



UNIVERSITY OF
LIVERPOOL


User Guide - CoreHR Online Expenses Claims EXTERNAL EXAMINERS

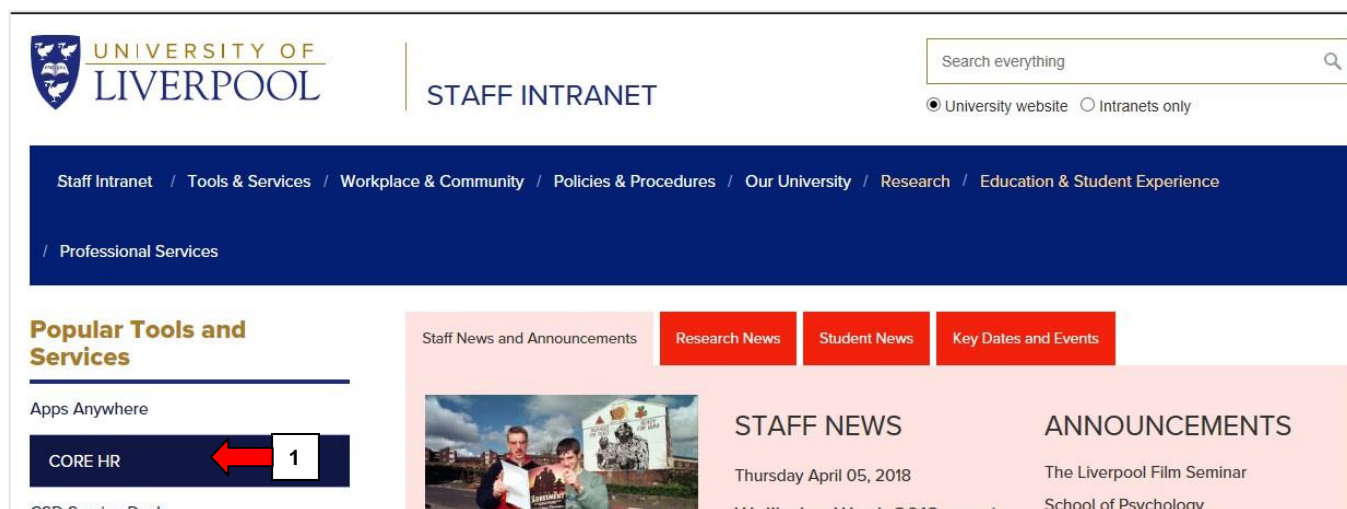
- **How to Complete an Expenses Claim and Submit for Approval**

Contents

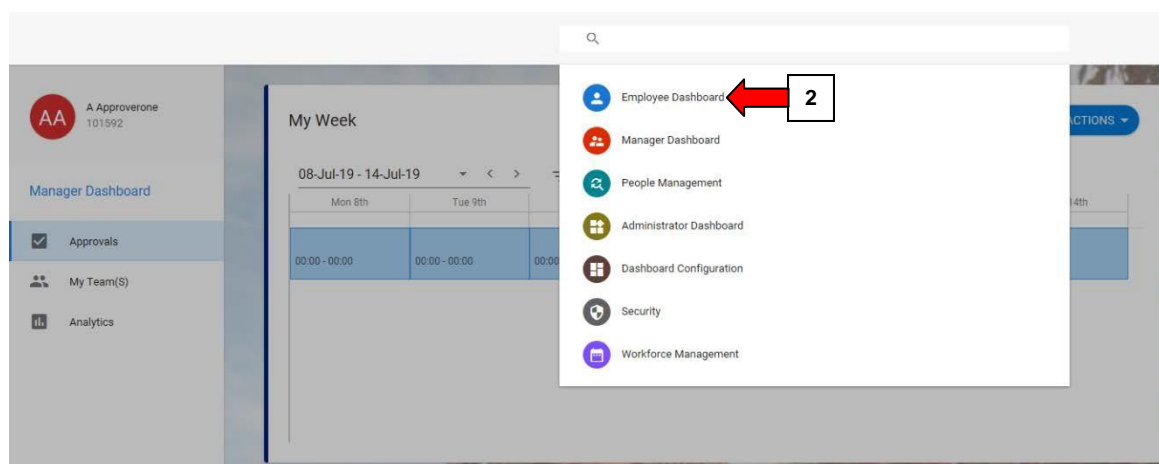
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Part 1 - Create an Expense Claim

1. Log onto your CoreHR portal via the CoreHR icon  on your computer's desktop. If you don't have the icon on your desktop, you can access CoreHR via the university intranet homepage. Also note that this site can be accessed on your phone or tablet. Navigate to www.liverpool.ac.uk. Select 'staff' and log on using your usual MWS username and password. Select Core HR to access your Portal. If you intend to use a screen reader during this process and find you experience any difficulties with this, you can change your keyboard so you can use the arrow and numeric keypads to navigate around the screens. This may help the Screen Reader to better identify each section/item.



