



# Expenses App Guide



## We believe in smart payroll.

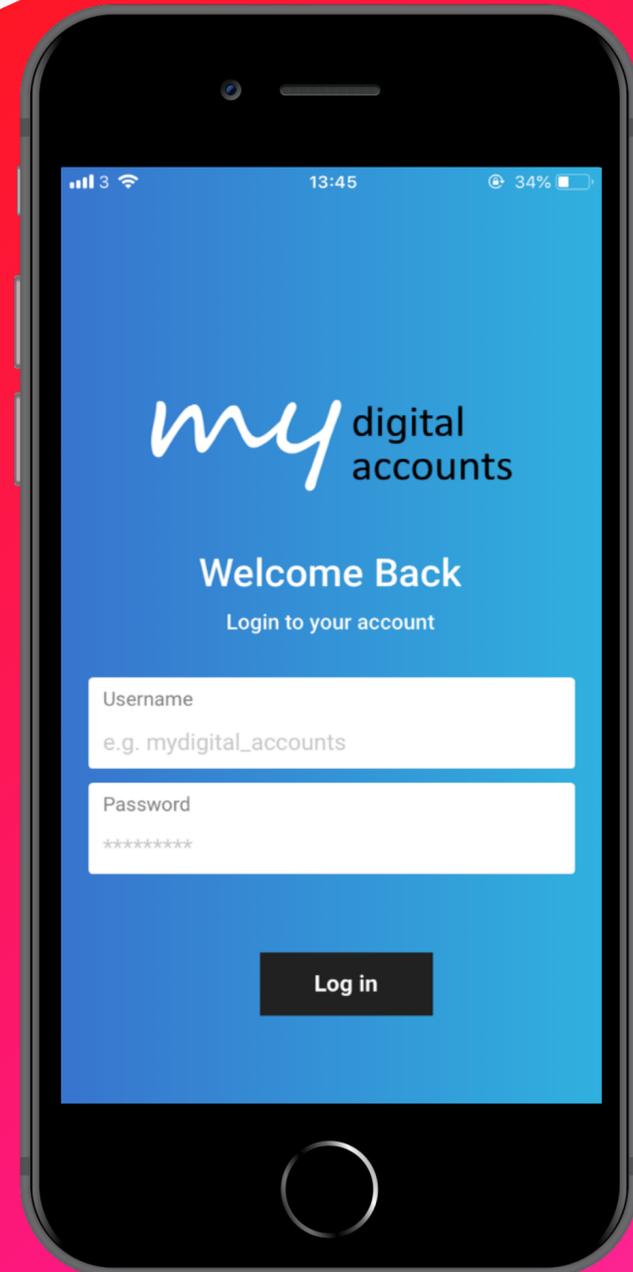
This guide has been provided to help you, our amazing contractors, to complete and submit your expenses via the **My Digital Accounts** Umbrella app, available on both the App Store (**iOS**) and the Google Play Store (**Android**).

This app is designed to make submitting your expenses as quick and easy as possible, so we want to make sure that all of our contractors know exactly how to use My Digital Accounts.

To make this as clear as possible, we have used images from **real-life claims** to give you a better understanding on how to submit your claims, but should you find yourself having difficulty – please feel free to contact the Bar 2 office to speak to a member of staff who can guide you through the process.

# Logging in

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Once you have downloaded the app, you should be able to view the log in screen. By this point you should have received log in details with your username and you will be prompted to create a password for future login.

- Log in to your expense app with the details that have been sent to you via email.
- If you already have an online account with Bar 2's web portal, you will be able to use these details to gain access to the app.

