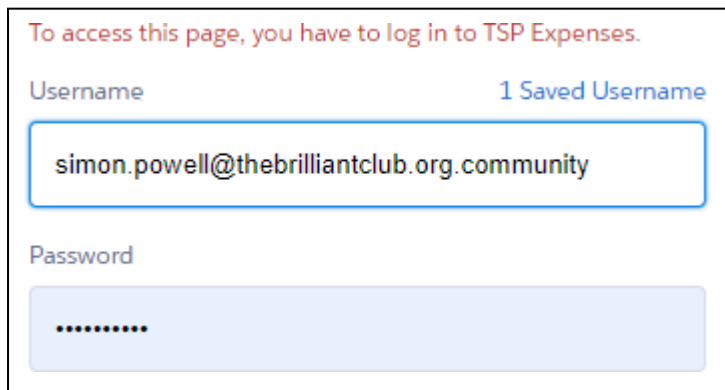


The Brilliant Club – Expense system work instructions

The below document provides work instructions on using our expense system for submitting your expense claims. Please follow the below instructions and if you have any questions then email finance@thebrilliantclub.org. If at any point you forget your password, then please email the finance team and we will send you a password reset link.

- You will shortly receive a Welcome to TSP Expenses email. Please click on the link and create your password.
- Go to the login page (Link [HERE](#)) and log in with your username and password



To access this page, you have to log in to TSP Expenses.

Username 1 Saved Username

simon.powell@thebrilliantclub.org.community

Password

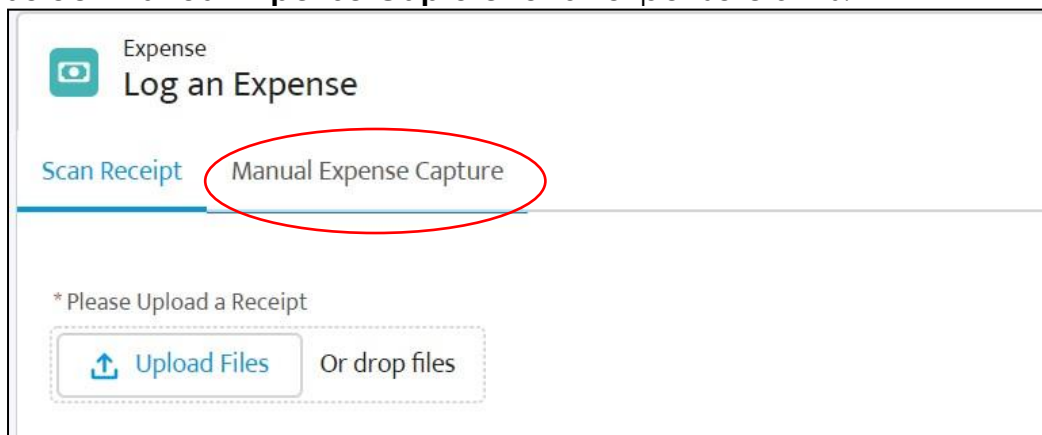
.....

- To create a new claim, click on **New Claim** at the top left of the screen.



Home My Claims New Claim FAQs and Deadlines

- Select **Manual Expense Capture** for all expense claims.



Expense
Log an Expense

Scan Receipt Manual Expense Capture

* Please Upload a Receipt

Upload Files Or drop files

- The below screen will open up

The screenshot shows a claim form interface with the following fields and elements:

- *Please Upload a Receipt**: A dashed box containing an **Upload Files** button and the text "Or drop files".
- *Purchase Date**: A text field containing "04-Sep-2020".
- *Type**: A dropdown menu with "General Business/Other" selected.
- *Business Purpose**: A searchable dropdown menu with "Select a record" and a magnifying glass icon.
- *Payment Method**: A searchable dropdown menu with "Select a payment method" and a magnifying glass icon.
- *Vendor**: A text field.
- Vendor VAT Id**: A text field.
- Personal Amount Description**: A text field.
- Expense Reason**: A dropdown menu with "--None--" selected.
- *Description**: A text field.
- *Transaction Amount**: A text field.
- *Transaction Currency**: A dropdown menu with "British Pound" selected.
- VAT Amount**: A text field.
- Personal Amount**: A text field with an information icon.
- Reimbursement Amount**: A text field with a grey background.
- Description Notes (If Needed)**: A text field.
- Submit on Save**: A toggle switch.
- Buttons**: "Cancel", "Save & New", and "Save".

