


Core Expenses System: Frequently Asked Questions

How do I log into the MU Online Travel and Subsistence system?

Log in via your ESS Portal



Maynooth University
National University
of Ireland Maynooth

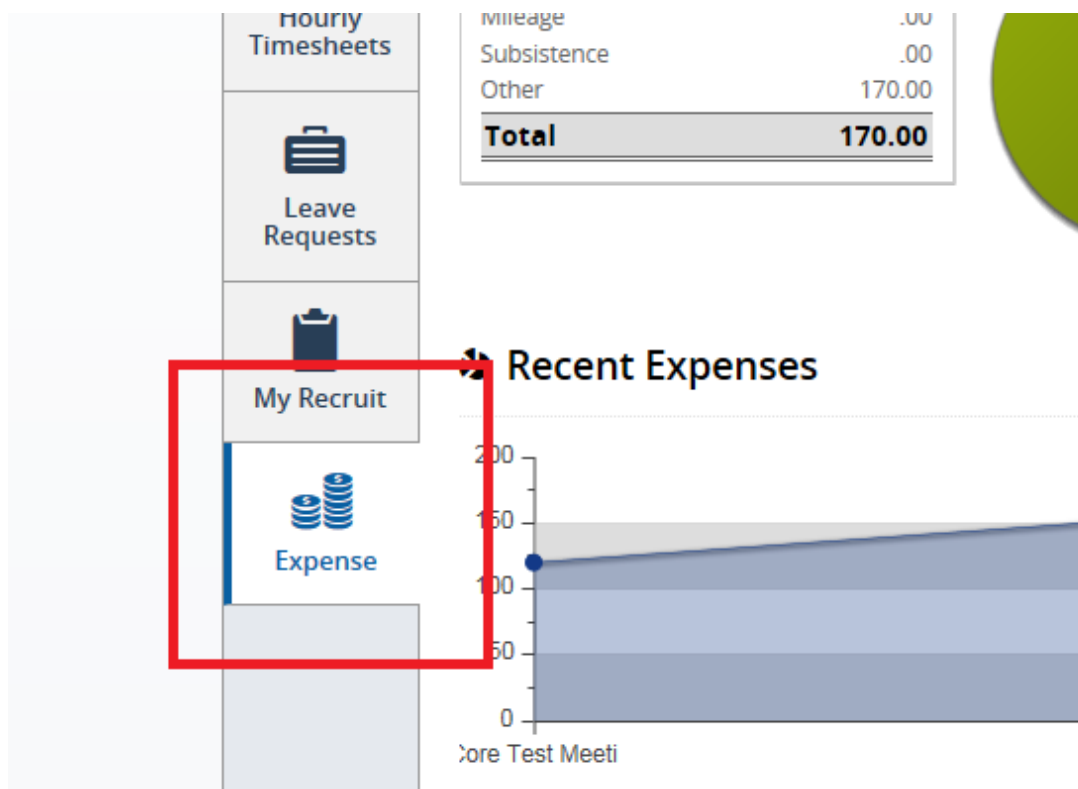
If you have not gone through the Change Password process since September 2015 you must do so to access this service. Change your password here :
<https://mypassword.maynoothuniversity.ie/>

Your account on this service will lock after 3 username/password attempts. If you cannot access the service - please contact the Payroll Office (payroll@nuim.ie)

Password

Sign In

Access your expenses via the expenses tab



How can I get access to Core System?

Access to your Staff Portal account originates from CoreHR which enables staff automatic access to Core Pay and Core Expenses.

Any staff member who has issues logging in to their Core Portal should contact [Helpdesk](#) who can grant access once the staff member is visible on the core system.