2. Opening Portal displays your Employee Dashboard.

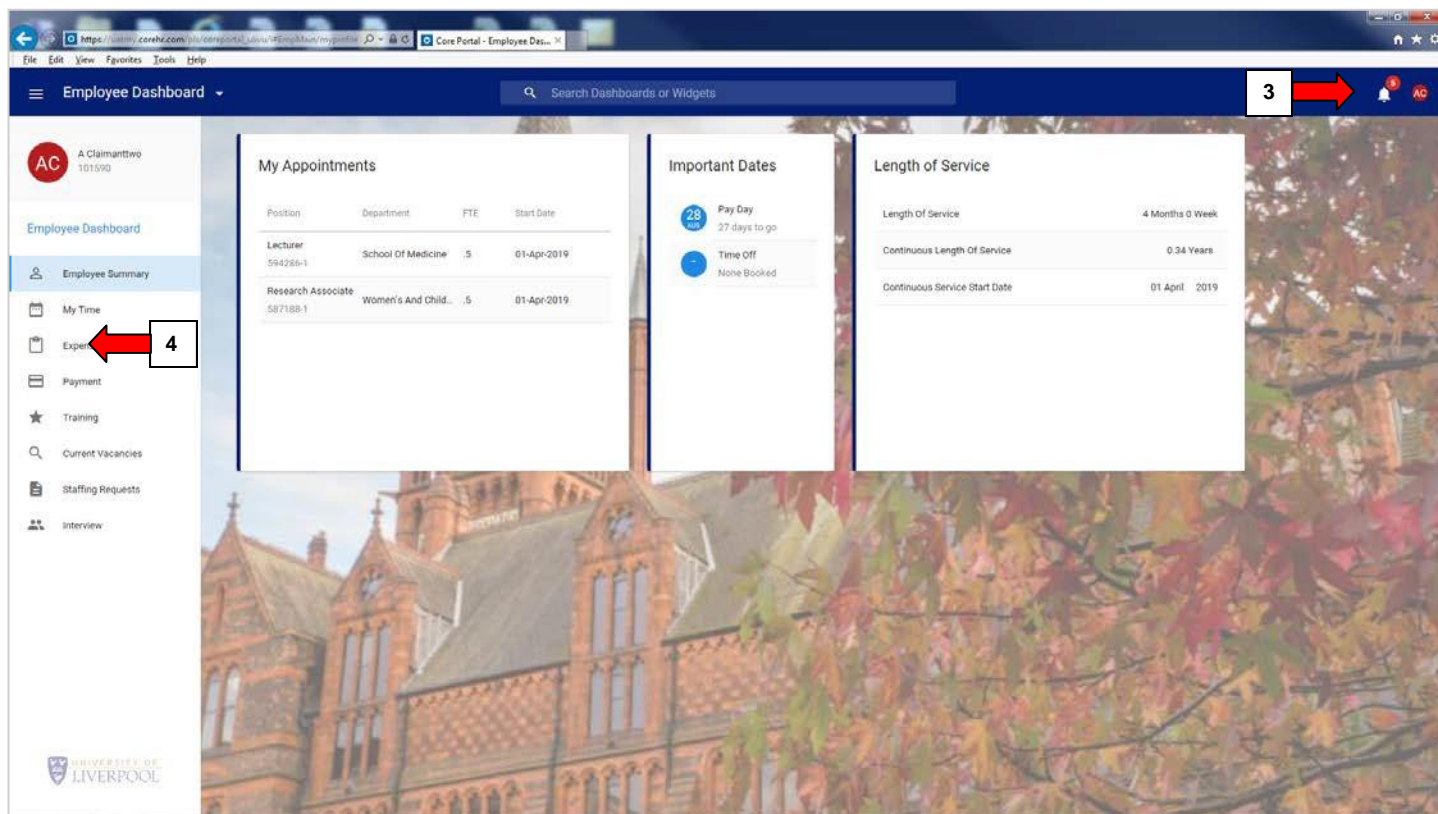


Please note - If your expense claim is for a large number of items with multiple receipts, it is advisable to split the items over a few claims. However before splitting the claim, check with the approver that this approach is acceptable to them. The benefits of splitting large claims are as follows:-

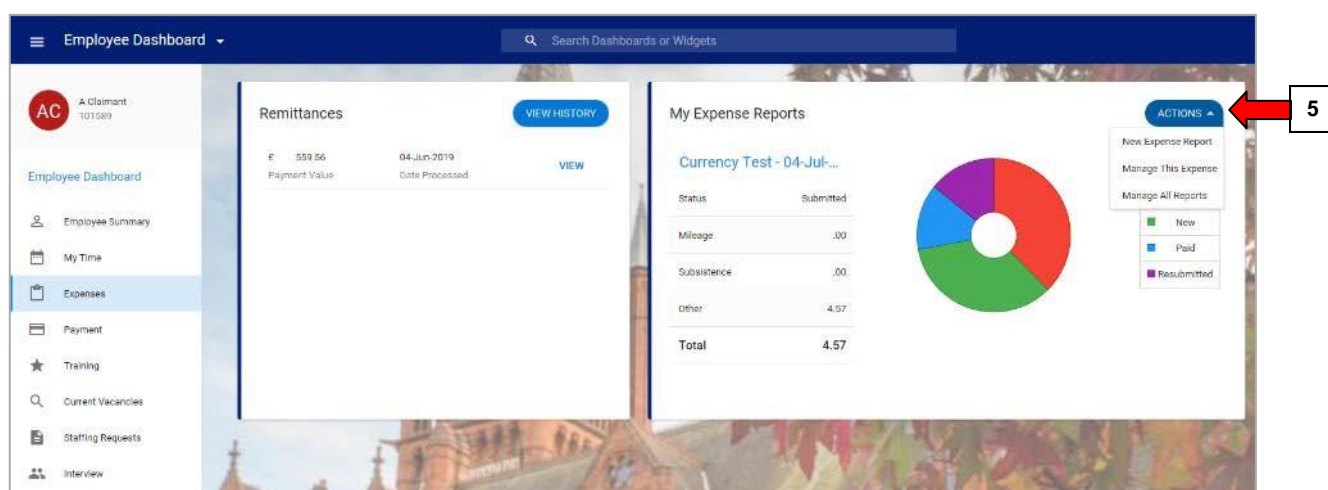
- If your approver needs to query/reject any items being claimed, they will have to reject your whole claim back to you as they can't reject individual items within a claim. This could result in a delay to you receiving the payment. Therefore splitting the claim into smaller chunks means that only the part of your claim that is rejected may be delayed in being paid.
- There will be a reduction in the number of receipts attached thus making it easier for your approver to check.

Part 1 – Create an Expense Claim (cont.)

- This is the notification section. The number indicates the amount of unread notifications. For expenses these are duplicates of the emails you will receive as your claim navigates the approval process. There may of course be other notifications displayed from other areas of Portal. These notifications will clear from the list after 30 days
- Select 'Expenses'



- You will be directed to the screen below. Click the 'Actions' button and then click 'New Expense Report' to open the expense report screen.



- Enter the date(s) of your claim. You may not enter a claim for a date in the future. Should you forget this, when you try to save the claim's header, the date field will turn red and will display the error message 'you cannot claim an expense item for a future date'. Also, this and a second message will appear in the top right of this screen and you must click 'dismiss' against each one to clear them. Further, claims older than 6 months (183 days to be exact) cannot be claimed through portal. Claims in excess of 6 months old will not be paid as they have not been submitted in line with the [External Examiner Expense Claim Policy](#). Again, the date field will turn red and the error message 'The

Part 1 – Create an Expense Claim (cont.)

Date From value you entered is too far in the past - it cannot be more than the following number of days back: 183' and you must dismiss the two error messages.

