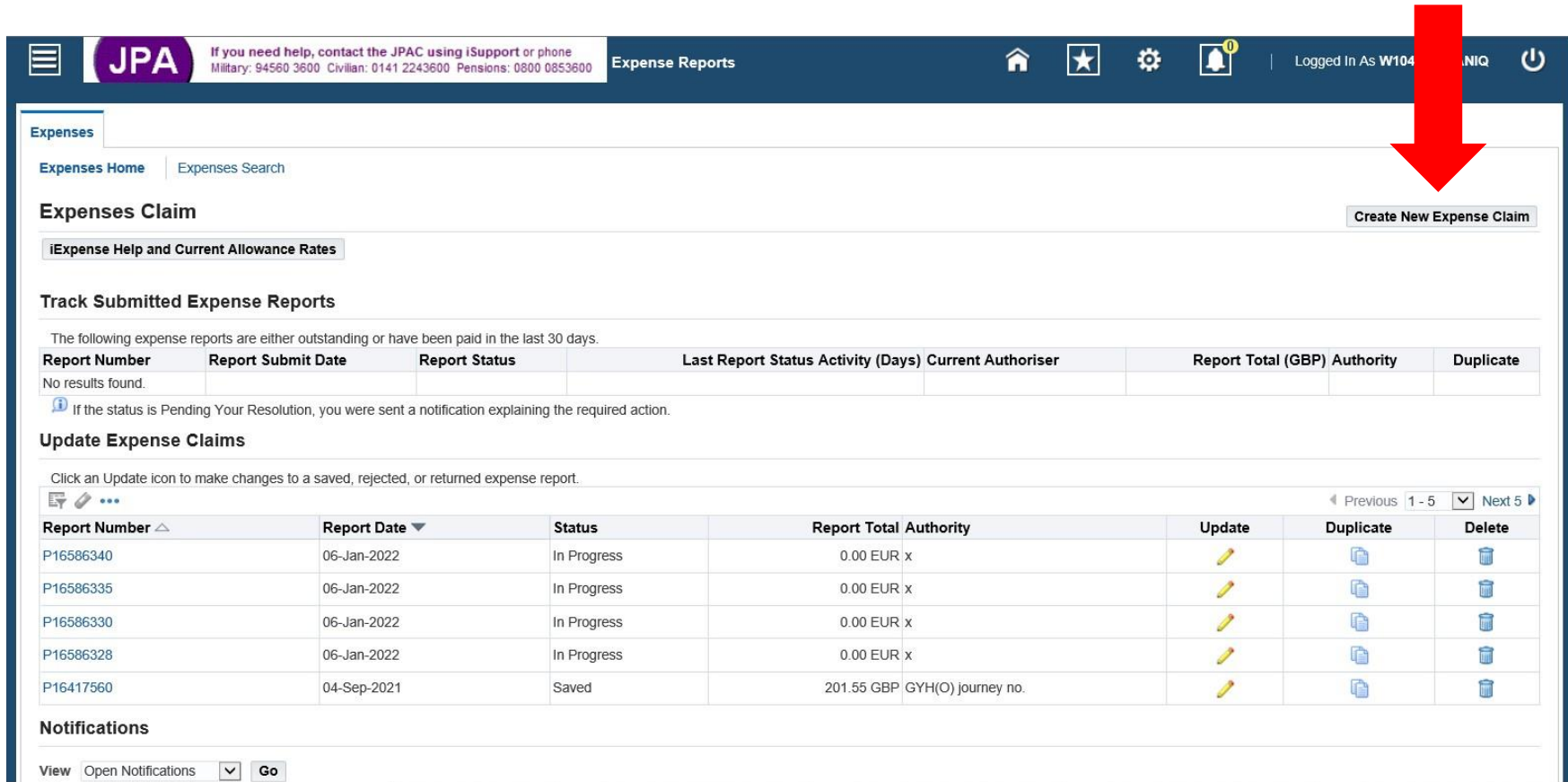


Submitting an Expense Claim for COVID-19 tests

1. Create a new expense claim



JPA If you need help, contact the JPAC using iSupport or phone
Military: 94560 3600 Civilian: 0141 2243600 Pensions: 0800 0853600

Expense Reports

Expenses

Expenses Home Expenses Search

Expenses Claim

[Create New Expense Claim](#)

[iExpense Help and Current Allowance Rates](#)

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Authoriser	Report Total (GBP)	Authority	Duplicate
No results found.							

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Claims

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total	Authority	Update	Duplicate	Delete
P16586340	06-Jan-2022	In Progress	0.00 EUR	x			
P16586335	06-Jan-2022	In Progress	0.00 EUR	x			
P16586330	06-Jan-2022	In Progress	0.00 EUR	x			
P16586328	06-Jan-2022	In Progress	0.00 EUR	x			
P16417560	04-Sep-2021	Saved	201.55 GBP	GYH(O) journey no.			

