RP CLAIM GUIDE

1. Log Onto JPA, select E-Expenses

2. Select Create New Expense Claim
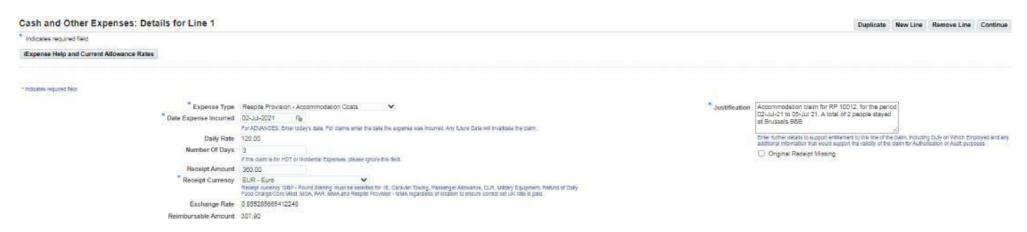

3. Set Type of Claim to Respite Provision

4. In the authority enter 'RP NUMBER – NO. OF NIGTHS CLAIMED AND NO. OF TRAVELLERS' **THIS MUST BE ENTERED IN THIS WAY. DUE TO A SYSTEM ERROR THE INFORMATION THAT IS VISIBLE TO YOU IS NOT VISIABLE TO HR, HENCE IT MUST BE ENTERED IN THE AUTHORITY BOX.**

5. Set 'Have you been told to use a UIN other than your own Unit's?' to No.

6. Leave 'Select Your New UIN/ORG' blank.

7. In 'Respite Approval Number' select the relevant approval number

8. 'Number of nights claimed' and 'Duty Station Location' will auto populate following step 7. DO NOT CHANGE THESE.

9. In 'Total Eligible Claimants' enter the number of eligible number of claimants who travelled.

10. Press next.

11. On the next page you will enter a line for each aspect of your trip.

12. Accommodation Claim

- Set expense type to 'Respite Provision – Accommodation Costs'
- Set 'Date Expense Incurred' to first date of stay
- Set 'Number of Days' to number of days you stayed in accommodation. This can be greater than the number of RP days used as long as the total cost is less than your RP Cap as per the RP Calculator.
- Set the correct 'Receipt Currency'
- Set 'Number of Days' to the number of RP days claimed. If the number of nights in the hotel is greater than number of RP days the cost is to be divided by the number of booked nights and multiplied by the number of RP days claimed. (e.g. 4 RP days claimed - 8 night stay total must be divided by 8 and times by 4.)
- If your accommodation also provided tickets to an attraction as a part of the cost i.e. Disneyland you must also enter the following 'Tickets to *enter attraction name* were included with the accommodation in a package.'

13. Motor Mileage Claim – One claim per single journey

- Set expense type to 'Respite Provision – Motor Mileage Allowance (MMA)'
- Set 'Date Expense Incurred' to first date of Travel
- Leave 'Number of Days' as 1.
- Leave 'Receipt Currency' as GBP.
- In the justification box enter the following 'MMA claim for RP *insert RP number,* for *insert date.* A total of *insert no. of travellers* people travelled from *enter address* to *enter address.*'
- Enter distance in 'MMA Journey Distance'
- Select correct units in 'Miles or Km'
- Select 'Transport Type'

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* Indicates required field

* Expense Type	Respite Provision - Motor Mileage Allowance (MMA) ⌄
* Date Expense Incurred	02-Jul-2021 📅
	For ADVANCES: Enter today's date. For claims enter the date the expense was incurred. Any future Date will invalidate the claim.
Daily Rate	33.44
Number Of Days	1
	If this claim is for HDT or Incidental Expenses, please ignore this field.
Receipt Amount	33.44
* Receipt Currency	GBP - Pound Sterling ⌄
	Receipt currency 'GBP - Pound Sterling' must be selected for :IE, Caravan Towing, Passenger Allowance, CLR, Military Equipment, Refund of Daily Food Charge/Core Meal, MOA, PAR, MMA and Respite Provision - MMA regardless of location to ensure correct set UK rate is paid.
Exchange Rate	1
Reimbursable Amount	33.44

* Justification

MMA claim for RP10012 for insert date. A total of 2 people travelled from 1, Street, Mons 7000 to Brussels B&B 7643

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

Additional Information

* MMA Journey Distance	85
* Miles or Km	Miles
* Transport Type	Motor Vehicles 126cc and above ⌄

IF YOU ARE YET TO ENTER THE RETURN LEG CLICK ON DUPLICATE. ONCE DONE AMMENED THE NEW SCREEN TO SHOW THIS IS YOUR RETURN JOURNEY.

14. All Other Claim Types – These should be completed in the following manner:

- Set 'Date Expense Incurred' to first date of expense
- Set 'Number of Days' to number of days that this applies too. If it's a form of travel this should be one as a separate line should eb created for each leg of the journey.
- Set the correct 'Receipt Currency'
- In the justification box you will need to state the RP number, number of people involved and if travel related the to and from address.

15. **IF YOUR ACTUAL COSTS ARE HIGHER THAN YOUR MAXIMUM ENTITLEMENT YOU WILL NEED TO REDUCE THE AMOUNT CLAIMED SO IT IS IN LINE WITH YOUR MAX ENTITLEMENT. WHEN REDUCING YOUR CLAIM DO NOT CHANGE ANY MMA CLAIMS.**

16. Once all lines have been entered press next

17. Once you have reviewed your claim read the Terms and Conditions. Once done tick the box and press submit.