MEMO

TO	Affected parties
SUBJECT	Guide to DECLAREE expense declarations (approve)
REFERENCE	[--/--/--]
VERSION	1.1
DATE	30-05-2017
AUTHOR(S):	Ellis Ruhlmann en Hans Westerik

1. INTRODUCTION

There has been some criticism of the declaration system within the University of Twente. The old system was too labour-intensive and it was problematic that receipts could could only be submitted for approval after returning to the university.
For this reason, a new system for declaring expenses will be introduced. This will enable expenses to be declared using a mobile app or web application.

ASSISTANCE WITH QUESTIONS

If you have any questions about the information in this guide, please contact the financial department of your faculty or service department.

More information can also be found on the website of the Finance Department.
- Short film about how to enter an expense/report using DECLAREE
- Short film about approvals using DECLAREE
- Guide to the University of Twente's declaration system for declarants (DECLAREE)
- FAQs relating to the DECLAREE expense declaration system

2. NEW TERMINOLOGY

A receipt is entered under 'expense'. A 'kilometre declaration' is entered as an 'expense' but no receipt is necessary. Multiple expenses can be combined into a 'report'. The report is then submitted for approval and payment.

The terminology will therefore take some time to get used to.
- The term 'expense item', as used within the University of Twente, is an 'expense' in Declaree. And the term 'declaration', as used within the University of Twente, is a 'report' in Declaree.
- The English version is more logical: 'expenses' and 'reports'.

3. APPROVAL OR REJECTION OF A REPORT

URGENT CLAIMS

- Log in to Declaree (the web system is available via the employee portal; go to applications, and then 'my expense declarations and work-related travel); you can also go straight to the URL utwente.declaree.com.
- Filtering reports pending approval;
- Click on the title to open the report;
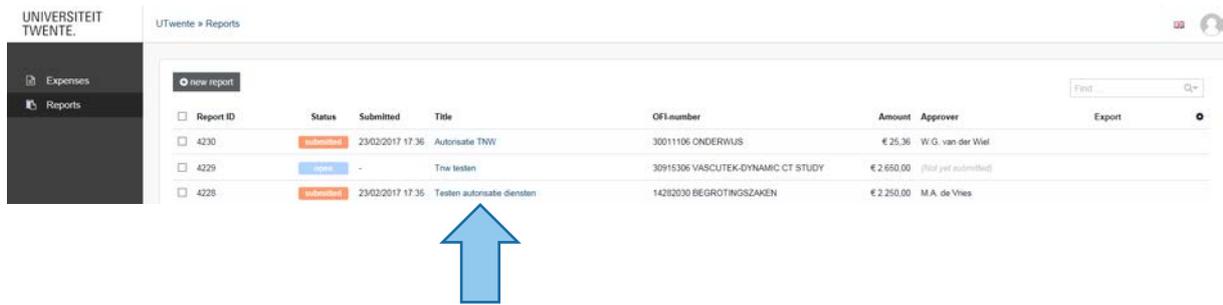- You can then approve or reject it.

FILTER FUNCTION

- In the menu column on the left (black), choose 'reports';
- Click on the magnifying glass (top right), see arrow on the image;
- Click on the second filtering option ('reports');
- Choose 'pending approval' and click on the search button;

- Go to the expense in the report that you want to approve;
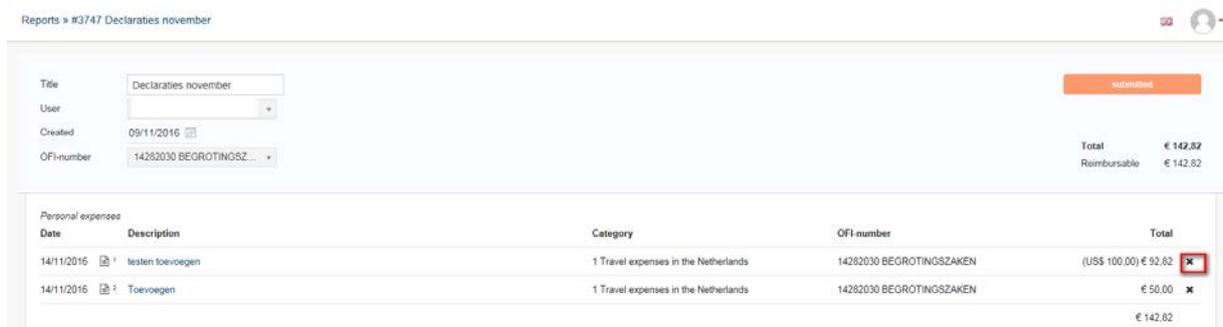- Click on the description in the **'title'** column;

- In the menu column on the left (black) you can then select approve or reject.

Note: this filter is useful, but it can sometimes lead to questions. In some cases you may not be able to find a particular expense. This problem can almost always be resolved by 'Clearing' the filter.
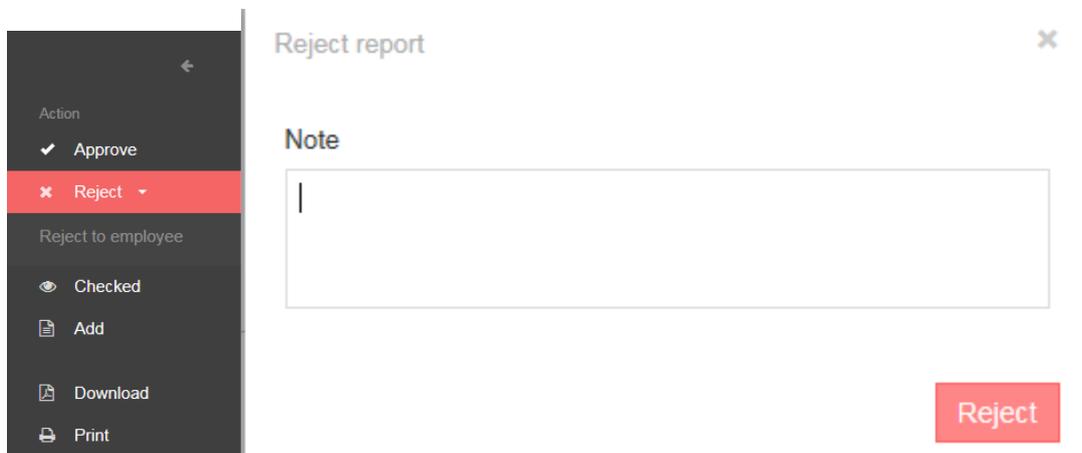
- If an expense is rejected, please include an explanation. The report will then be sent back to the declarant.
- If a report includes multiple expenses, one or more expenses can be rejected by selecting the "x" and completing the reason for rejection. The rest of the expenses can still be approved.