Notifications

View Open Notifications

Submitting an Expense Claim for COVID-19 tests

2. Input General Information details.

- a. Ensure the re-imbusement is correct for you ie. the bank account you have chosen that expense claims go to eg. Portuguese account – choose euros as reimbursement currency, otherwise the claim cannot be paid even though the claim is submitted & authorised!
- b. Type of claim - **Miscellaneous**
- c. Authority if JSP 752 and DAN 18
- d. If your Cost Centre is not EJSU UIN: **N5413A**:
 - i. Have you been told to use a UIN other than your own Unit's? **YES**
 - ii. Select N5413A
- e. Leave Budget Holder answer as **No**

The screenshot shows the 'Expense Report: General Information' form in the JPA system. The form includes the following fields and options:

- Name:** VANIQI, ASENACA VUEVATA (W1043538)
- Cost Centre:** N5413A
- Reimbursement Currency:** EUR - Euro
- Type of Claim:** Miscellaneous
- Authority:** JSP 752 and DAN 18
- Have you been told to use a UIN other than your own Unit's?:** No
- Do You Have the Authority of the Budget Holder?:** No

Red arrows indicate the following actions:

- a:** Points to the 'Name' field.
- 2b & c:** Points to the 'Type of Claim' dropdown menu.
- 2e:** Points to the 'Do You Have the Authority of the Budget Holder?' checkbox.
- 2d:** Points to the 'Have you been told to use a UIN other than your own Unit's?' checkbox.

Submitting an Expense Claim for COVID-19 tests

Progress bar: General Information | **Cash and Other Expenses** | Review

Create Expense Report: Cash and Other Expenses












Buttons: Save Cancel Back Step 2 of 3 Next

[iExpense Help and Current Allowance Rates](#)

Receipt-Based Expenses

TIP CLICK the blue Details Icon to enter further information about your claim.
 TIP Date Example: 21-JAN-2022.

Select Expense Lines: Duplicate Remove +

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (EUR)	Details
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input type="checkbox"/>	7					
<input type="checkbox"/>	8					
<input type="checkbox"/>	9					
<input type="checkbox"/>	10					
					 Total	0.00

Select Expense Lines: Duplicate Remove



Submitting an Expense Claim for COVID-19 tests

- Input details.** Ignore the warning as permission has been granted for (authorised journeys) COVID tests to be reclaimed through Miscellaneous expenses on JPA.

The screenshot shows the Oracle Expenses interface for submitting a claim. At the top, there are navigation links for 'Expenses Home' and 'Expenses Search'. A progress bar indicates the current step is 'Cash and Other Expenses', with 'General Information' and 'Review' as previous and next steps respectively.

A yellow warning banner states: "Warning: Receipt Amount - Your receipt amount exceeds the allowable limit for miscellaneous reporting." Below this, the form title is "Cash and Other Expenses: Details for Line 1", with buttons for "Duplicate", "New Line", "Remove Line", and "Continue".

A legend indicates that an asterisk (*) denotes a required field. A link for "Expense Help and Current Allowance Rates" is also present.

The main form fields are as follows:

- Expense Type:** Medical, Dental, Opticians, Prescription Fees
- Date Expense Incurred:** 20-Jan-2022
- Daily Rate:** 25.00
- Number Of Days:** 1
- Receipt Amount:** 25.00 (Warning: Your receipt amount exceeds the allowable limit for miscellaneous reporting.)
- Receipt Currency:** EUR - Euro
- Exchange Rate:** 1
- Reimbursable Amount:** 25.00
- Justification:** Pre-departure COVID-19 test prior to going on leave to the UK. GYH(O) journey number 123456. (Note: Enter further details to support entitlement to this line of the claim, including Duty on Which Employed and any additional information that would support the validity of the claim for Authorisation or Audit purposes.)
- Original Receipt Missing

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- Click Continue**

Submitting an Expense Claim for COVID-19 tests

Update Expense Report: Cash and Other Expenses












Save Cancel Back Step 2 of 3 Next

Expense Help and Current Allowance Rates

Receipt-Based Expenses

TIP CLICK the blue Details Icon to enter further information about your claim.
 TIP Date Example: 21-JAN-2022.

Select Expense Lines: Duplicate Remove | +

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (EUR)	Details
<input type="checkbox"/>	1	20-Jan-2022	Medical, Dental, Opticians, Prescription Fees	Pre-departure COVID-19 test prior to going on leave to the UK. GYH(O) journey number 123456.	25.00	
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input type="checkbox"/>	7					
<input type="checkbox"/>	8					
<input type="checkbox"/>	9					
<input type="checkbox"/>	10					
					 Total	25.00

Select Expense Lines: Duplicate Remove

Total Lines: 1 Grand Total: 25.00

Save Cancel Back Step 2 of 3 Next

5. Click Next

Submitting an Expense Claim for COVID-19 tests

6. Ensure details are correct before submitting claim

Warning
This expense report contains policy violations. Use the warning icons to review. If necessary, return to the previous page to update an expense line or to include a reason for violation in the justification.

Update Expense Report: Review Save Cancel Back Step 3 of 3 Submit

Review the expense report below before submission.

[iExpense Help and Current Allowance Rates](#)

[Terms and Conditions – Claimants Certificate can be found at JPA F022](#)
* I accept the Terms and Conditions of the MOD's Travel and Expense Policies

Expense Report Summary
If you have updated your expense please click "Save" to ensure that the calculated totals below include all appropriate amounts.

General Information

Name	VANIQI, ASENACA VJUEVATA (W1043538)	Have you been told to use a UIN other than your own Unit's?	No
Expense Dates	20-JAN-2022 - 20-JAN-2022	Select Your New UIN/ORG	
Cost Center	N5413A	Do You Have the Authority of the Budget Holder?	No
Authority	JSP 752 and DAN 18	Report Total	25.00 EUR
Approver		Reimbursement Amount	25.00 EUR

Expense Lines Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (EUR)	Details
	20-Jan-2022	25.00 EUR	Medical, Dental, Opticians, Prescription Fees	Pre-departure COVID-19 test prior to going on leave to the UK. GYH(O) Journey number 123456.		25.00	
Total						25.00	