

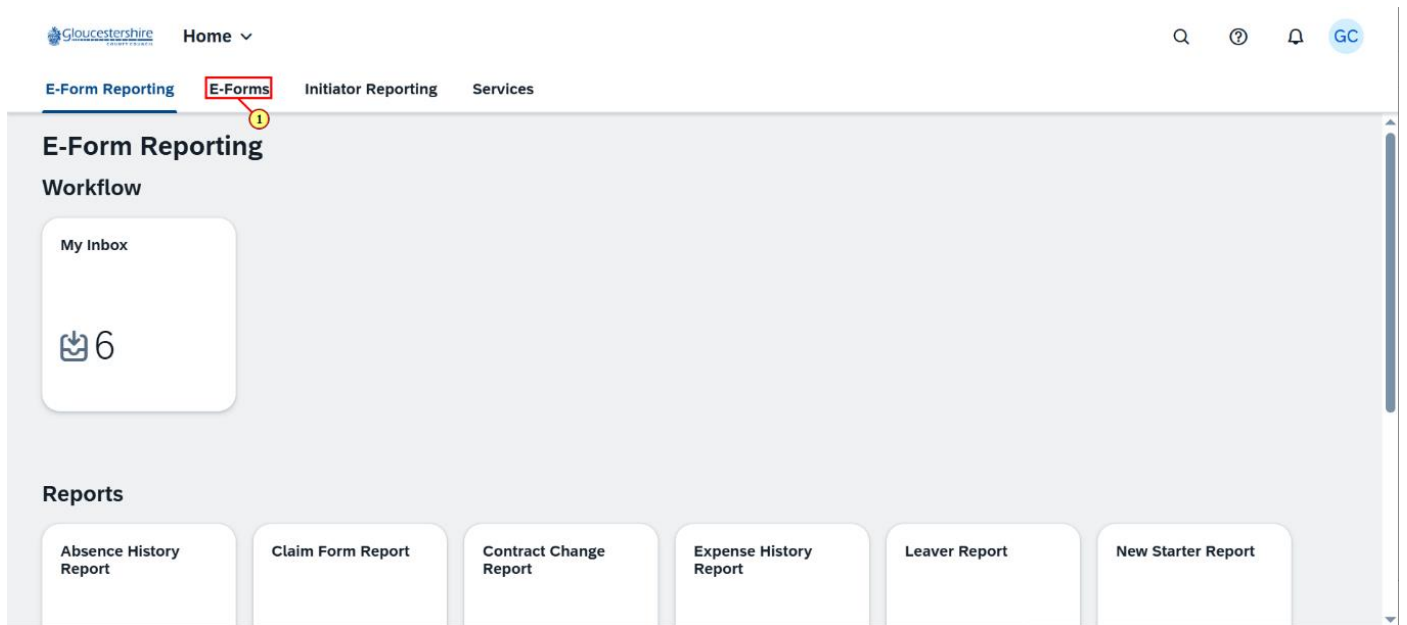


# Schools OBO - Expenses Form

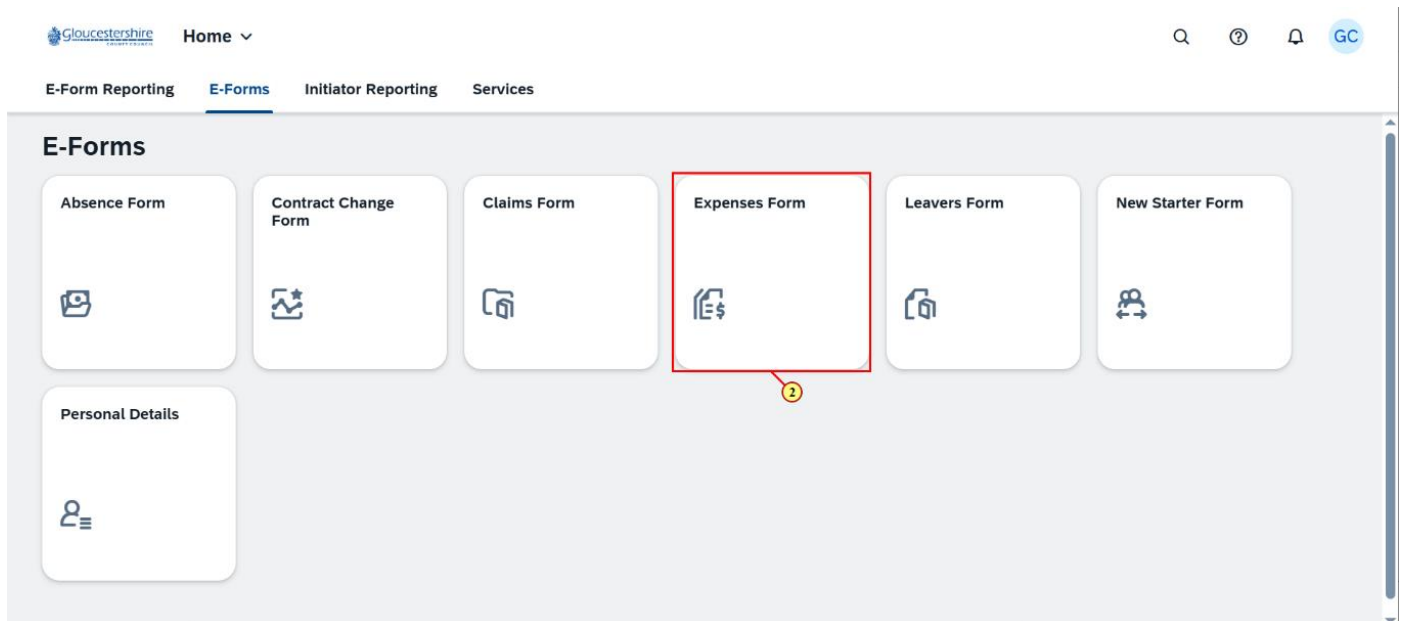
# Schools OBO - Expenses Form

In this step by step guide, you will learn how to:

- Complete the Expenses Schools e-Form



(1) Click on the **E-Forms** tab.



(2) Click on the **Expenses Form** tile to access the Expenses E-Form.


**Introduction**


This is the form used to pay all expenses submitted by employees in your organisation on a monthly basis. Upon submission of the expenses form, the form will route for approval and upload directly into SAP. Help and guidance on completing this form can be found on our [e-Form pages](#).

**Header**

Initiator: Mrs Gwenhwyvar Campbell1  
Form ID: 0000015194  
Date: Apr 4, 2025  
Organisation Name: Linden Primary School (2631)  
Cost Centre: 107940  
Claim Month: \*  
Claim End Date: \*

Print Cancel Delete Save to draft Submit

 Your details will display in the **Header** section as the initiator of the E-Form.

(3) Click on  to select the month for which you are making the claim.

**Introduction**

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**Header**

Initiator: Mrs Gwenhwyvar Campbell1  
Form ID: 0000015194  
Date: Apr 4, 2025  
Organisation Name: Linden Primary School (2631)  
Cost Centre: 107940  
Claim Month: \*  
Claim End Date: \*

Print Cancel Delete Save to draft Submit

