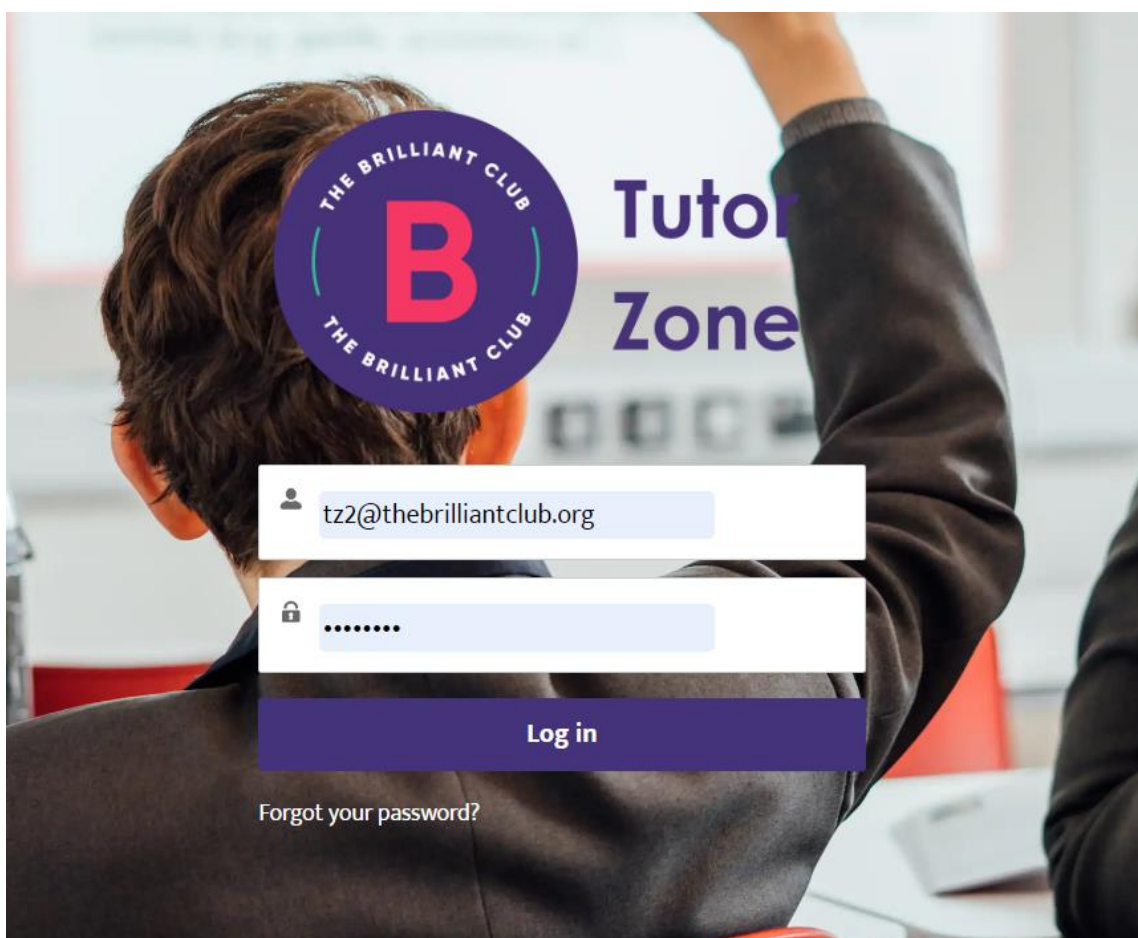




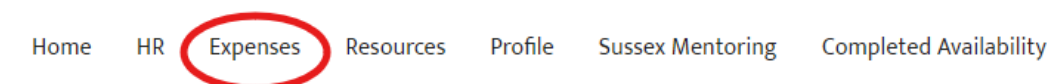
Tutor Expense Submission Instructions

Below is a list of instructions to assist tutors. Please also see our [FAQs](#) document to assist you with your claims.

1. Go to the Tutor Zone log in page:
<https://thebrilliantclub.my.site.com/tbctutorzone/s/>
2. Log into Tutor Zone using the username and password that you received by email. The email will be sent from noreply@thebrilliantclub.org



