

# Claim for an Advance of Subsistence/Get You Home (Overseas)Travel

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

## Scope

This instruction covers how to claim for an advance of subsistence or Get You Home Travel (Overseas) (GYH(O))by a JPA Self Service User. On completion of the duty the Service Person is to submit Expense Claims in relation to the duty to clear the advance.

## Policy

JSP 752 [Chap 5 Sect 1](#) - Subsistence

JSP 752 [Chap 9 Sect 11](#) – GYH(O) Travel

## Distribution

JPA Self Service User

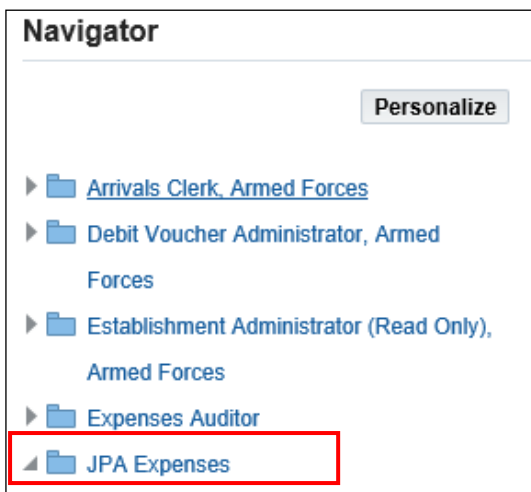
## Ownership

The JPA Process Lead for Allowances [DBSMilPers-FutDev-Pay-Allces@mod.gov.uk](mailto:DBSMilPers-FutDev-Pay-Allces@mod.gov.uk) is responsible for ensuring this document is necessary, reflects actual practice, and supports corporate policy.

## JPA Self Service User

### 1. Claiming for an advance of Subsistence or GYH(O) Travel.

- Logon to JPA
- Click **JPA Expenses**.



- Click **Create New Expenses Claim**.



- Choose a **Reimbursement Currency** from the List of Values (LOV).

This field defaults to **GBP – Pound Sterling**

- Select **Advances** from the **Type of Claim** LOV.
- Type the **Authority** for the Advance.

e.g. Course Joining Instruction Title, Assignment Order Number, JSP reference etc.

**Create Expense Report: General Information** Save Cancel Step 1 of 3 Next

\* Indicates required field

**iExpense Help and Current Allowance Rates**

Name GIBSONXXX, IRVIN DARRYL XXXXXXXX (ODELL) (Q4175388)  
Cost Centre D4894G

Type of Claim **Advances**  
Select Type of Claim. For further information click on iExpense Help button above and navigate to 'Types of Claim' hyperlink.

Reimbursement Currency **GBP - Pound Sterling**  
You will not be permitted to select a reimbursement currency unless a JPA payment method exists and you have a valid bank account for that currency.

\* Authority **AO No 123456 dated 1 Apr 17**  
Authorising Officer, Joining Instructions reference etc. For School Children's Visits or Self Service Journey Claims use the reference number given when you applied for the Journey.

**Additional Information**

\* Have you been told to use a UIN other than your own Unit's?   
If the UIN entered is not held on JPA please amend it or speak to your Unit HR for help.

Select Your New UIN/ORG

\* Do You Have the Authority of the Budget Holder?

- If claiming against your Unit's UIN then click **Next**.
- If claiming against another UIN:
  - Select **Y** from the LOV for **Have you been told to use a UIN other than your own Units?** question.
  - Enter the new UIN in the **Select your new UIN/ORG** field and click on the Torch symbol to search for your Unit/UIN.
  - Select Y/N to Do you have the authority of the Budget Holder? question.

**Create Expense Report: General Information** Save Cancel Step 1 of 3 Next

\* Indicates required field

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**Additional Information**

\* Have you been told to use a UIN other than your own Unit's?   
If the UIN entered is not held on JPA please amend it or speak to your Unit HR for help.

Select Your New UIN/ORG

\* Do You Have the Authority of the Budget Holder?

- Click **Next**

The Cash and Other Expenses: Details screen will be displayed.

- Click **Details**

**If the claim is for an advance of Subsistence go to step 2.**

**If the claim is for an advance for GYH(O) Travel go to step 3.**

## 2. Claiming for an Advance of Subsistence.

- Select **Advance of Subsistence** as **Expense Type** from LOV (This should be the only option).
- Select Today's Date in the **Date Expense Incurred** box.  
For ADVANCES today's date must be entered; any future date will invalidate the claim.
- Enter details in the **Justification** box stating purpose of advance.
- Enter **Number of Days** (set as one for advances)
- Enter **Receipt Amount** (amount to be advanced).
- Enter **Anticipated Start of Duty Date**.
- Enter **Anticipated End of Duty Date**.

The **Anticipated Start of Duty** must not be more than 21 days from today's date. The **Anticipated End of Duty Date** must not be more than 90 days from the **Anticipated Start Date**. If dates outside these parameters are entered, an error message will alert the user and the advance will not be made.

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

\* Indicates required field

[iExpense Help and Current Allowance Rates](#)

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\* Indicates required field

\* Expense Type Advance of Subsistence

\* Date Expense Incurred 27-Apr-2017

For ADVANCES: Enter today's date. For claims enter the date the expense was incurred. Any future Date will invalidate the claim.

Daily Rate 100.00

Number Of Days 1

If this claim is for HDT or Incident Expenses, please ignore this field.