(4) In this example, we will select **April 2025**.

**Introduction**

This is the form used to pay all expenses submitted by employees in your organisation on a monthly basis. Upon submission of the expenses form, the form will route for approval and upload directly into SAP. Help and guidance on completing this form can be found on our [e-Form pages](#).

**Header**

Initiator: Mrs Gwenhwyvar Campbell1  
 Form ID: 0000015194  
 Date: Apr 4, 2025  
 Organisation Name: Linden Primary School (2631)  
 Cost Centre: 107940  
 Claim Month: April 2025  
 Claim End Date: 30 Apr 2025

Buttons: Print, Cancel, Delete, Save to draft, Submit

Note the **Claim End Date** defaults to the end of the month and is populated automatically.

(5) Click on ▼ to scroll down.

**Header**

**Section A - Mileage Claims**

Emp.Name/Per no./Position *	Vehicle Type *	No of Miles *
<input type="checkbox"/> [Dropdown Arrow]	<input type="text"/>	<input type="text"/>

**Section B - Expenses Claims**

Emp.Name/Per no./Position *	Expense Type *	Amount(£) *
<input type="checkbox"/> [Dropdown Arrow]	<input type="text"/>	<input type="text"/>

Buttons: Print, Cancel, Delete, Save to draft, Submit

Here you can enter Mileage Claims (Section A) and Expenses claims (Section B). You can make several claims for the same employee and/or add claims for other employees on the same E-Form.