# Submitting a mileage claim

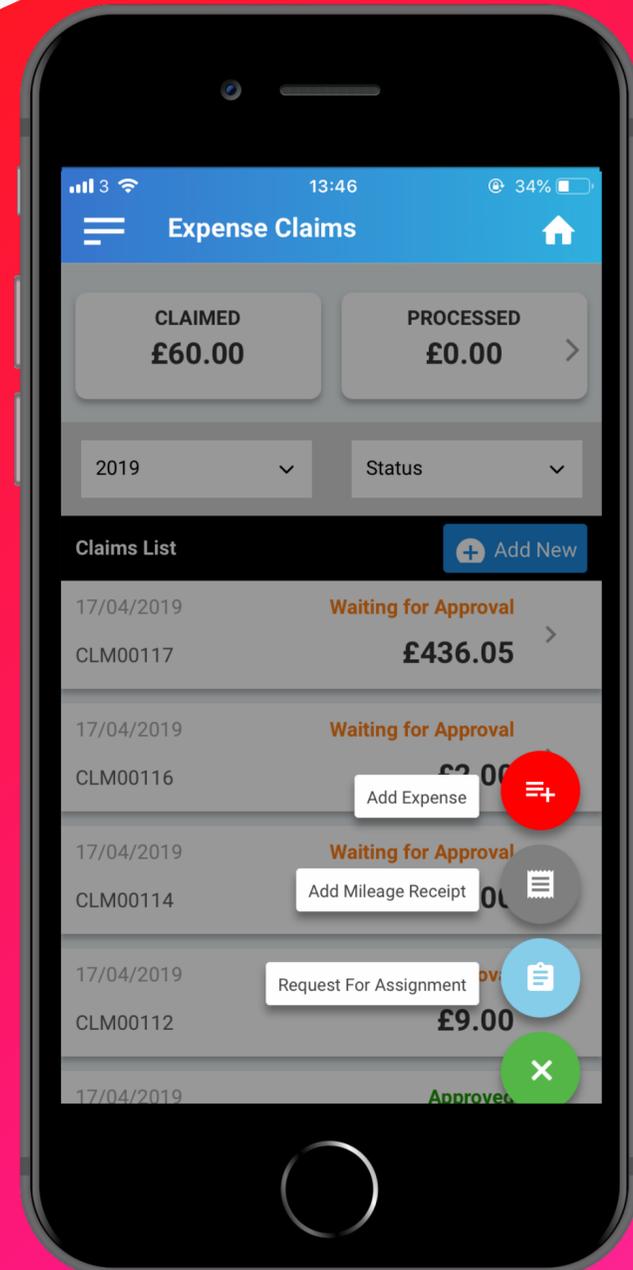
To claim for any mileage, Bar 2 require a fuel receipt which shows a valid date and cost of your purchase.

You will need to submit your fuel receipt to Bar 2 via the expense app before you are able to make a claim for mileage.



# Submitting a mileage claim

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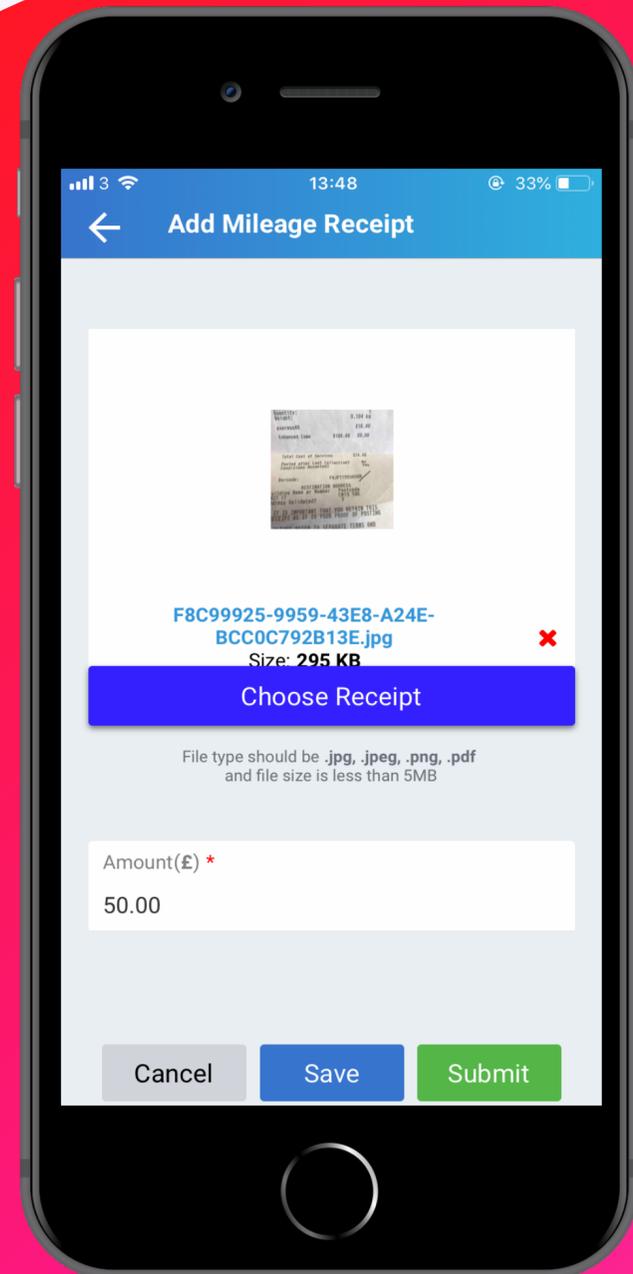