7. Enter a description of your claim which will feed through to our Finance system. It must contain as much information as possible but you should enter at least the minimum of the location and purpose. Although this box will accept 500 characters, only the first 250 characters will transfer through to our Finance system. **Please only use alpha or numeric text; do not use characters or symbols.**
8. Select your 'Appointment ID'. In most cases you will be presented with only one option for selection but should you have multiple roles within the University, they will all be listed here. Care must be taken to select the appointment that is applicable to the expenses being claimed as this will determine the list of approvers you are presented with. In either case, click the appointment to select it.
9. The cost centre always defaults to a faculty suspense code. **This field populates automatically and requires no action.**
10. Select your approver by clicking the down arrow and choosing from the list presented.

The screenshot shows the 'Employee Dashboard' with an 'Expense Report' form. Red arrows and numbered boxes (6-14) indicate the following steps:

- 6**: Points to the 'Start Date*' and 'End Date*' fields.
- 7**: Points to the 'Expense Description*' field.
- 8**: Points to the 'Appointment ID*' dropdown menu.
- 9**: Points to the 'Cost Centre*' dropdown menu, which is pre-filled with 'Xag70001 Xag70001 Core Cps Sur'.
- 10**: Points to the 'Approver*' dropdown menu.
- 11**: Points to the 'Car Registration' dropdown menu in the 'Additional Options' section, which is set to 'DEFAULT'.
- 12**: Points to the 'Click here for terms and conditions.' link.
- 13**: Points to the 'SAVE' button at the bottom right.
- 14**: Points to the 'NEW EXPENSE ITEM' button at the bottom right.

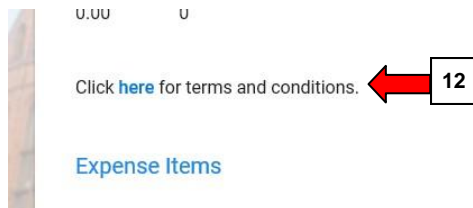
11. This step is only applicable if you are claiming car or motorcycle mileage, if you are not you can proceed to step 13.

If you are claiming car or motorcycle mileage the Additional Options section must display as 'DEFAULT'. If it says 'Car Registration', click on the down arrow next to this field and select DEFAULT.

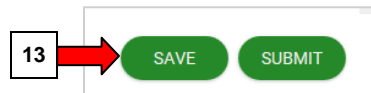
A close-up of the 'Additional Options' section. It shows a dropdown menu for 'Car Registration' with 'DEFAULT' selected. A red arrow and box number 11 point to the dropdown arrow.

Part 1 – Create an Expense Claim (cont.)

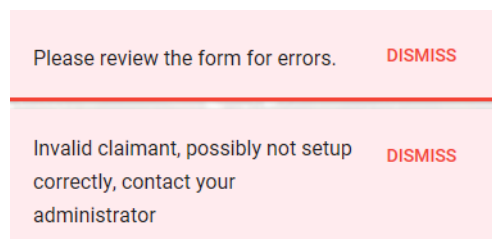
12. At any time, you may review the External Examiners expenses policy, click on the terms and conditions link within this screen (see below)



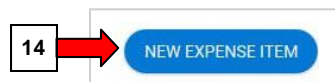
13. Once all details have been entered, click 'Save'. You must do this before you will be able to enter any expense items



At this point you may receive the below error messages. This means that your record has not been set up to enable you to claim expenses. Contact the payroll team via Payroll@liverpool.ac.uk or via telephone number 0151 794 6769, explaining your issue and they will correct this to allow you to enter this claim again.



14. Click on 'New Expense Item' to open the expense detail screen. N.B. the fields to the right of the expense type field shown below will not appear until you have selected your expense type.




Entering a Sterling Value Item – see screen shot on page 10

15. Click in the 'Expense Type' field. Start typing the description of the item you wish to claim until it appears in the list that begins populating. When you see the item you wish to claim, click it to enter it into the field. You may also see all available items by clicking the down arrow next to the field to open the selection list. There will be several pages of possible expense types presented alphabetically. To select, use the scroll bar to move down the list or the arrow icons at the bottom of the screen to navigate to another page. When you see the item you wish to claim, click it to enter it into the field. A table of all the expense types available here has been added to this guide at appendix 1.

The list of expenses items available for you to select are in accordance with the [External Examiner Expense Claim Policy](#) If an expense item is not listed, this is because it is not claimable under the expense policy.

Part 1 – Create an Expense Claim (cont.)

16. After selecting the expense type, the screen will populate with the receipt's fields. To attach a receipt, leave this field unchanged as 'Receipt available to upload'. However, if you are claiming for more than one expense item, and you have already scanned all your receipts into one file and attached this to a different item, when entering your other items, you will need to select 'Receipt already attached' for each further item claimed. Do this by clicking the down arrow next to this field and selecting this from the list presented. The only items that you can claim for without a receipt are Mileage, Tunnel and Toll Charges. Again, click the down arrow next to the field and from the list presented select 'No receipt available'.
17. You must provide a description for the receipt. If you selected 'No receipt available', this field will have changed to 'Reason for Missing Receipt'. If you selected 'Receipt already attached', this field will not be available. **N.B. you must ensure you complete this field before attaching a receipt.** You will receive an error message if you do not and must return to the expense report screen and begin adding this as a new item again as you will be unable to save it.
18. Select the arrow icon to browse to the location of the receipt you wish to attach. Your receipt may be a scanned .pdf file or it may also be a file downloaded from a mobile device such as a mobile phone photograph. Should you need to view the receipt you have just attached before leaving this screen or at any time thereafter, click the  button at the top right of the screen. From here you may 'View Receipt'. Should you find that you have attached an incorrect receipt, selecting the arrow icon again will allow you to upload a different receipt. **Please note only one file can be attached to each expense item.** If you try to add a new file to an expense item that you have already attached a file to, the new file will overwrite the existing file already added. Also, neither file names nor the name of the folder where this file is saved to may contain an apostrophe. If so, when you select such a file, the receipt field will turn red and display the error message 'The file name must not include the 'character' and you will not be able to add it. This field is only available where you have indicated that you have a receipt to upload at step 16.
19. Enter the value for this item, if you have selected mileage as the expense type, this field will have changed to units and it is the number of miles you are claiming for that should be entered. Please note only whole miles can be entered. The system will then calculate the value for you and you will be able to see the result when you save the item and return to the expense report screen. **N.B. the mileage rate calculated is applicable to cars only.** If you travelled by motorcycle, you will need to contact the payroll department who will change your record so the system will correctly reflect the lower rate for this mode of travel. This change is permanent and for future claims the system will always assume you travelled by motorcycle so will need correcting again should you in future travel by car.
20. Completing the 'to' and 'from' fields is only mandatory for the travel codes which are mileage, taxi, train and other public transport. These fields are free text so you are not limited to entering only those locations already in the system. Anything you enter will be saved thus building up a personal directory of locations for selection again by you in any future claims. N.B. the locations entered in these fields must be different and should be specific to the trip e.g. home to train station. **Please note that if you are entering a From and To location that you have not entered previously, you must press the enter key after typing in your location to enable the system to accept the location entered.**
21. Dates will appear as they are on the header but should be changed to reflect the actual date that this item was incurred if different to this.
22. In the description field you should enter information specific to this item you are claiming but this is not mandatory.
23. You can enter the times in relation to the item you are claiming but this is not mandatory and would only be a requirement generally should your approver request that you complete your claim in this way.