**Note if you are claiming on behalf of Supply staff, go to Sections C and D instead.**

(6) Click on ▼ to select the employee you are making a mileage claim on behalf of.

The screenshot shows the 'Expenses Form' interface. At the top, there is a header with the Gloucestershire logo and the text 'Expenses Form'. Below this is a section titled 'Section A - Mileage Claims'. It contains a table with columns for 'Emp.Name/Per no./Position\*', 'Vehicle Type\*', and 'No of Miles\*'. A dropdown menu is open over the first row, listing several employees. The entry 'Alexander Rhian 00164376 Attendance Administrator' is highlighted with a red box. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(7) In this example, we will select **Alexander Rhian**.

This screenshot shows the same 'Expenses Form' interface. The dropdown menu for employee selection is now closed, and 'Alexander Rhian 00164376 Attendance Administrator' is selected in the 'Emp.Name/Per no./Position\*' field. In the 'Vehicle Type\*' field, 'Casual LGS (CB) CR3' is selected, indicated by a red box and a yellow 'S' icon. The 'Section B - Expenses Claims' section is also visible below, with its own dropdown menu for employee selection. The bottom navigation bar remains the same with 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit' buttons.

(8) Click on **✓** to select the **vehicle type** for the mileage claim.

The screenshot shows the 'Expenses Form' interface. Under 'Section A - Mileage Claims', there is a form row with the following fields: 'Emp.Name/Per no./Position\*' (dropdown menu with 'Alexander Rhian 00164376 Attendance Administrator' selected), 'Vehicle Type\*' (dropdown menu with 'Casual LGS (CB) CR3' selected), and 'No of Miles\*' (text input field). A dropdown menu is open for 'Vehicle Type\*', listing options: 'Casual LGS (CB) CR2', 'Casual LGS (CB) CR3', 'Essential LGS (EB) - CR2', 'Essential LGS (EB) - CR3', 'Misc. Education (ME) - CR2', 'Misc. Education (ME) - CR3', 'Motorcycle (MB)', 'Non-vocational Training (TH)', and 'Vocational Training (TN)'. A red box highlights 'Casual LGS (CB) CR2' in the dropdown, and a yellow circle with the number '9' is next to 'Casual LGS (CB) CR3'. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(9) In this example, we will select **Casual LGS (CB) CR2**.

The screenshot shows the 'Expenses Form' interface. Under 'Section A - Mileage Claims', the 'Vehicle Type\*' dropdown menu is now set to 'Casual LGS (CB) CR2'. The 'No of Miles\*' text input field contains the number '100', which is highlighted with a red box. A yellow circle with the number '10' is positioned below the '100'. The 'Emp.Name/Per no./Position\*' dropdown menu remains 'Alexander Rhian 00164376 Attendance Administrator'. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(10) Enter **the mileage** in the **No of Miles** field.

Gloucestershire Expenses Form


Section A - Mileage Claims

Emp.Name/Per no./Position*	Vehicle Type*	No of Miles*
Alexander Rhian 00164376 Attendance Administrator	Casual LGS (CB) CR2	100

Section B - Expenses Claims

Emp.Name/Per no./Position*	Expense Type*	Amount(£)*

Print Cancel Delete Save to draft Submit

 The **Show** field allows you to enter comments for a specific line.

(11) Click on **Show**.

Gloucestershire Expenses Form

Section A - Mileage Claims

Comments

Add Your Comments:

Exp claim - mileage

Close

Section B - Expenses Claims

Emp.Name/Per no./Position*	Expense Type*	Amount(£)*

Print Cancel Delete Save to draft Submit

(12) You can add a comment(s) in the **Comments** field.

(13) Click on **Close**.

Your comment will be saved automatically.  
 You can click on **Show** again to view the comment again.

(14) Click on **Add Row** to add a new line.


The screenshot shows the 'Expenses Form' interface. It has a header section and two main sections: 'Section A - Mileage Claims' and 'Section B - Expenses Claims'. In 'Section A', there is a table with columns for 'Emp.Name/Per no./Position\*', 'Vehicle Type\*', and 'No of Miles\*'. The first row is filled with 'Alexander Rhian 00164376 Attendance Administrator', 'Casual LGS (CB) CR2', and '100'. A second row is partially filled with a dropdown menu. A red box highlights the dropdown arrow in this menu, and a yellow callout bubble with the number '15' points to it. At the bottom, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(15) Click on ▼ to select the Employee from the list.