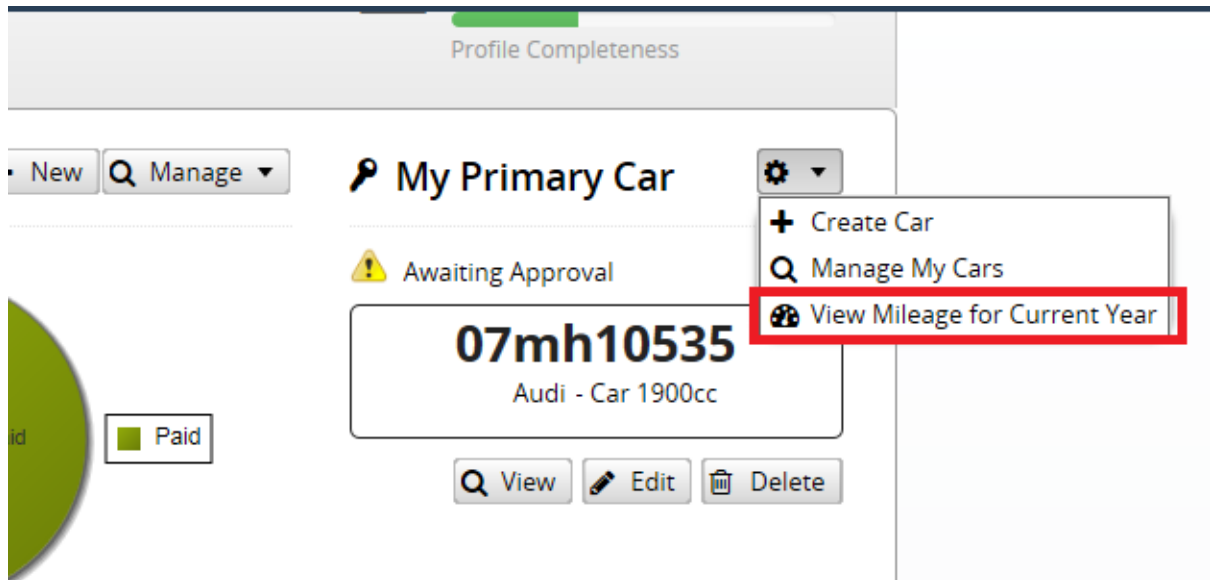
Other non-staff or students may claim any approved expenses via the 'Non-staff Payment Request' form available on our finance website.

Can Non Staff Expenses be paid using Core Expenses?

No, Non staff payments such as Students, Visiting Lecturers, External Examiners will continue to be paid through the existing paper based system.

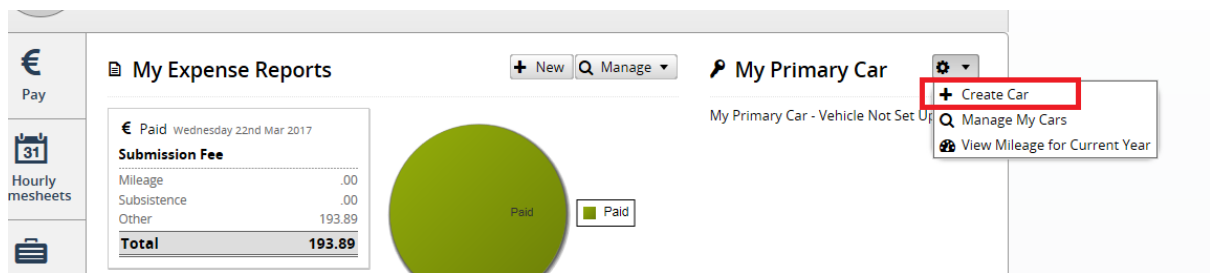
How can I find out how many kilometres I have already claimed this year?

This information is available on the employee dashboard in the 'My Primary Car' widget, you can 'view mileage for current year'