Part 1 – Create an Expense Claim (cont.)

24. The cost centre always defaults to a faculty suspense code. **This field populates automatically and requires no action.**
25. When you have finished entering this item click 'Save'. You will return to the expense report screen where you will see the item(s) you have entered displayed. If you have more items to enter click 'Save & Add New'. N.B. Should you select 'Save & Add New', any data entered in the 'to' and 'from' fields for the previous entry will not clear and so these fields may need amending or clearing for the next item. At this point, should the expense type field turn red and display the error message 'You have selected a mileage expense code but have not selected a car', it will mean you have claimed mileage but have not followed the guidance at step 11. Please review this and follow the instructions there. You will not be able to enter an item of mileage until the issues covered there are resolved. There will also be a second message at the top of this screen saying 'please review the form for errors' which you will need to dismiss to clear it from the screen.

The screenshot shows the 'Expense Details' form with the following callouts:

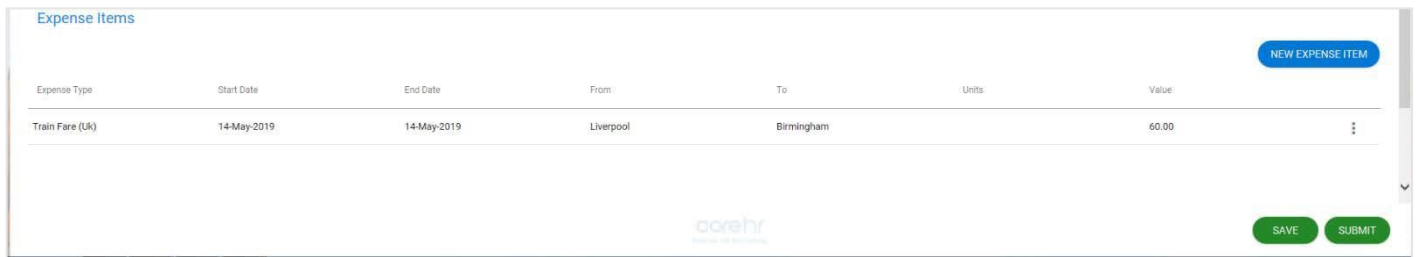
- 15: Expense Type dropdown menu
- 16: Receipt available to upload checkbox
- 17: Description* text field
- 18: Receipt upload button
- 19: Value dropdown menu
- 20: From Location dropdown menu
- 21: To Location dropdown menu
- 22: Expense Item Description text field
- 23: Start Time and End Time dropdown menus
- 24: Cost Centre dropdown menu (showing 'Xag70001 Xag70001 Core Cps Sup')
- 25: Save and Save & Add New buttons

The close-up shows the 'Expense Type' dropdown menu with the following options:

- Accommodation Expenses (Eu)
- Accommodation Expenses (Non Eu) O...
- Accommodation Expenses (Uk)
- Car Hire And Associated Fuel (Eu)
- Car Hire And Associated Fuel (Non Eu) ...
- Car Hire And Associated Fuel (Uk)

Below the dropdown, the 'Expense Type' field is set to 'Mileage Claim' and the 'Units' field is highlighted with callout 19.

Part 1 – Create an Expense Claim (cont.)



Expense Items

Expense Type	Start Date	End Date	From	To	Units	Value	
Train Fare (Uk)	14-May-2019	14-May-2019	Liverpool	Birmingham		60.00	