This screenshot shows the same 'Expenses Form' interface, but with the dropdown menu for 'Emp.Name/Per no./Position\*' in 'Section A' open. The menu lists several employees, including 'Alex Eleri 00114001 TEACHING ASSISTANT', which is highlighted with a red box. A yellow callout bubble with the number '16' points to this highlighted entry. The rest of the form, including the 'Show' button for the second row and the bottom navigation buttons, remains the same as in the previous screenshot.

(16) In this example, we will select another employee **Alex Eleri**.

The screenshot shows the 'Expenses Form' interface. Under 'Section A - Mileage Claims', there are two rows of data. The first row is for Alexander Rhian (Attendance Administrator) with 100 miles. The second row is for Alex Eleri (TEACHING ASSISTANT) with 50 miles. The 'No of Miles' field for the second row is highlighted with a red box, and a yellow callout bubble with the number '17' points to it. Below this section is 'Section B - Expenses Claims' which is currently empty. At the bottom, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

 The **Vehicle Type** defaults to Casual LGS (CB) CR3 but can be changed in the dropdown list, as shown in the mileage claim line above.

(17) Enter the **mileage** in the **No of Miles** field.

This screenshot is similar to the previous one, but the 'No of Miles' field for the second row now contains the number '50'. A red box highlights a small downward arrow icon in the bottom right corner of the form area, near the 'Submit' button. The rest of the interface remains the same.

(18) Click on ▼ to scroll down.

**Section A - Mileage Claims**

Emp.Name/Per no./Position*	Vehicle Type*	No of Miles*
Alexander Rhian 00164376 Attendance Administrator	Casual LGS (CB) CR2	100
Alex Eleri 00114001 TEACHING ASSISTANT	Casual LGS (CB) CR3	50

**Section B - Expenses Claims**

Emp.Name/Per no./Position*	Expense Type*	Amount(£)*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Print, Cancel, Delete, Save to draft, Submit

In the next section, you can enter **Expenses claims** such as a hotel bill.

(19) Click on to select the Employee from the list.

**Section B - Expenses Claims**

Dropdown list:

- Agrawal Devansh 10200670 Test
- Agrawal Devansh 10200853 Test
- Agrawal Devansh 10200863 Test
- Alex Eleri 00114001 TEACHING ASSISTANT
- Alex Eleri 00114788 Play Leader
- Alexander Rhian 00164376 Attendance Administrator**
- Alexander Tarren 00197695 SEN Learning Partner
- Ali Catherine 00082512 TEACHING ASSISTANT 1 (M)
- Ali Catherine 00130807 Play Leader Lunchtime
- Ali Catherine 00185247 Wraparound Care manager
- Ali Catherine 10200708 position 703453
- Ali Catherine 10200854 Test

Buttons: Print, Cancel, Delete, Save to draft, Submit

(20) In the example, we will select **Alexander Rhian** for the expenses claim.

The screenshot shows the 'Expenses Form' interface. It is divided into two main sections: 'Section A - Mileage Claims' and 'Section B - Expenses Claims'. Section A contains two rows of data for mileage claims, with columns for 'Emp.Name/Per no./Position\*', 'Vehicle Type\*', and 'No of Miles\*'. Section B contains one row for an expense claim, with columns for 'Emp.Name/Per no./Position\*', 'Expense Type\*', and 'Amount(£)\*'. A red box highlights the dropdown arrow in the 'Expense Type\*' field, and a callout bubble with the number '21' points to it. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(21) Click on ▼ to select the **Expense Type** from the dropdown list.

This screenshot shows the same 'Expenses Form' interface, but with the 'Expense Type\*' dropdown menu open. The menu lists various expense categories: Bicycle Mileage, Breakfast, Dinner, ES Community Activity, Educational Activities, Educational and Vocational Training, Entertainment - Staff, Fuel, Hotel, Lunch, Materials - Office Admin, and Materials, Education & Training. The 'Hotel' option is highlighted with a red box, and a callout bubble with the number '22' points to it. The background shows the form fields for Section B, with the 'Expense Type\*' field now displaying the selected 'Hotel' value.

(22) In this example, we will select **Hotel**.