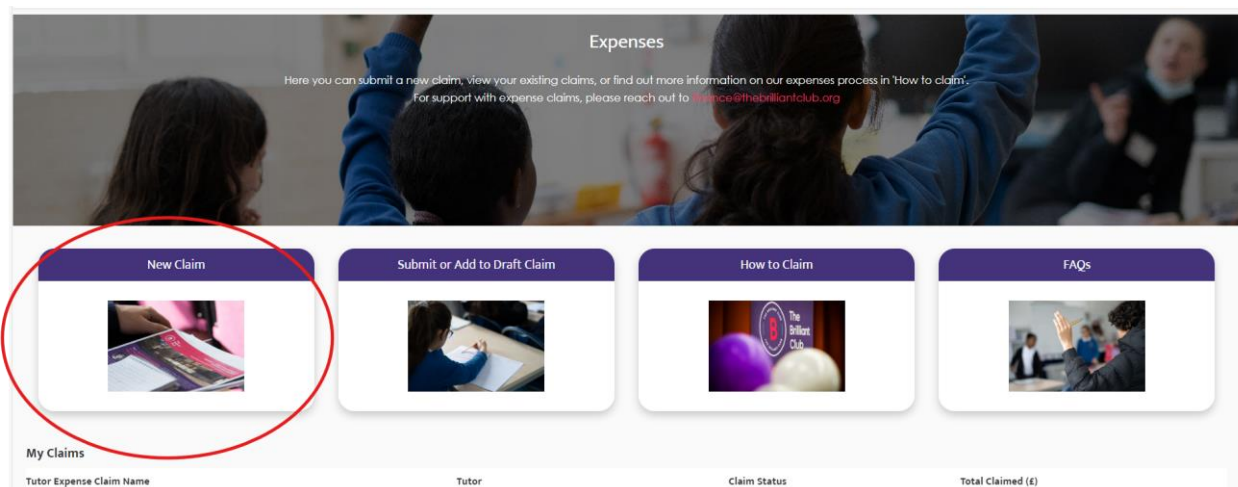
3. Once you have logged into Tutor Zone, please click on 'Expenses' from the toolbar at the top of the page:



4. This will bring you to the expenses home page, where you will be able to start a new claim, or if you have a draft claim saved, you can add to or submit it for approval. You will also be able to see a list of all your expense claims on this page.



5. To make a new claim, please click 'New Claim' the new claim box:



6. Choose what type of claim you would like to make, then click on the next button:

Create Tutor Expense Claim

*** Is this claim for**

- Travel to Placement or Launch Event
- Non Placement Claim (e.g. Insurance Uplift)

7. Input the date your claim relates to (for example the tutorial date), then click on the next button:

Create Tutor Expense Claim

Please enter the date that this claim relates to

*** Claim Date**

8. If you choose travel to placement as the reason for your claim, you will then be prompted to select the placement you wish to claim for:

Create Tutor Expense Claim

*** Claim Placement**

- 2022-23 - Spring - Tutor Expense Test School - KS2a - a0Z3z00000XRJPj
- 2021-22 - Autumn - Tutor Expense Test School - KS4 STEM - a0Z3z00000WnAoy



9. You will then be asked whether your travel claim is for mileage (please note you will need to be an approved driver to be able to claim mileage costs):

Create Tutor Expense Claim

*** Is this a Mileage claim?**

Yes

No

If you select **YES**, please follow the instructions and fill in the mandatory fields including the **mode of transport**. Click on the Google Maps link which will take you to a screen where the journey mileage is calculated. Insert this number into the **Distance** field. If it is a return journey, click the “return journey” box under the Distance field.

*** Mode of Transport**

Own Car

Hire Car

*** Distance (miles)**

Tick here to claim for a return journey

If you choose **NO**, then select the relevant **mode of transport** from the list, as shown below:

*** Mode of Transport**

Bus

Train / Tram

Tube

Approved Flight

Approved Taxi



10. Choose the reason for your claim:

Create Tutor Expense Claim

*** Please select the reason for the claim**

- Tutorial 1 Travel
- Tutorial 2 Travel
- Tutorial 3 Travel
- Tutorial 4 Travel
- Tutorial 5 Travel
- Tutorial 6 Travel
- Tutorial 7 Travel
- Printing
- Miscellaneous (Other Supplies)

11. Enter the amount in the 'Claim Amount' box, then add any additional notes to support your claim in the box below. Please include here if you are submitting a claim that falls outside the standard expense policy (e.g. taxi for extenuating circumstances), for which you have received separate manager approval:

*** Claim Amount**

£5.00

If needed, please enter any relevant extra information relating to the claim below

Claim Notes

12. Add your receipt, then click on the 'Next button':

Create Tutor Expense Claim

Please note, if you do not upload a receipt, your claim will be rejected

Please Upload Receipt then select Next

Or drop files

13. The attachments will be listed on this page. If you need to add more items, please go back to the previous page. Please note that any non-standard claims



must also have the approval email or 'Additional expense approval form' attached here covering all claims. Alternatively, click on 'Next'.

14. The next page will give you the option to submit another claim or to submit your claim for approval:

Create Tutor Expense Claim

*** Do you Wish to**

- Add another Line Item to your Claim
- Submit Claim for Approval
- Save Claim as Draft
- Cancel Claim

15. You can save the claim as a draft, if you need to return to it. However, please be aware that draft claims will automatically be deleted after 30 days from date of starting them.
16. If you have chosen to add another line item to your claim, it will take back to the beginning to of this procedure to add another claim item.