NEW EXPENSE ITEM

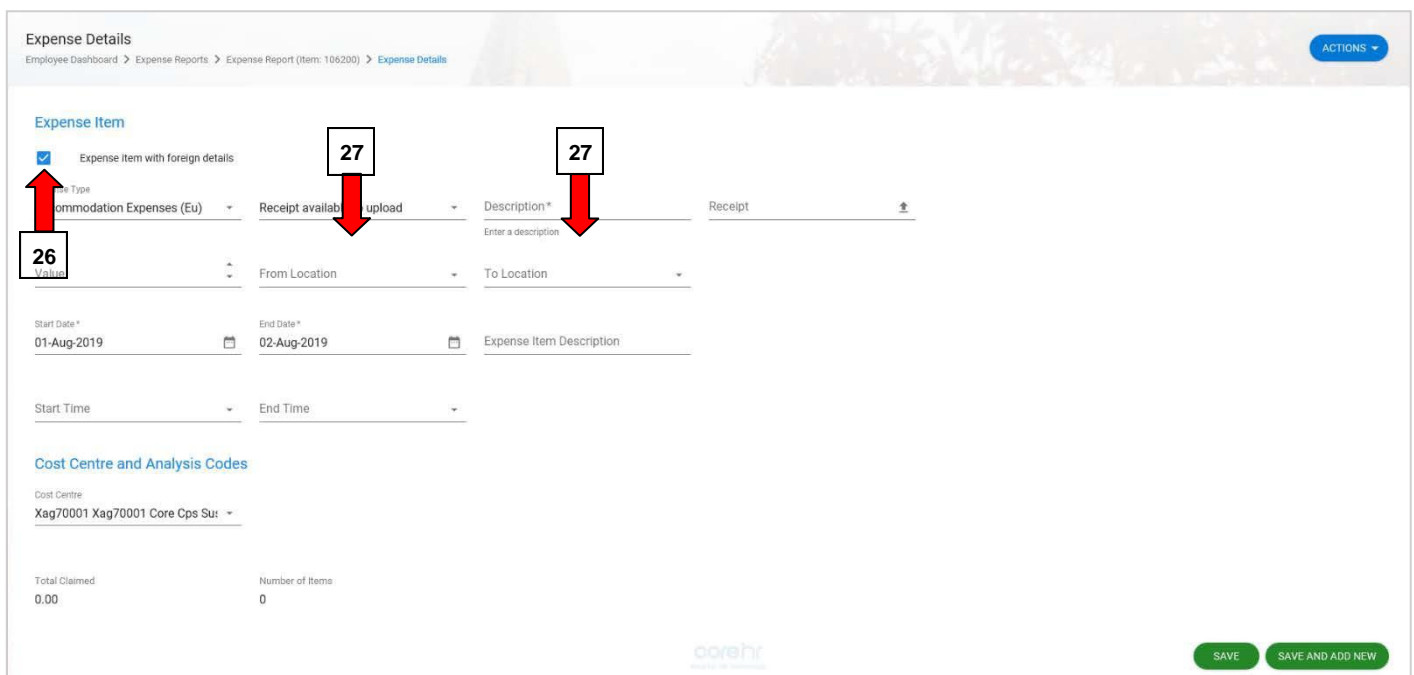
corehr

SAVE SUBMIT

Entering an Item in a Foreign Currency

The following guidance only details where the entry of a foreign item differs from the entry of a sterling item.

26. If the item is in a foreign currency tick this box. You must do this before beginning to enter any details. Should you forget to, when you do tick it, any data you have already entered will be cleared and you will have to begin entering this again.
27. Enter location 'From' and 'To'. These boxes are compulsory for all items of foreign travel. The 'From' location should always be Liverpool or United Kingdom. This is because the system will not allow the 'From' and 'To' location to be the same. The 'To' location is used to determine the currency this claim is in. **Please note that if you are entering a From and To location that you have not entered previously, you must press the enter key after typing in your location to enable the system to accept the location entered.** When you click on the down arrow next to each field it will provide you with a list of countries to select from. You may also begin typing the name of the country and a list of possibilities will appear. When you see your country, click it to enter it into the box.



Expense Details

Employee Dashboard > Expense Reports > Expense Report (Item: 106200) > Expense Details

ACTIONS

Expense Item

☒ Expense item with foreign details

Expense Type: Accommodation Expenses (Eu)

Receipt available: upload

Description*: Enter a description

Receipt

Value

From Location

To Location

Start Date*: 01-Aug-2019

End Date*: 02-Aug-2019

Expense Item Description

Start Time

End Time

Cost Centre and Analysis Codes

Cost Centre: Xag70001 Xag70001 Core Cps Su:

Total Claimed: 0.00

Number of Items: 0

corehr

SAVE SAVE AND ADD NEW

Annotations: Red arrows point to the 'Expense item with foreign details' checkbox (labeled 26), the 'From Location' dropdown (labeled 27), and the 'To Location' dropdown (labeled 27).

Part 1 – Create an Expense Claim (cont.)

From Location: Liverpool

To Location: F

Expense Item Description

Fiji
Finland
France
South Africa

1 - 4 of 4

27

28. By selecting the applicable 'To' location, the system will then determine the currency and exchange rate for that country. If the country is not in the list, or no exchange rate is populated after you select it, please email the Payroll Team via Payroll@liverpool.ac.uk and they will arrange for the country / currency to be added.

29. Enter the value of the item in local currency.

Expense Detail

Employee Dashboard > Expense Reports > Expense Report (Item: 106200) > Expense Detail

ACTIONS

Expense Item

☒ Expense item with foreign details EUR @ 1.163224

Expense Type: Accommodation Expenses (Eu) Receipt available to upload: Test Description*: Receipt

Value: 200 on To Location: France

Start Date*: 01-Aug-2019 End Date*: 02-Aug-2019 Expense Item Description

Start Time: End Time:

Cost Centre and Analysis Codes

Cost Centre: Arg10002 Arg10002 Ac Comn

Total Claimed: 152.80 Number of Items: 1

30

SAVE SAVE AND ADD NEW


30. If you have finished entering all lines select 'Save'. If you have more items to enter select 'Save & Add New'. N.B. Should you select 'Save & Add New', any data entered in the 'to' and 'from' fields for the previous entry will not clear and so these fields may need amending or clearing for this item.

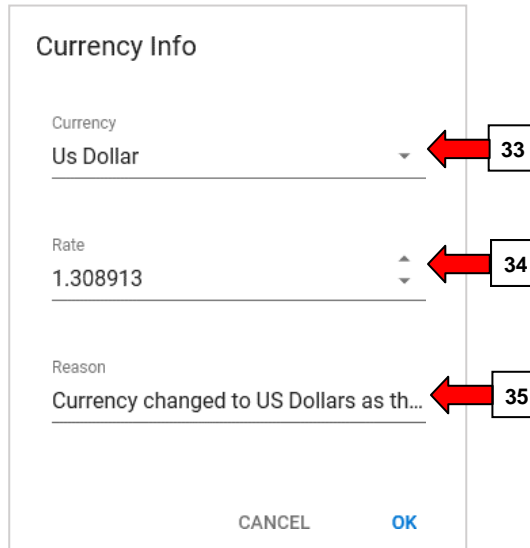
31. When you return to the expense report screen, the value has been converted into Sterling and is shown along with the currency value entered and the rate used.

Expense Type	Start Date	End Date	From	To	Units	Value
Accommodation Expenses (Eu)	01-Aug-2019	02-Aug-2019	Liverpool	France		152.80 (200.00 USD @ 1.308913)

Part 1 – Create an Expense Claim (cont.)

Overriding the System Selected Currency (not applicable to External Examiners)

32. It may occasionally be necessary to change the currency selected by the system when you enter a country to match the currency that you were actually charged in whilst in that country. For example, you may have stayed at a hotel in an African country that insisted upon payment in US Dollars, however you will still of course be expected to select the country you were actually in when entering the claim. To change the selected currency, click the  icon at the top right of the screen and select 'Currency Detail'.
33. The currency box will contain the details of the currency already selected by the system. To change this, you can click either the down arrow next to the currency box and browse from the list presented, or you can click in the box and begin typing the name of the currency you wish to use. In either case, when the currency you wish to use displays, click it to enter it into the box.
34. The rate will change to reflect that held in the system for the new currency.
35. Enter the reason for needing to make this change. When overriding the currency used, the first part of your reason must be "Currency changed to * insert name of new currency*". Using the above example, the reason entered would be "Currency changed to US Dollars as the hotel would not accept payment in local currency". Finally click OK to save the change.



Currency Info

Currency
Us Dollar

Rate
1.308913

Reason
Currency changed to US Dollars as th...

