

## Request 8394 – Employee Spend

1. What finance system do you currently have in place?
2. What HR system do you use
3. How many employees (full and part time) do you have?
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?
5. What improvements (if any) are planned for this process in the next 24 months
6. How many expense claims are submitted on average per year
7. Are employees able to compile, submit and approve expenses remotely?
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
9. What is your current Approval Process for Expenses
10. How many miles are travelled monthly
11. Do you have an expense policy in place
12. What percentage of expenses are checked
13. How do staff book travel
14. Do you use a Travel Management Company to book travel
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020.

### Response

1. What finance system do you currently have in place? Technology 1
2. What HR system do you use Resourcelink
3. How many employees (full and part time) do you have? 579
4. What processes or solutions do you have in place for employees to submit and reclaim expenses? Staff submit expenses via the self service portal on Resourcelink
5. What improvements (if any) are planned for this process in the next 24 months We are moving to a new HR/Payroll System in April 2021
6. How many expense claims are submitted on average per year 500 per year
7. Are employees able to compile, submit and approve expenses remotely? Yes via the self service
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many? there have been no investigations to any expense claims in the last 24 months.
9. What is your current Approval Process for Expenses Employee's submit expenses online, these are approved by their Line Manager or authorised signatory and then paid into their salary

10. How many miles are travelled monthly Mileage is 36000 per month on average.
11. Do you have an expense policy in place We have information relating to expenses and a mileage policy
12. What percentage of expenses are checked All expense claims are checked both by the manager for authorisation and by Payroll before processing.
13. How do staff book travel
14. Do you use a Travel Management Company to book travel We do not have one.
15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020. The total mileage spend for the calendar year 2019 is £151,212