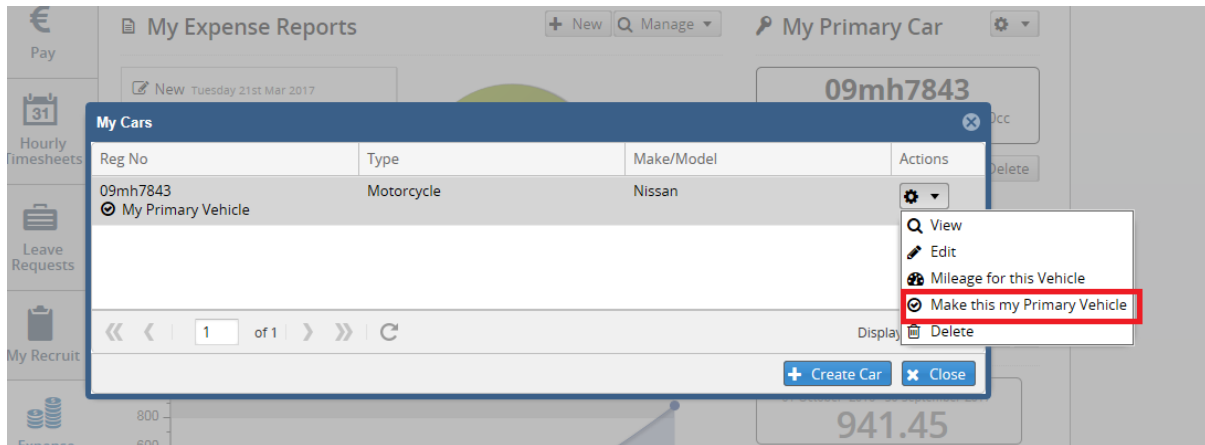


Can I set up more than one car?

A claimant can have more than one car. Using the primary car widget the employee creates their cars.



Using the manage my cars magnifier the employee goes into the action widget of the car they wish to make their primary car and they select and save.



What are the rates per kilometre?

Motor Travel Rates 2017

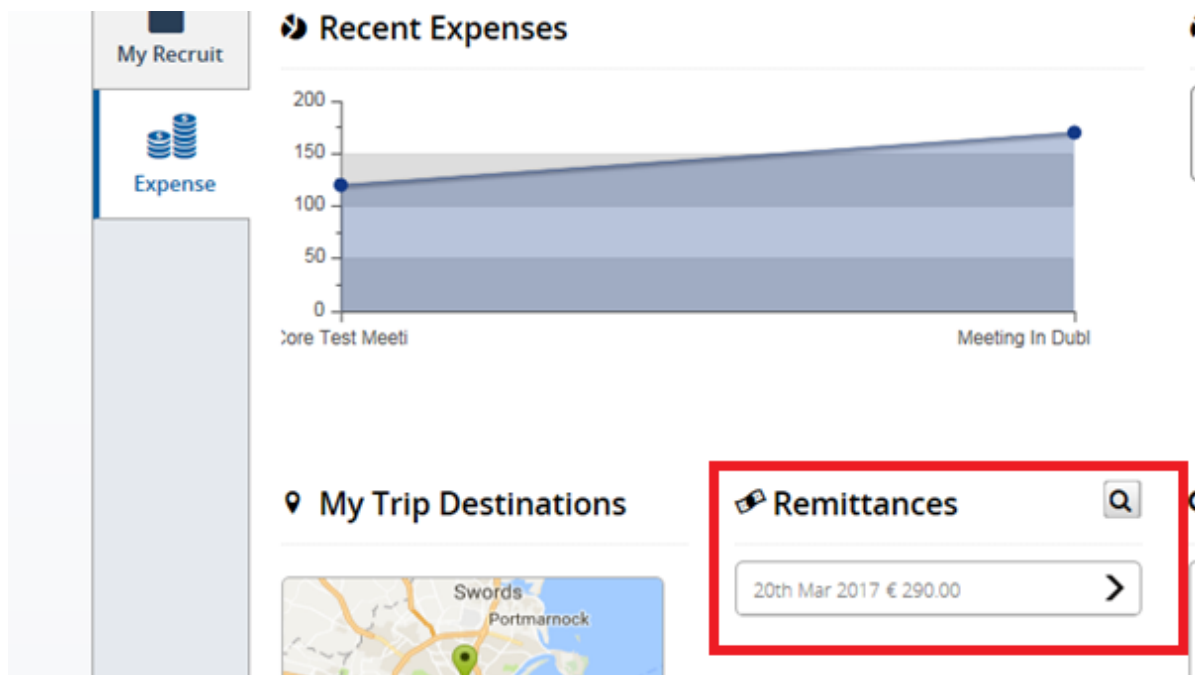
Effective from 1st April 2017

Motor Travel Rates per kilometre

| Distance Bands | | Engine Capacity up to 1200cc | Engine Capacity 1201cc to 1500cc | Engine Capacity 1501cc and over |
|----------------|--------------------|------------------------------|----------------------------------|---------------------------------|
| Band 1 | 0 – 1,500 km | 37.95 cent | 39.86 cent | 44.79 cent |
| Band 2 | 1,501 – 5,500 km | 70.00 cent | 73.21 cent | 83.53 cent |
| Band 3 | 5,501 – 25,000 km | 27.55 cent | 29.03 cent | 32.21 cent |
| Band 4 | 25,001 km and over | 21.36 cent | 22.23 cent | 25.85 cent |

Where can I see my Remittance Advice slip?