CANCEL OK

36. When you save the change and return to the detail screen, you will see the change you have made reflected there.



Expense Detail

Employee Dashboard > Expense Reports > Expense Report (Item: 106200) > Expense Detail

Expense Item

☒ Expense item with foreign details USD @ 1.308913

Expense Type: Accommodation Expenses (Eu) | Receipt available to upload | Description*: Test | Receipt

Value: 200 | From Location: Liverpool | To Location: France

Part 1 – Create an Expense Claim (cont.)

37. You may now submit your claim for approval by clicking submit. **Before doing so you must ensure all expenditure being claimed is in accordance with the [University Expense Policy](#), all receipts (with the exception of mileage/toll fees) are attached and correctly match the expenditure being claimed.**

Expense Reports

Expense Report (Item: 105641)

Employee Dashboard > Expense Reports > Expense Report (Item: 105641)

Required Fields

Start Date* 01-Jul-2019 End Date* 01-Jul-2019 Expense Description* Currency Test

Appointment ID* Market Research Manager Cost Centre* Xag70001 Xag70001 Core Cps Sui Approver* A Approverone

Additional Options

Car Registration DEFAULT

Total Claimed 150.38 Number of Items 1

Click [here](#) for terms and conditions.

Expense Items

Expense Type	Start Date	End Date	From	To	Units	Value
Accommodation Expenses (Eu)	01-Jul-2019	01-Jul-2019	Liverpool	France		150.38 (200.00 USD @ 1.33)

NEW EXPENSE ITEM

37 SUBMIT

38. Accept the declaration by clicking 'Yes'.

Accept Declaration

I confirm that all items claimed are in accordance with the UoL staff expense policy and that I possess valid car insurance for any miles claimed.

NO YES

38

Should you instead see this declaration, it will mean you have claimed mileage but have not followed the guidance at step 11. Review this section and follow the instructions there. You will not be able to submit this claim until the issues covered there are resolved and should select 'NO' until they are.

Accept Declaration

I confirm that all items claimed are in accordance with the UoL staff expense policy and that I possess valid car insurance for any miles claimed.

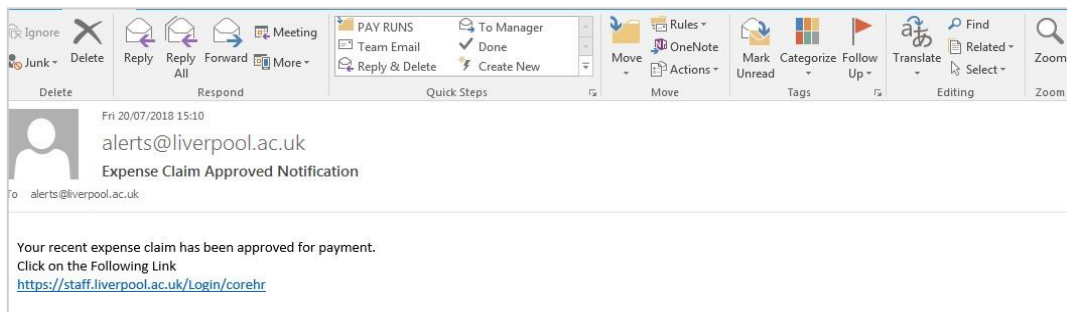
The car details on this trip are incomplete and will cause the associated mileage to calculate as a payment of zero.

NO YES

Part 1 – Create an Expense Claim (cont.)

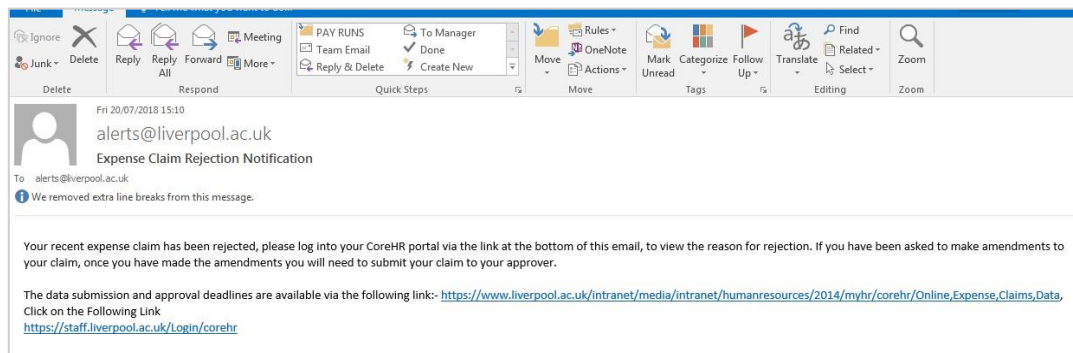
Your claim will now be submitted for approval and you do not need to take any further action. The approver will receive an email advising them that you have submitted a claim for approval.

