

Overseas Nursery Authority & Universal Infants Free School Meal Costs – Expense Claim

Do NOT keep printed copies of this guide – it is subject to frequent update

Scope. This procedure covers the submission of Expense Claims to recover the Overseas Nurser and Universal Infants Free School Meal Costs where these would have been paid if assigned to the UK.

Policy. 2022DIN-01-008 (ONA) and 2022DIN01-009 (UIFSM)

Distribution. JPA Self Service User

Ownership. Please direct comments or queries about this guide to the Process Lead for Overseas Nursery Authority, or Universal Infants Free School Meal Costs at DBS MilPers-FutDev-Pay-Allices@mod.gov.uk.

Activity Preface. Prior to claiming Overseas Nursery Authority, or Universal Infants Free School Meal Costs through JPA, The SP must confirm their eligibility with their HR Administrative organisation.

JPA Self Service User

1. Create new Expenses Claim in JPA.

- Logon to JPA.
- Click **JPA Expenses**.
- Click **Create New Expense Claim**.
- The Expense Help button is available throughout the Expense process, should you require assistance.

2. Populate the General Information screen.

- Change the **Type of Claim** to **Overseas Child Expenses**.
- Enter the authority and period claiming into the **Authority** field. For example:
2022DIN-01-008 – ONA – Feb 22
- Click **Next**.

The screenshot shows the 'Create Expense Report: General Information' screen in the JPA Self Service User interface. The screen is divided into three sections: 'General Information', 'Cash and Other Expenses', and 'Review'. The 'General Information' section is currently active. The 'Type of Claim' is set to 'Overseas Child Expenses' and the 'Authority' field contains '2022DIN01-??? - ONA - Feb 22'. A red box highlights the 'Type of Claim' and 'Authority' fields. The 'Reimbursement Currency' is set to 'GBP - Pound Sterling'. The 'Additional Information' section contains a question: 'Have you been told to use a UIN other than your own Unit's?' with a 'No' selection. There are 'Save', 'Cancel', and 'Next' buttons at the top right of the form.

3. Populate the Cash and Other Expenses screen.

- Click either the line number or the blue square to enter an expense line.

Expenses

Expenses Home | Expenses Search

General Information | **Cash and Other Expenses** | Review

Create 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: 18-JUN-2021.

Select Expense Lines: Duplicate Remove | +

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					

- Select **Overseas Nursery Authority (ONA)** or **Universal Infant Free School Meal (UIFSM)** from the **Expense Type** drop down box (dependant on claim being made).
- Enter the date of the invoice into the **Date Expense Incurred** field
- Enter the **Receipt Amount**
- Ensure the correct **Receipt Currency** is selected
- Populate the Justification field with:
 - Child's Full Name
 - Child's Date of Birth
 - Month claiming for (for example Feb 22)
- Click **Continue**

Expenses

Expenses Home | Expenses Search

General Information | **Cash and Other Expenses** | Review

Cash and Other Expenses: Details for Line 1 Duplicate New Line Remove Line Continue Continue

* Indicates required field

[Expense Help and Current Allowance Rates](#)

* Indicates required field

* Expense Type Overseas Nursery Authority (ONA)

* Date Expense Incurred 10-Feb-2022
For ADVANCES: Enter today's date. For claims enter the date the expense was incurred. Any future Date will invalidate the claim.

Daily Rate 120.00

Number Of Days 1
If this claim is for HDT or Incidental Expenses, please ignore this field.

Receipt Amount 120.00

* Receipt Currency EUR - Euro
Receipt currency GBP - Pound Sterling must be selected for iE: Caravan Towing, Passenger Allowance, CLR, Military Equipment, Refund of Daily Food Charge/Core Meal, MOR, PAB, BMA and Respite Provision - MMA regardless of location to ensure correct set UK rate is paid.

Exchange Rate 0.832431532506451

Justification Eligible Child: Anthony walsh,
 DOB: 20 Jan 2016
 Claim for Feb 22

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

4. Review Claim Line.

- Check details presented on each claim line.
- Once content click **Next**

Expenses Home | Expenses Search

General Information | Cash and Other Expenses

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: 14-FEB-2022.

Select Expense Lines: Duplicate Remove | +

Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
1	10-Feb-2022	Overseas Nursery Authority (ONA)	Eligible Child: Anthony walsh, DOB: 20 Jan 2016 Claim for Feb 22	99.89	
2					
3					

5. Submit Expense Claim.

- Review detail of the Expense Claim.
- Once content with the claim contents, read the **Terms and Conditions** and if acceptable click the **I accept the Terms and Condition of the MOD's Travel and Expense Policies**.
- Click **Submit**

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.

Create Expense Report: Review

Review the expense report below before submission.

Save | Cancel | Back | Step 3 of 3 | Submit

Expense 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	JAMESXXX, CARMEN JARVIS (27025864)	Have you been told to use a UIN other than your own Unit's?	No
Expense Dates	14-JUL-2021 - 14-JUL-2021	Select Your New UIN/ORG	
Cost Center	A5562C	Do You Have the Authority of the Budget Holder?	No
Authority	Test IA10427	Report Total	20.00 GBP
Approver		Reimbursement Amount	20.00 GBP

Expense Lines | Weekly Summary | Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (GBP)	Details
10-Feb-2022	120.00 EUR	Overseas Nursery Authority (ONA)	Eligible Child: Anthony walsh, DOB: 20 Jan 2016 Claim for Feb 22		99.89	
					Total	99.89

End of activity.