Gloucestershire Expenses Form

**Section A - Mileage Claims**

Emp.Name/Per no./Position *	Vehicle Type *	No of Miles *	
<input type="checkbox"/> Alexander Rhian 00164376 Attendance Administrator	Casual LGS (CB) CR2	100	Show
<input type="checkbox"/> Alex Eleri 00114001 TEACHING ASSISTANT	Casual LGS (CB) CR3	50	Show

**Section B - Expenses Claims**

Emp.Name/Per no./Position *	Expense Type *	Amount (£) *	
<input type="checkbox"/> Alexander Rhian 00164376 Attendance Administrator	Hotel	<input type="text" value=""/>	Show

Buttons: Print, Cancel, Delete, Save to draft, Submit

(23) Enter **the amount** for the Expense claim.

Gloucestershire Expenses Form

**Section B - Expenses Claims**

Emp.Name/Per no./Position *	Expense Type *	Amount (£) *	
<input type="checkbox"/> Alexander Rhian 00164376 Attendance Administrator	Hotel	25	Show

Buttons: Print, Cancel, Delete, Save to draft, Submit

Note you can also add or delete lines, as shown above in Section A, to add or remove a claim for the same employee and/or for different employees on the same E-Form.

(24) Click on ▼ to scroll down.

Gloucestershire Expenses Form

Alexander Rhian 00164376 Attendance Administrator | Hotel | 25.00 | Show

**Section C - Supply Mileage**

Add Row Delete Row


Personnel Number*	Employee Name*	Vehicle Type*	No of Miles*
<input type="checkbox"/>			
<input type="checkbox"/>			

**Section D - Supply Expense**

Add Row Delete Row

Personnel Number*	Employee Name*	Expense Type*	Amount(£)*
<input type="checkbox"/>			
<input type="checkbox"/>			

Print Cancel Delete Save to draft Submit

 These next sections (**Section C - Supply Mileage** and **Section D - Supply Expense**) are used for Supply staff but are not available to all schools. Therefore Sections C and D may not appear on your E-Form.

(25) Enter the **Personnel Number** of the Supply staff you want to enter a **Supply Mileage** claim on behalf of, in the **Personnel Number** field.

Press **Enter**.

Gloucestershire Expenses Form

Alexander Rhian 00164376 Attendance Administrator | Hotel | 25.00 | Show

**Section C - Supply Mileage**

Add Row Delete Row

Personnel Number*	Employee Name*	Vehicle Type*	No of Miles*
<input type="checkbox"/>			
<input type="checkbox"/>	00130917	Meinwen Griffiths	

**Section D - Supply Expense**

Add Row Delete Row

Personnel Number*	Employee Name*	Expense Type*	Amount(£)*
<input type="checkbox"/>			
<input type="checkbox"/>			

Print Cancel Delete Save to draft Submit

(26) Click on **▼** to select the **vehicle type** for the mileage claim.


The screenshot shows the 'Expenses Form' interface for Gloucestershire. At the top, there are fields for 'Personnel Number' (00130917), 'Employee Name' (Meinwen Griffiths), 'Vehicle Type' (Hotel), and 'No of Miles' (25.00). Below this is 'Section C - Supply Mileage' with a table header: Personnel Number\*, Employee Name\*, Vehicle Type\*, and No of Miles\*. A dropdown menu is open for the 'Vehicle Type' field, listing options: Casual LGS (CB) - CR2 (highlighted with a red box and a red arrow labeled '27'), Casual LGS (27) - CR3, Misc. Education (ME) - CR2, Misc. Education (ME) - CR3, Teachers Training (TT) - CR2, Teachers Training (TT) - CR3, Non-Vocational Training (TH), Vocational Training (TN), and Motorcycle (MB). Below the dropdown is 'Section D - Supply Expense' with a table header: Personnel Number\*, Employee Name\*, Expense Type\*, and Amount (£)\*. At the bottom, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(27) in this example, we will select **Casual LGS (CB) - CR2**.

This screenshot shows the same 'Expenses Form' interface. The 'Vehicle Type' dropdown is now closed, and 'Casual LGS (CB) - CR2' is selected. The 'No of Miles' field now contains the number '50', which is highlighted with a red box and a red arrow labeled '28'. The rest of the form, including the 'Section D - Supply Expense' table and the bottom navigation buttons, remains the same as in the previous screenshot.