Receipt Amount 100.00

\* 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, and PAR regardless of location to ensure correct set UK rate is paid.

Exchange Rate 1

Reimbursable Amount 100.00

**Justification** Attend Audit Cse at Bristol Uni from 30 Apr to 7 May 17.

Click for the details to support verification of this 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**

\*Anticipated Start of Temporary Duty Date\* 30-Apr-2017

\*Anticipated End of Temporary Duty Date\* 07-May-2017

- Click **Continue**.  
You will see the Cash and Other Expenses page.  
You may **Save** or **Cancel** your claim at this point by clicking the appropriate button, or make amendments by clicking on the **Details** icon.







**Create Expense Report: Cash and Other Expenses** 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: 27-APR-2017.

Select Expense Lines: Duplicate Remove      

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/>	1	27-Apr-2017	Advance of Subsistence	Attend Audit Cse at Bristol Uni from 30 Apr to 7 May 17.	100.00	
<input type="checkbox"/>	2					

- Click **Next** if you are content to proceed.  
You will then see the Expense Report Summary.
- Check the details and if correct click **Save**.
- Click the **I accept the Terms & Conditions** box.
- Click **Submit** if you are content that the claim is accurate and law extant policy.  
A confirmation screen will be displayed.

**Submission Instructions**

 **TIP Your claim has been submitted for payment, however if you...**

- \* have exceeded the daily limit for any line of your claim.
- \* have made 4 claims in a rolling 31 day period.
- \* have claimed over £2000 in a rolling 31 day period.
- \* have your name manually added to the Authorisation required list.

then your claim will have been sent for authorisation before payment.

**All outstanding Advances will be cleared first, before a payment is made.**

**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 GIBSONXXX, IRVIN DARRYL XXXXXXXX (ODELL) (Q4175388)	Report Submit Date 27- APR- 2017
Expense Dates 27-APR-2017 - 27-APR- 2017	Have you been told to use a UIN other than your own Unit's? No
Cost Center D4894G	Select Your New UIN/ORG
Purpose JI No 123456 dated 1 Apr 17	Do You Have the Authority of the Budget Holder? No
Approver	Report Total 100.00 GBP
Original Receipts Status Not Required	Reimbursement Amount 100.00 GBP

[Expense Lines](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

**Business Expenses**

**Cash Expenses**

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (GBP)	Details
	27-Apr-2017	100.00 GBP	Advance of Subsistence	Attend Audit Cse at Bristol Uni from 30 Apr to 7 May 17.		100.00	
<b>Total</b>						<b>100.00</b>	

**Remember to submit Expense claims at the end of the duty period in order to clear this advance or it will be recovered from your pay.**

3. **Claiming for an Advance for GYH (O) Travel. This can be done up to 90 days before actual date of travel.**
  - Select **Advance of Subsistence** (there is no option to select GYH(O)) as **Expense Type** from LOV.
  - Select Today's Date in the **Date Expense Incurred** box.  
For ADVANCES today's date must be entered; any future date will invalidate the claim.
  - Enter details in the **Justification** box stating purpose of advance.
  - Enter **Number of Days** (set as one for advances).
  - Enter **Receipt Amount** (amount to be advanced).
  - Enter **Anticipated Start of Duty Date** (Set as today's date).
  - Enter **Anticipated End of Duty Date** (Set as the actual date of travel. It must not be more than 90 days from today's date).

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

\* Indicates required field

[iExpense Help and Current Allowance Rates](#)

\* Indicates required field

\* Expense Type Advance of Subsistence

\* Date Expense Incurred 27-Apr-2017

For ADVANCES: ENTER today's date. For claims enter the date the expense was incurred. Any future Date will invalidate the claim.

Daily Rate 100.00

Number Of Days 1

If this claim is for HDT or Incident Expenses, please ignore this field.

Receipt Amount 100.00

\* 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, and PAR regardless of location to ensure correct set UK rate is paid.

Exchange Rate 1

Reimbursable Amount 100.00

Justification Attend Audit Cse at Bristol Uni from 30 Apr to 7 May 17.

Original Receipt Missing

**Additional Information**

\*Anticipated Start of Temporary Duty Date\* 30-Apr-2017

\*Anticipated End of Temporary Duty Date\* 07-May-2017

- Click **Continue**.

You will see the Cash and Other Expenses page.

You may **Save** or **Cancel** your claim at this point by clicking the appropriate button, or make amendments by clicking on the **Details** icon.

**Create Expense Report: Cash and Other Expenses** Save Cancel Back Step 2 of 3 Next

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**Receipt-Based Expenses**

**TIP** CLICK the blue Details icon to enter further information about your claim.

**TIP** Date Example: 27-APR-2017.

Select Expense Lines: Duplicate Remove |

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/>	1	27-Apr-2017	Advance of Subsistence	Attend Audit Cse at Bristol Uni from 30 Apr to 7 May 17.	100.00	
<input type="checkbox"/>	2					

- Click **Next** if you are content to proceed.  
You will then see the Expense Report Summary.
- Check the details and if correct click **Save**.
- Click the **I accept the Terms & Conditions** box.
- Click **Submit** if you are content that the claim is accurate and law extant policy.  
A confirmation screen will be displayed.

**A claim for GYH(O) must be completed within 31 days of the actual date of travel in order to clear the advance or it will become a payroll debt and the relevant recovery action will automatically be taken.**

**End of activity**