You can view each of your remittances in your ESS portal by clicking on the expense tab



How do I save my expense claim for later?

When you create an expense trip it stays on your page as new until you submit it for approval.

How do I submit my trip for approval?

Once you create your expense report you click on submit to send it to the next level of approval.

Expense Report

Dates * From To Description * Enter Description...

Cost Centre 5000003 Office Of The Bursar

Additional Options

Save Submit

0.00 0
total claimed # items

+ New Expense Item

| Expense Type * | Date From | Date To | From | To | Units | Value | Actions |
|---|-----------|---------|------|----|-------|-------|---------|
| You have not added any Expense Items yet... | | | | | | | |

Can I unsubmit a claim once it has been sent for approval?

You can unsubmit your claim any time up until it has been approved.

When will my claim get paid?

Once your claim has been approved through all the channels, we complete a weekly payment run, payment will then be received approx. 5 working days from then.

Can I enter a claim that spans two financial years?

No you can only enter a claim in the current financial year. Expense claims should be submitted within three months at the latest.

What should I do with my receipts when submitting a claim?

You must send all your original receipts in the designated Staff expenses envelope for the trips being claimed to the finance office before payment will be made. Staff expenses are subject to random audit and non-compliance with University policies will be investigated.

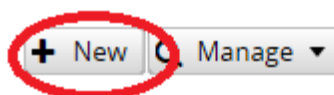
Does MU pay on subsistence rates?

No. Maynooth University pays on a receipts only basis; however the amounts being claimed must adhere to the Department of Finance Guideline Subsistence Rates available on the [Bursar's Office webpage](#).

How do I claim foreign currency receipted items?

When you are submitted receipt claims with a foreign currency you enter the 'New' tab

My Expense Reports



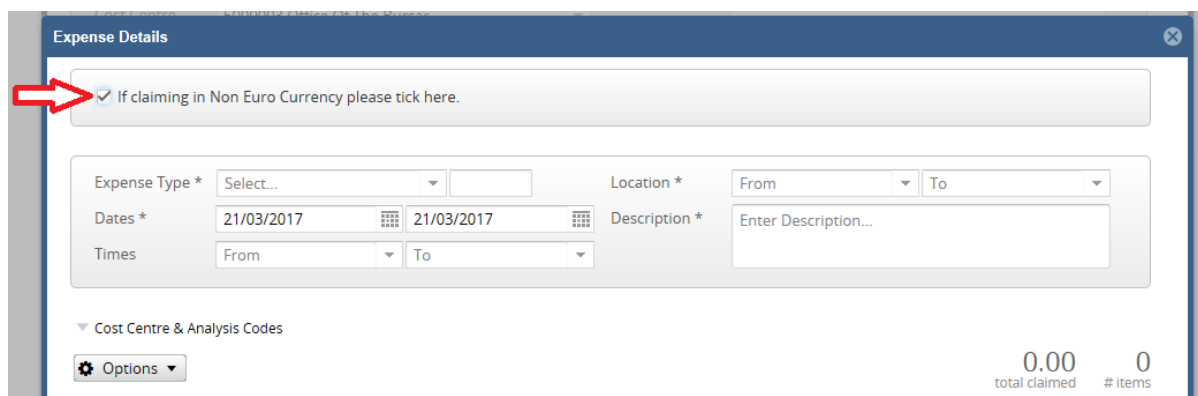
Paid Monday 20th Mar 2017

etting In Dublin

eage

.00

Under expense details you tick 'If claiming in Non Euro Currency please tick here'

A screenshot of the 'Expense Details' form. At the top, there is a checkbox labeled 'If claiming in Non Euro Currency please tick here.' which is checked, and a red arrow points to it. Below this, there are fields for 'Expense Type *' (a dropdown menu), 'Location *' (with 'From' and 'To' dropdowns), 'Dates *' (with two date pickers set to 21/03/2017), 'Times' (with 'From' and 'To' dropdowns), and 'Description *' (a text input field). At the bottom left, there is a 'Cost Centre & Analysis Codes' section with an 'Options' button. At the bottom right, it shows '0.00 total claimed' and '0 # items'.