(28) Enter **the mileage** in the **No of Miles** field.

The screenshot shows the Gloucestershire Expenses Form interface. At the top, there is a header with the Gloucestershire logo and the text 'Expenses Form'. Below this, there are dropdown menus for 'Alexander Rhian 00164376 Attendance Administrator', 'Hotel', and '25.00', followed by a 'Show' button. The form is divided into two main sections: 'Section C - Supply Mileage' and 'Section D - Supply Expense'. Section C contains a table with columns for 'Personnel Number\*', 'Employee Name\*', 'Vehicle Type\*', and 'No of Miles\*'. A row is visible with '00130917', 'Meinwen Griffiths', 'Casual LGS (CB) - CR2', and '50'. Section D contains a table with columns for 'Personnel Number\*', 'Employee Name\*', 'Expense Type\*', and 'Amount(£)\*'. A red box highlights the 'Personnel Number\*' field in Section D, which contains '00130917'. A yellow callout bubble with the number '29' points to this field. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

 You can add or delete rows, to add/remove claims for the same employee and/or for different employees on the same E-Form.

(29) Enter the **Personnel Number** of the Supply staff you want to enter a **Supply Expense** claim on behalf of, in the **Personnel Number** field.

Press **Enter**.

This screenshot is similar to the previous one, but it shows the 'Expense Type\*' dropdown menu in Section D. The dropdown menu is open, and a red box highlights the dropdown arrow. A yellow callout bubble with the number '30' points to this dropdown menu. The 'Personnel Number\*' field in Section D now contains '00130917'. The rest of the form, including the 'Show' button and the bottom navigation buttons, remains the same.

(30) Click on **▼** to select the **expense type** from the dropdown list.

The screenshot shows the Gloucestershire Expenses Form interface. At the top, the user is identified as Alexander Rhian 00164376 Attendance Administrator. The form is divided into two main sections: Section C - Supply Mileage and Section D - Supply Expense. Each section has a form for entering personnel and employee details. A dropdown menu is open, listing various expense categories such as Bicycle Mileage, Breakfast, Dinner, ES Community Activity, Educational Activities, Educational and Vocational Training, Entertainment - Staff, Fuel, Hotel, Lunch, Materials - Office Admin, and Materials, Education & Training. A red box highlights the dropdown arrow, and a yellow circle with the number '31' is positioned next to it. The form also includes a 'Show' button for each row and a 'Print' button at the bottom left. At the bottom right, there are buttons for 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(31) Click on ▼ to scroll down the list.

This screenshot shows the same Gloucestershire Expenses Form interface, but the dropdown menu is scrolled down to show more categories. The 'Parking' category is highlighted with a red box. Other categories visible include Materials, Education & Training, Medical Certificate/Report, Medical Supplies, Newspapers/Magazines/Books, Posts, Premises Costs, Public Transport, Relocation Expenses, Taxi, Telephone/Fax, and Tolls/Road Charges. A yellow circle with the number '32' is next to the 'Posts' category. The rest of the form, including the personnel details and the bottom navigation buttons, remains the same as in the previous screenshot.

(32) In this example, we will select **Parking**.

The screenshot shows the Gloucestershire Expenses Form. At the top, there is a navigation bar with the Gloucestershire logo, the title 'Expenses Form', and search, help, and notification icons. Below this, there are dropdown menus for 'Alexander Rhian 00164376 Attendance Administrator', 'Hotel', and '25.00', with a 'Show' button. The form is divided into two sections: 'Section C - Supply Mileage' and 'Section D - Supply Expense'. Section C has a table with columns: Personnel Number\*, Employee Name\*, Vehicle Type\*, and No of Miles\*. A row is filled with '00130917', 'Meinwen Griffiths', 'Casual LGS (CB) - CR2', and '50'. Section D has a table with columns: Personnel Number\*, Employee Name\*, Expense Type\*, and Amount(£)\*. A row is filled with '00130917', 'Meinwen Griffiths', 'Parking', and an empty field. A red box highlights the empty field, with a callout (33) pointing to it. At the bottom, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(33) Enter the amount in the Amount(£) field.

This screenshot is identical to the previous one, but the 'Amount(£)\*' field in Section D now contains the value '7'. A red box highlights the 'Submit' button at the bottom right, with a callout (34) pointing to it.