- You can also edit the information in the report at the expense level, if necessary.

In the description of the column, click on '**Description**';
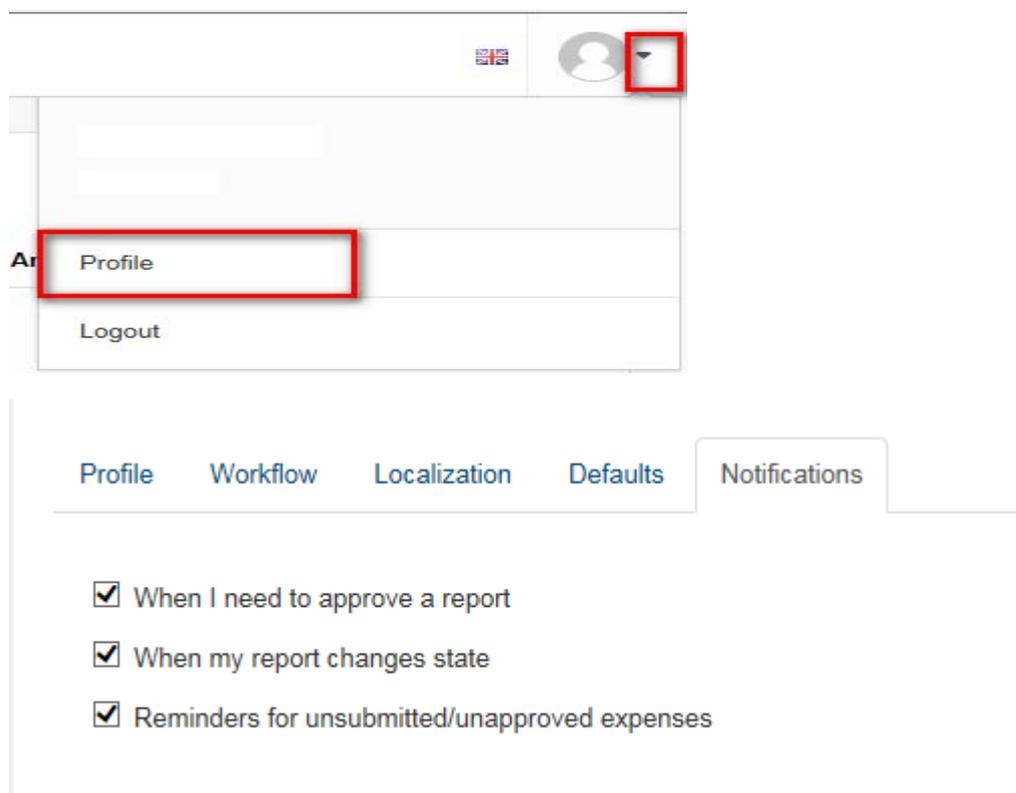

Here you can edit various fields; to save the changes made, click 'Save'.

4. DECLAREE SETTINGS FOR APPROVERS

You can personalize your settings using the 'head' in the right of the home screen;

- Select profile;
- Then choose the right-hand tab, 'Notifications'.
- This allows you to change the settings, which is self-explanatory.

5. ASSISTANT FUNCTIONALITY

INTRODUCTION

There are two types of assistant functionality:

- Submit / edit / **approve** a declaration on behalf of somebody else (You can activate this wizard using Declaree); you remain responsible, however, so exercise caution.
- Approve on behalf of somebody else (this assistant is derived from the new GKS 'approval system'). This is not yet operational, but is expected to be operational in the spring of 2017.

ENTER/EDIT AN EXPENSE ON BEHALF OF SOMEBODY ELSE

See guide/short film for declarants.

APPROVE ON BEHALF OF SOMEBODY ELSE

Approvers, assistants and deputies (in the event of absence) are defined within the university's GKS system. This relates to approvers for each OFI number.

The spring of 2017 is a transitional phase. In the current version of GKS, approvers are being changed by the financial cluster. The new version, which is currently being tested, will enable approvers to be specified using self-service assistants.

The Declaree system will then ensure that a claimant is never able to approve his/her own reports.

6. FROM SUBMITTING THE REPORT TO PAYMENT

- The declarant submits a report;
- Using GKS, the relevant approver will be determined by the OFI number and, for reports of > €1500, who is entitled to approve the expense/report;
- Following approval, reports of > €1500 will go to the faculty or department manager for approval;
- Finally, approval is given by the financial administration team of the faculty / department;
- After this final approval, the report is booked under the university's accounts payable;
- Expense reports are paid out twice weekly. The claimant will receive an e-mail confirming that the report will be paid.
- There is an application that allows you to retrieve data from reports that have been submitted and approved; this application can be accessed via the employee portal. This also allows you to see when reports were paid and which advance payments have been calculated.