39. Once the claim has been approved, you will receive an email notification as shown below.

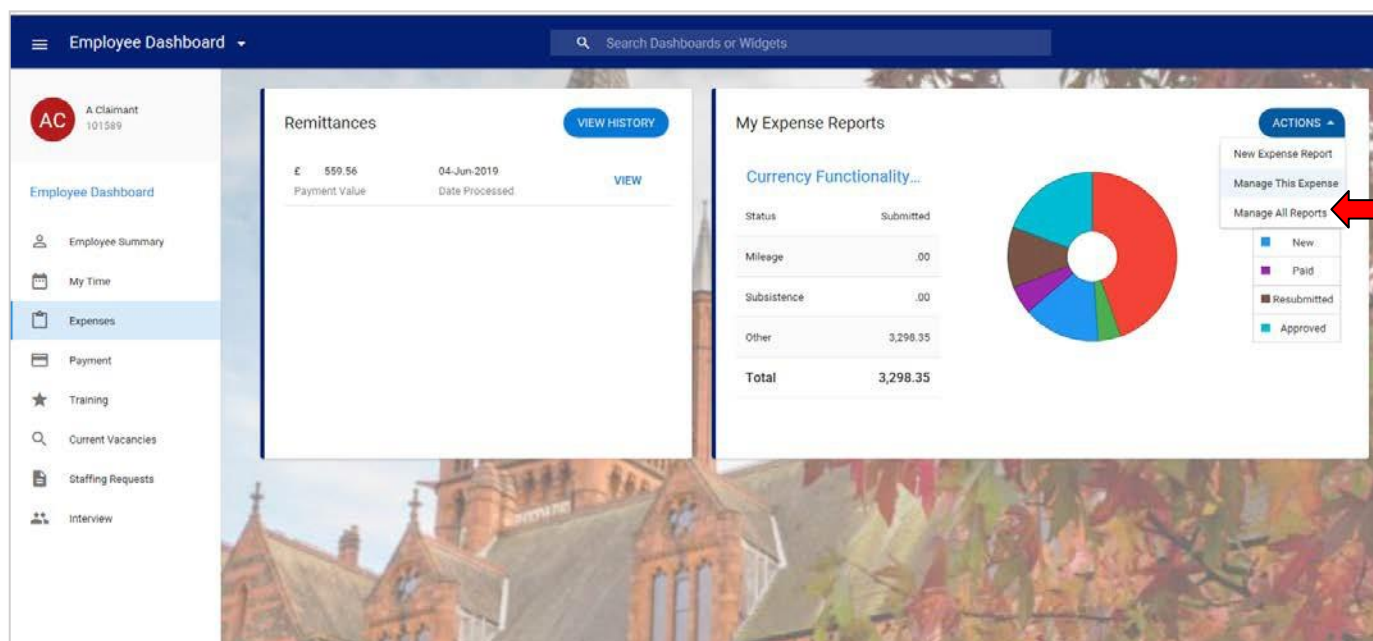


Part 2 – Dealing with a Rejected Claim

1. If your approver rejects your claim, they will not be able to do so without entering a reason. If this happens you will receive an email advising you that your claim has been rejected.



2. To see the reason for the rejection, click the 'Actions' button in the expenses section of your portal and then select 'Manage All Reports'.



Part 2 – Dealing with a Rejected Claim (cont.)

3. Select the applicable claim and the reason entered by the approver is shown under the claim's status. Should all the rejection reason not be visible here, either hover the mouse cursor over the reason to see it in full, or click the icon and select 'View Reject Reason', or you may select view/update to edit the claim as instructed and re-submit. The status of the claim will now show as 'Resubmitted'.

Part 3 – Editing a Submitted Claim

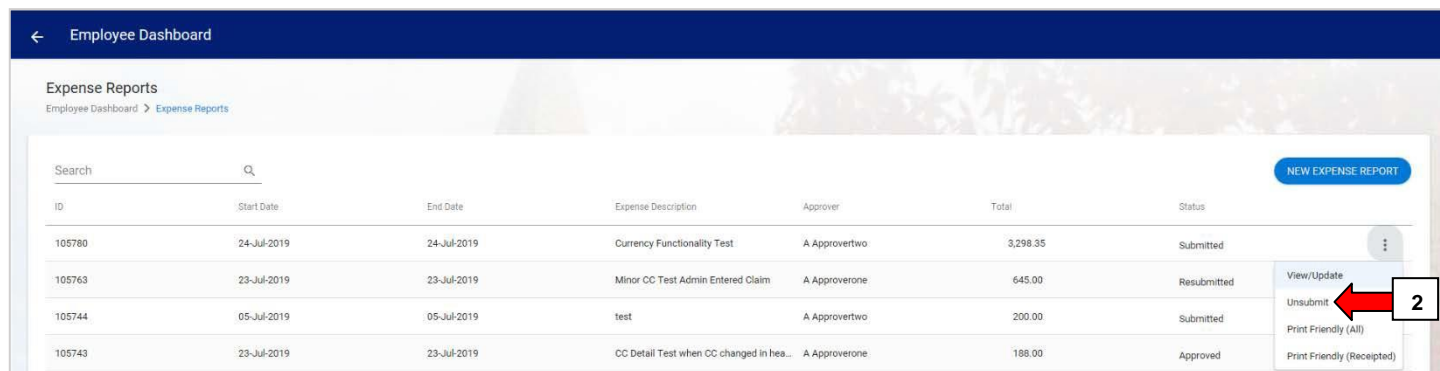
1. Should you realise that you have made an error on this claim but have already submitted it, you must first un-submit the claim to make the necessary amendment. To do this, click the 'Actions' button in the expenses section of your portal and then select 'Manage All Reports'.

The screenshot shows the 'Employee Dashboard' for user 'A Claimant 101589'. The 'Expenses' section is active, displaying a 'Remittances' card with a payment value of £ 559.56 and a date processed of 04-Jun-2019. To the right, the 'My Expense Reports' section shows a table of submitted reports and a donut chart. The 'Actions' button is highlighted with a red arrow and a box containing the number 1.

Status	Submitted
Mileage	.00
Subsistence	.00
Other	3,298.35
Total	3,298.35

2. Select the 'Actions' button and choose 'Un-submit' from the list presented. You will now be able to update the claim and re-submit. If you make any changes to any of the fields in the header (e.g. selecting a new approver), you must remember to click the 'save' button before you submit the claim again for approval. If you do not any changes made will be lost. It is also possible from here to completely delete the claim once you have un-submitted it if it has been entered entirely in error for some reason. You may only do this when the claim shows a status of 'New'.

Part 3 – Editing a Submitted Claim (cont.)