Can I amend the currency rate?

If you wish to use a different rate you must show proof that this is the rate you paid i.e. you must provide a bank statement or credit card receipt showing the rate charged at the time of purchase.

Bank Details – How to view and amend?

Please contact the payments office to make any changes to your banking information for expenses.

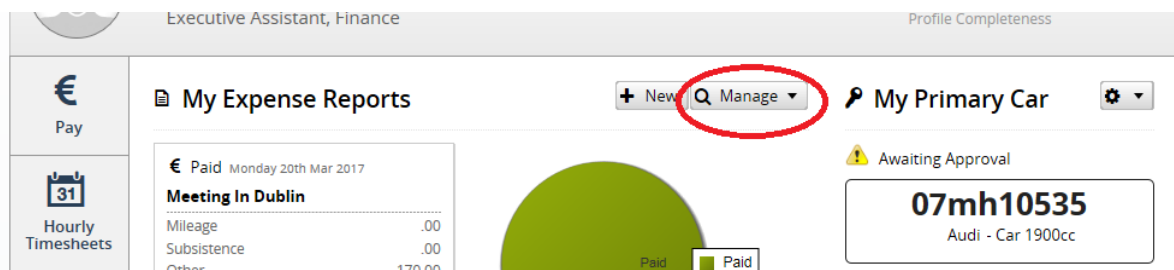
Who approves my claim?

First level approval is the Departmental Administrator

Second level approval is the Head of Department or Principal Investigator whichever is appropriate.

How can I check if my claim is approved?

You can view the status of all claims on your core expenses portal page. Under the manage tab.

A screenshot of the 'Core Expenses' portal. The top bar shows 'Executive Assistant, Finance' and 'Profile Completeness'. The main header has 'My Expense Reports' with a '+ New' button and a 'Manage' button circled in red. To the right is 'My Primary Car' with a settings icon. Below the header, there is a section for '€ Paid Monday 20th Mar 2017' titled 'Meeting In Dublin'. It contains a table with 'Mileage' (.00), 'Subsistence' (.00), and 'Other' (170.00). To the right of the table is a green semi-circle labeled 'Paid' and a small 'Paid' button. Further right is a box labeled 'Awaiting Approval' with the car number '07mh10535' and 'Audi - Car 1900cc'.

This will show the status of each of the claims you have such as 'new', 'approved' or 'submitted'

What notifications do I receive as a claimant from Core Expenses?

Claimants will receive an E mail notification when claims are approved or rejected.

What notifications do I receive as an approver from Core Expenses?

Approvers will receive an E mail notification when claims are submitted.

Can I purchase equipment or fixed asset such as computers via Core Expenses?

No asset can be processed via Core Expenses. These must be purchased by invoice and processed through the Accounts Payable Office on JDE. All claims must adhere to the University's Policies and procedures manual available on the finance webpage.

How can I change an approver if I have submitted a claim to a wrong person?

The approver can choose to forward your claim to the correct person or the claimant can log in and click edit. They can then make any changes to the claim.

What back-up or documentation do I need to provide for a corporate event?

The name and description of event, all receipts associated with it and a list of guest names who attended the event – this will be added in the additional information section, which will appear for completion on submitting the expense claim.

What costs are included in the mileage rate?

The mileage rate is to cover all costs associated with using private transport on a business journey including Fuel, Tax and Insurance, Tolls, Wear and Tear and Maintenance etc.

How frequent and when are payments made?

Payments are made by electronic transfer on a weekly basis.

What back-up documentation do I need for receipted items?

Claimants can scan their original receipts or invoices onto the system but they will be required for the present to submit the original documentation in a designated staff expenses envelope for the present. It is envisaged to go to a full scanning process in the near future.