How to submit your speaker expenses

To submit any travel expenses, you will need to complete a form on our expenses system, iPLICIT. Follow the below steps to do this:

Logging in

Our finance team have already added you to iPLICIT.

Your username will be your surname followed by the first initial of your first name. For example, LastnameF.

You will be emailed shortly with your password.

Making a claim

Once you have logged into the system, click expenses>new>expense – personal>create.

You will need to add each of your expenses to your claim separately, so for example if you are claiming for train travel and taxi expenses, you will need to complete this process three times: once for the train ticket, once for the outward taxi journey and once for the return taxi journey.

To add your expense, complete the following details:

- Product: Select the type of expense from the dropdown menu (train ticket, mileage etc)
- Description: Type in details of your claim for example starting and final destination, including stations for train travel claims and postcodes for mileage claims
- Geographical area: Select UK
- Cost centre: Select the event you have supported
- Unit price: Type in the total amount for this expense

All other fields can be left as they are.

If you need to add another expense, click ‘add’ and then complete the above steps again.

Adding your receipts

You now need to add receipts for each expense you are claiming. If you do not submit your receipts, your claim will automatically be rejected.

Please note, you do not need to submit a claim for mileage.

To add your receipts:

- Click the attach button, which looks like a paperclip, which is located at the top of the screen
- Click expense claim
- Find and add your files
- Close the pop up window
- Click create draft

Adding your bank details

To add your bank details, please click the comment button, which is located next to the attach receipts button. Add your bank details as note.

Save the note and close the comment box.

Once you have completed these steps, your claim has been sent to our finance team.

Queries

Once submitted, you can log in to see the status of your claim at any time.

Once the claim has been paid, you can see the payment date within the allocations tab.