Employee Dashboard

Expense Reports

Employee Dashboard > Expense Reports

Search

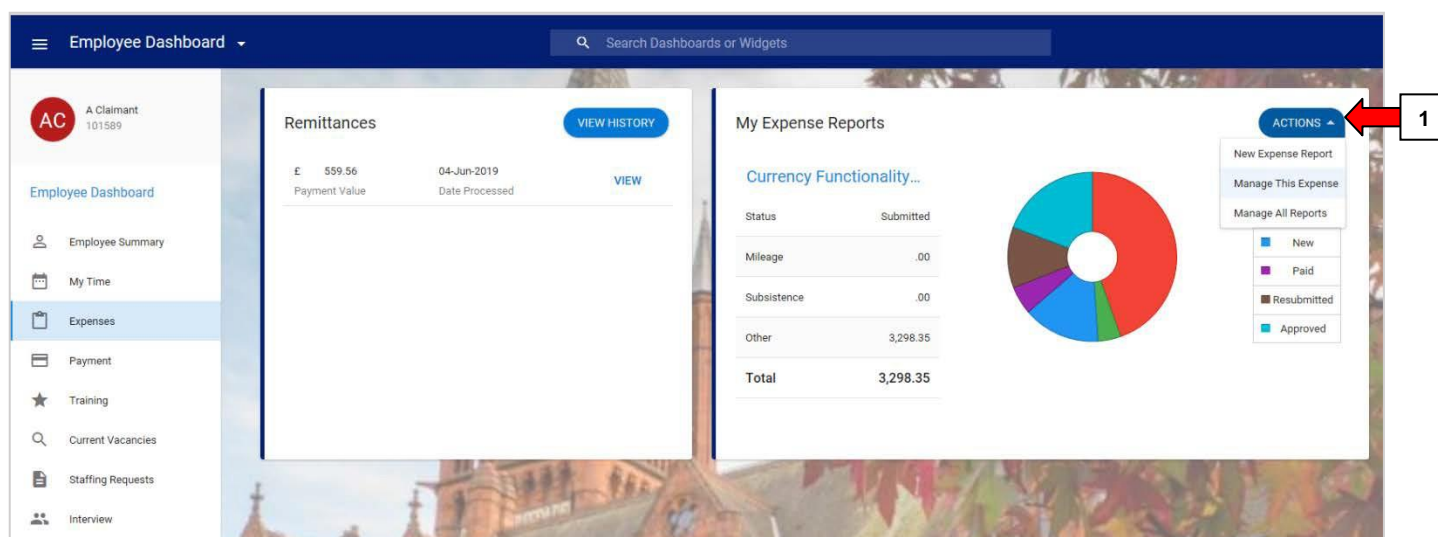
NEW EXPENSE REPORT

ID	Start Date	End Date	Expense Description	Approver	Total	Status	
105780	24-Jul-2019	24-Jul-2019	Currency Functionality Test	A Approvertwo	3,298.35	Submitted	
105763	23-Jul-2019	23-Jul-2019	Minor CC Test Admin Entered Claim	A Approverone	645.00	Resubmitted	View/Update
105744	05-Jul-2019	05-Jul-2019	test	A Approvertwo	200.00	Submitted	Unsubmit
105743	23-Jul-2019	23-Jul-2019	CC Detail Test when CC changed in hea...	A Approverone	188.00	Approved	Print Friendly (All)
							Print Friendly (Receipted)

Part 4 – Reviewing Entered Claims

Should you wish to check on the status of a claim or review the detail entered, you may do this as follows:-

1. Navigate to the expenses section of your portal. To the left of the pie chart you will see a section displaying an overview of the last claim you entered including its status. Should you wish to review this claim click the 'Actions' button and select 'Manage This Expense'. For all other claims select 'Manage All Reports'.



Employee Dashboard

Search Dashboards or Widgets

AC A Claimant 101589

Employee Dashboard

- Employee Summary
- My Time
- Expenses
- Payment
- Training
- Current Vacancies
- Staffing Requests
- Interview

Remittances

£ 559.56 04-Jun-2019

Payment Value Date Processed

VIEW HISTORY

VIEW

My Expense Reports

Currency Functionality...

Status Submitted

Mileage .00

Subsistence .00

Other 3,298.35

Total 3,298.35

ACTIONS

- New Expense Report
- Manage This Expense
- Manage All Reports
- New
- Paid
- Resubmitted
- Approved

2. This screen shows all of the claims entered by you. These claims display by claim ID so they are displayed in the order they were created rather than the date they relate to. If your claim is not visible in this first page you may use the arrow icons at the bottom of the screen to navigate to other pages. The status column indicates at what stage of the approval process the claim is at. These are:-

- **New** The claim has not yet been submitted for approval.
- **Submitted** The claim has been sent for approval.
- **Rejected** The claim has been rejected (the reason for this will be displayed below).
- **Resubmitted** A rejected claim has been corrected and sent for approval.
- **Approved** The claim will be paid in the next expense run.
- **Paid** The claim has been paid.

3. To review a claim click the action button.

4. Selecting 'View / Update' will open the detail of the claim.

Part 4 – Reviewing Entered Claims (cont.)

Employee Dashboard

Expense Reports

Employee Dashboard > Expense Reports

Search

ID	Start Date	End Date	Expense Description	Approver	Total	Status
105780	24-Jul-2019	24-Jul-2019	Currency Functionality Test	A Approvertwo	3298.35	Submitted
105763	23-Jul-2019	23-Jul-2019	Minor CC Test Admin Entered Claim	A Approverone	645.00	Resubmitted
105744	05-Jul-2019	05-Jul-2019	test	A Approvertwo	200.00	Submitted
105743	23-Jul-2019	23-Jul-2019	CC Detail Test when CC changed in hea...	A Approverone	188.00	Approved
105720	23-Jul-2019	23-Jul-2019	Minor Functionality Test	A Approverone	1,711.75	Approved
105702	22-Jul-2019	22-Jul-2019	MINOR FUNCTIONALITY TEST	A Approverone	115.75	Approved
105700	22-Jul-2019	22-Jul-2019	Minor Fix Test	A Approvertwo	100.00	Submitted
105660	14-May-2019	14-May-2019	Test	A Approverone	.00	New

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5. Selecting 'Print Friendly (All)' will create a report detailing the items in your claim. This is also useful to quickly check whether you have attached a receipt to an item rather than having to navigate through several screens to find this information. It will also show details of the currency value, exchange rate and Sterling conversion value for any foreign items in this claim. Below is an extract of this report. The receipt types shown indicate the following:-

Soft Copy

Hard Copy

No Receipts Available

- A receipt is attached to this item

- A receipt is attached but to a different item

- A receipt is not attached and the receipt text box for this item shows the reason for this.

Expense Type	Accommodation Expenses (UK)	
Analysis Code 1	-	
Date and Time	20/03/19 - 20/03/19	
Location	-	
Cost Centre	FWG10004	
Description		
£ Value	123.00	
Receipt Type	Soft Copy	
Receipt Text	test	
Expense Type	Tunnel & Toll Charges (UK)	
Analysis Code 1	-	
Date and Time	20/03/19 - 20/03/19	
Location	-	
Cost Centre	FWG10004	
Description		
£ Value	3.20	
Receipt Type	No Receipt Available	
Receipt Text	Unable to obtain receipt	

Appendix 1 – Expense Type Table

Expense Type	Used For
Accommodation Expenses	Hotel
Flight Fare (EU)	Flights
Flight Fare (UK)	Flights
Mileage	Car / Motorbike Mileage (Excluding Home to Work Mileage)
Other Public Transport	Bus / Tram Etc.
Parking Charges	Car Parking
Subsistence	Food and Drink (no alcohol) / WIFI costs
Taxi	Taxis
Train Fare	Train Fare
Tunnel & Toll Charges	Tunnel and Toll Fees