



## Freedom of Information Request 01/FOI/22/1318

### Travel & Expenses

1. What finance system do you use?
2. What system do you use to manage and process your staff's expenses?
3. What is the expense process?
4. How many expense claims were made in FY21/22? And what was total value of expense claimed in FY21/22?
5. Can you submit expenses remotely?
6. How are you claiming VAT on mileage? Do your staff have to deduct commute from mileage?
7. What percentage of expense claims are you auditing?
8. How many FTEs (full time employees) do you have processing expense claims?
9. What is the average time to reimburse your staff's expenses?
10. How are you reporting on expense spend, PSA expense types and scope 3 emissions reporting?
11. What are your biggest categories when it comes to Travel Spend?

### Invoices

12. What system do you use for managing/processing invoices?
13. What is your current invoice process for handling supplier invoices, from receipt to when it is posted in the ERP/finance system and ready for payment?
14. How many invoices were processed in FY21/22?
15. How many FTEs (full time employees) do you have in your accounts payable team who process invoices?
16. What percentage of invoices were paid late in FY21/22?
17. Do you use Optical Character Recognition (OCR) to scan invoices?
18. Do you have to manually validate the scanned invoices from the OCR capture?
19. Do you currently have a PO system or a non-PO system? If you use both types – what is the percentage of PO invoices vs. non-PO invoices?
20. Are you claiming VAT on invoices? If so, are you doing this in-house?
21. How are you currently reporting on invoice spend?

## RESPONSE

1. E-financials by Advanced
2. I-Trent
3. It is an online expense process, the employee submits the claim using online claim forms and they land on their payslip
4. Total claims 78,124 and value is £955,513.95
5. Yes, anywhere with an internet connection

6. We do not claim VAT. Staff do not deduct commuter miles currently.
7. We do several audit checks, a 10% dip sample, we audit everyone who claims over £150.00 in a pay period, everything claimed in the "Other" category, any duplicates and any un-receipted claims where we expect a receipt and all claims that go over the element limits.
8. We do not have specific expenses team members, we have a payroll team and they all deal with expenses throughout the pay period. But roughly 3 FTE
9. Between 2-6 weeks due to cut-off dates. They process along with our pay run.
10. It is not understood what the question is asking
11. Hotel Rail and Air
12. Finance system is E-Financials by Advanced. We use a module within this system called PIM (Purchase Invoice Manager) to process invoices, and E-procurement to manage purchase orders.
13. Invoices received by post or email. Invoices registered in EFinancials and automatically matched to a GRN/PO- or sent to a coder and approver within PIM. Payment run processed on a weekly basis.
14. 9,598 invoices were paid during 21/22
15. 4 transaction officers plus 1 team leader and 1 transactions manager.
16. An average of 53% across the year of invoices paid each period in 21/22 were paid within 30 day payment terms.
17. We are currently implementing this.
18. See above, currently implementing.
19. 51% PO, 49% Non-PO
20. BTP have a complex VAT position where only a small % of VAT can be reclaimed. Preparation of the VAT return is done in-house.
21.
  - Finance systems provides data to generate monthly KPI's on % of invoices paid within 30 days.
  - Commercial team also monitor non-compliant spend (where a PO should have been raised)
  - Management reports also in place on expenditure types within non-pay vs/ budget.