(34) Click on ▼ to scroll down.

Gloucestershire Expenses Form

**Your Comments - Internal Organisation Use Only**

Your Comments:

Please approve asap


**Add Comment** (35)

**Section E - Notify Approver**

Please tick this box if you require an email to be generated to you approver notifying this form is awaiting approval.

Data Protection Act 2018 & General Data Protection Regulation (GDPR) - The information you supply on this form will be used to manage and maintain your employment relationship. It may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or determining areas of need to target future provision. The information will be treated as confidential except where such information has to be disclosed by law to relevant statutory bodies and in circumstances specific to the employment relationship. If you would like more information, please contact the Business Service Centre.

Print Cancel Delete Save to draft Submit

 You can add comments in the **Your Comments** field, for the entire E-Form. Note these comments are for internal-use only.

(35) Once you have added a comment, click on **Add Comment** to save it.

Gloucestershire Expenses Form

**Your Comments - Internal Organisation Use Only**

Authorisation and Rejection Comments:

Comments added by Gwenhwyvar Campbell1 on Friday, 4 April 2025 13:20:1 GMT at Status Initial - Please approve asap

Your Comments:

**Add Comment** (36)

**Section E - Notify Approver**

Please tick this box if you require an email to be generated to you approver notifying this form is awaiting approval.

Print Cancel Delete Save to draft Submit

(36) Click on ▼ to scroll down.

The screenshot shows the Gloucestershire Expenses Form interface. At the top, there is a navigation bar with the Gloucestershire logo, the text 'Expenses Form', and search, help, and notification icons. Below this, there are two main sections. The first section is titled 'Your Comments - Internal Organisation Use Only' and contains a text area for comments and an 'Add Comment' button. The second section is titled 'Section E - Notify Approver' and contains a checkbox that is currently unchecked. To the right of the checkbox is the text: 'Please tick this box if you require an email to be generated to you approver notifying this form is awaiting approval.' Below the checkbox is a blue information box containing text about the Data Protection Act 2018 & General Data Protection Regulation (GDPR). At the bottom of the form, there is a row of buttons: 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'.

(37) Tick this checkbox if you wish for a notification email to be sent to the approver notifying them the E-Form has been submitted for their approval.

This screenshot is identical to the one above, but the checkbox in the 'Section E - Notify Approver' section is now checked. Additionally, a red box highlights the 'Submit' button at the bottom right of the form, with a small yellow circle containing the number '38' next to it.

(38) Click on **Submit** to submit the E-Form to your approver.

Alternatively, you can cancel, delete or save the e-Form as a draft.

The screenshot shows the Gloucestershire Expenses Form interface. At the top, there is a navigation bar with the Gloucestershire logo, the title 'Expenses Form', and search, help, and notification icons. The main content area is divided into sections. The first section is 'Your Comments - Internal Organisation Use Only', which contains a text input field and an 'Add Comment' button. Below this is 'Section E - Notify Approver', which has a checked checkbox and a text input field. A modal dialog box titled 'Submit Form' is open in the center, asking 'Do you want to Submit?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box and a yellow callout bubble containing the number 39. At the bottom of the form, there are buttons for 'Print', 'Cancel', 'Delete', 'Save to draft', and 'Submit'. A blue information banner at the bottom of the form contains text about the Data Protection Act 2018 & GDPR.

(39) Click on **Yes** to submit the E-Form for approval.

This screenshot shows the same Gloucestershire Expenses Form interface as the previous one, but with a 'Success' message dialog box open. The dialog box has a green checkmark icon and the text 'Success' at the top. Below this, it says 'Form: 0000015194 is submitted successfully' and 'Please call ContactUs on 01452 425888 should you have any queries regarding this e-Form.' At the bottom right of the dialog box, there is an 'OK' button highlighted with a red box and a yellow callout bubble containing the number 40. The background form is slightly dimmed, and the 'Submit' button at the bottom right is now disabled.

(40) Click on **OK**.


Gloucestershire Home

E-Form Reporting **E-Forms** Initiator Reporting Services

### E-Forms

- Absence Form
- Contract Change Form
- Claims Form
- Expenses Form**
- Leavers Form
- New Starter Form

Personal Details

 You have successfully completed an **Expenses Schools E-Form**.