- Click on **Upload Files** and upload your receipt (not needed for mileage claims). You can only upload one document at this stage due to system limitations. If you have multiple receipts for one claim, we advise you to try uploading one photograph only with all your receipts together (side by side). If you have more than one file, please upload the first receipt and follow the below steps to fill in the claim. At the end, save the document without submitting it for approval. You can then edit the draft claim and upload additional documents at this stage.
- All below categories highlighted in yellow are mandatory fields and need to be filled in.
- For mileage claims, follow the below instructions under **Mileage Claims**. For all other claims follow the instructions under **Non-Mileage Claims**.

Mileage Claims

- **Type** – select Mileage. For all other claims follow the instructions under Non-Mileage Claims section below.
- **Business Purpose** – start typing in the name of your placement school and the placement will drop down. Select the relevant placement.

If you have not yet been placed but have a DBS expense, in the mandatory "Business Purpose" field, search for "Brilliant Club DBS Checks" and select that option.

- **Origin** – enter the start location of your journey.
- **Destination** – enter the end location of your journey.
- **Return Journey** – if you are claiming for a round trip then select this box and if not then leave it unselected.
- Reimbursement Amount – shows the total claim amount once you pick the vehicle type later in the claim.
- Description Notes (if needed) – provide any additional information that is relevant to this claim but not mandatory.
- **Purchase Date** – pick the date of the expense.
- **Description** – put in a short description of the claim (eg – travel for training weekend).
- Distance – automatically calculated.
- **Vehicle Type** – select **car** from the dropdown menu.
- **Expense Reason** – pick the reason from the dropdown menu.
- If you are happy with the claim and want to submit it for payment, then select

Submit on Save and then click on **Save**.

- If you would like to save the claim to be completed later, then click on **Save** or

Save & New without selecting **Submit on Save**

Non-Mileage Claims

- Click on Upload Files and upload your receipt. You can only upload one document at this stage due to system limitations. If you have multiple receipts for one claim, then upload the first receipt and follow the below steps to fill in the claim. At the end, save the document without submitting it for approval. You can then edit the draft claim and upload additional documents at this stage.
- All below categories highlighted in yellow are mandatory fields and need to be filled in.
- **Type** – select **General Business/Other** from the dropdown menu. If you select Mileage then follow the instructions under the Mileage Claim section above.

- **Business Purpose** – start typing in the name of your placement school and the placement will drop down. Select the relevant placement.

If you have not yet been placed but have a DBS expense, in the "Business Purpose" field, search for "Brilliant Club DBS Checks" and select that option.

- **Payment method** – type in Cash and select the item from the drop down
- **Vendor** – enter "TBC"
- Vendor VAT ID & Personal Amount Description – leave blank
- **Expense Reason** – pick the reason from the dropdown list
- **Purchase Date** – pick the date of the expense
- **Description** – put in a short description of the claim (eg – travel for training weekend)
- **Transaction Amount** – enter in the expense amount.
- **Transaction Currency** – Leave this as British Pound.
- VAT Amount & Personal Amount – leave blank.
- Reimbursement Amount – automatic calculation
- Description Notes (if needed) – provide any additional information that is relevant to this claim but not mandatory.
- If you are happy with the claim and want to submit it for payment, then select

Submit on Save and then click on **Save**.

- If you would like to save the claim to be completed later, then click on **Save** or

Save & New without selecting **Submit on Save**.

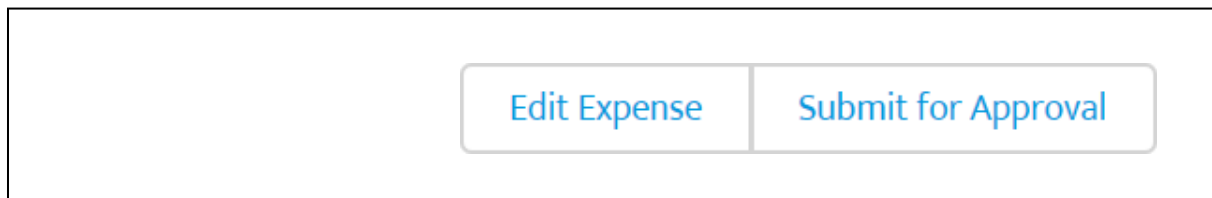
Updating draft & rejected claims & checking claim status

- To edit draft or rejected claims or upload additional receipts to a claim, click on

My Claims in the top left of the screen.



- Select the relevant expense claim by clicking on the expense.
- To submit the claim for approval, click on **Submit for Approval** on the top right of the screen.



- To edit the claim, click on **Edit Expense** and make the relevant changes and upload additional documents as needed. To submit the claim for approval at this stage select **Submit on Save** and click on **Save**. To save the document for further edits click on **Save** without selecting **Submit on Save**.
- To check the status of your claim, click on 'My Claims' and this will show you the list of all your claims in draft and submitted and if they have been reimbursed or not.
- Please refer to the FAQs for submission deadlines and payment dates.