

**JPA expense claim for Tolls** (Home to Duty travel and/or school run – if no school MT is provided)

1. **Navigate to JPA Expenses**
2. **Create New Expense Claim**
3. **Input General Info**
  - a. Reimbursement Currency must be in the currency of your nominated JPA expense account
  - b. Type of Claim – Other Duty Travel
  - c. Authority for HDT travel is **JSP 752 para 06.0909b**. Auth for school run is **EJSU SO 129 para 20**.

The screenshot shows the 'Create Expense Report: General Information' form in the JPA system. The form includes fields for Name, Cost Centre, Reimbursement Currency (EUR - Euro), Type of Claim (Other Duty Travel), and Authority (JSP 752). Red arrows labeled 'a', 'b', and 'c' point to these respective fields.

4. **Create Expense Report: Cash and Other Expenses.** CLICK the blue Details icon to enter further information about your claim.

The screenshot shows the 'Create Expense Report: Cash and Other Expenses' form. It features a table for 'Receipt-Based Expenses' with columns for Line, Date, Expense Type, Justification, and Reimbursable Amount (EUR). A red arrow points to the 'Details' icon in the 'Details' column of the table.

Line	Date	Expense Type	Justification	Reimbursable Amount (EUR)	Details
1					
2					
3					
4					
5					
6					
7					

5. **Input Details for Line 1:** Put as much info as possible in the justification
  - a. Expense type is Tolls
  - b. Date is the start date of the Tolls claim. Input Number of Days.
  - c. Currency paid for toll
  - d. HDT travel or school run (name of school/school child(ren)). Include as much detail as possible eg. Working weekends included in HDT tolls
  - e. Click continue

The screenshot shows the 'Cash and Other Expenses: Details for Line 1' form. Red arrows point to the following fields:

- a & b:** Expense Type (Tolls) and Date Expense Incurred (01-Feb-2022).
- c:** Receipt Amount (56.00) and Receipt Currency (EUR - Euro).
- d:** Justification text: 'HDT travel. 1 x return journey per day from RWA to NATO base Lisbon on 1 to 28 Feb 22.'
- e:** The 'Continue' button at the top right.

6. Click **Next**, once you have input as many lines as you require.
7. **Confirm details are correct.**
  - a. Accept T&C
  - b. Save
  - c. Submit

The screenshot shows the 'Create Expense Report: Review' form. Red arrows point to the following elements:

- a:** The checkbox 'I accept the Terms and Conditions of the MOD's Travel and Expense Policies'.
- b:** The 'Save' button.
- c:** The 'Submit' button.

Below the form, there is a table summarizing the expense line:

Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (EUR)	Details
01-Feb-2022	56.00 EUR	Tolls	HDT travel. 1 x return journey per day from RWA to NATO base Lisbon on 1 to 28 Feb 22.		56.00	
<b>Total</b>						56.00

8. Expense claim will then workflow to your unit Expense Authoriser.
9. If there are no issues the claim will be paid into your nominated JPA expense bank account within 3 working days of being approved by the Expense Authoriser.