## 1 STEP 01

When you have filled your car up, take a picture of your receipt (make sure you do this quickly in case you misplace it!) and add it to the portal.

In order to do so, click the **green** button to view 'Claim Options' and then select 'Add Mileage Receipt'.

# Submitting a mileage claim

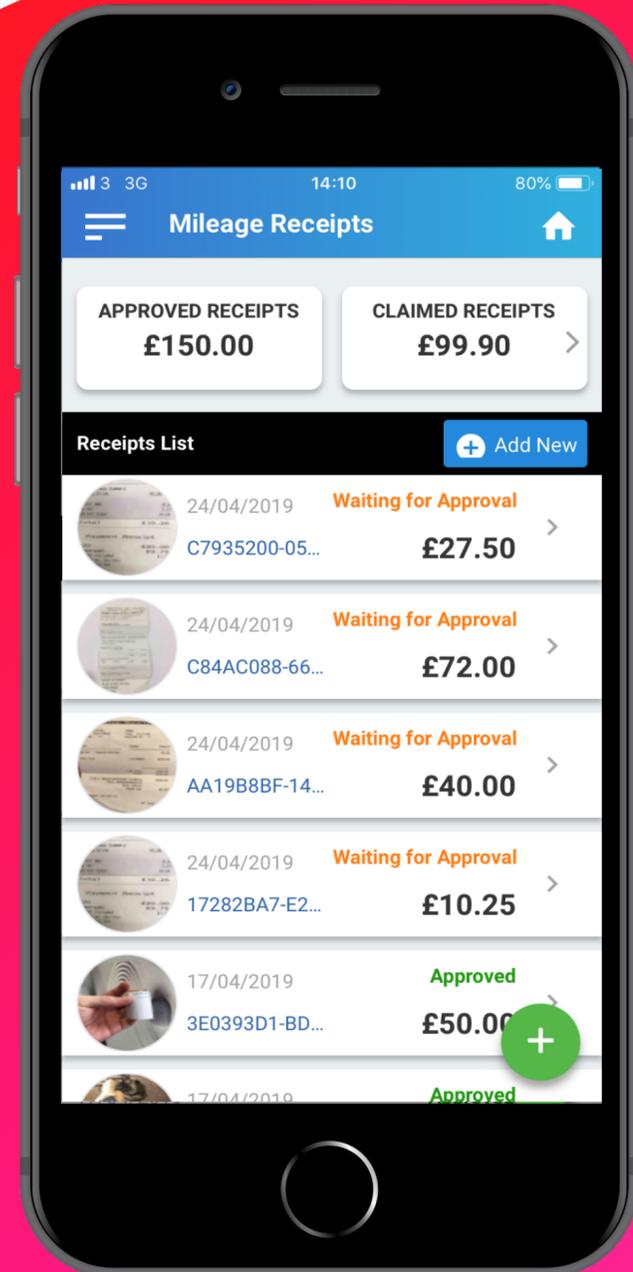


## 2 STEP 02

You will then be asked to upload an image of your fuel receipt (a photograph from your Camera Roll) and enter the cost amount.

'Submit' your claim.

# Submitting a mileage claim

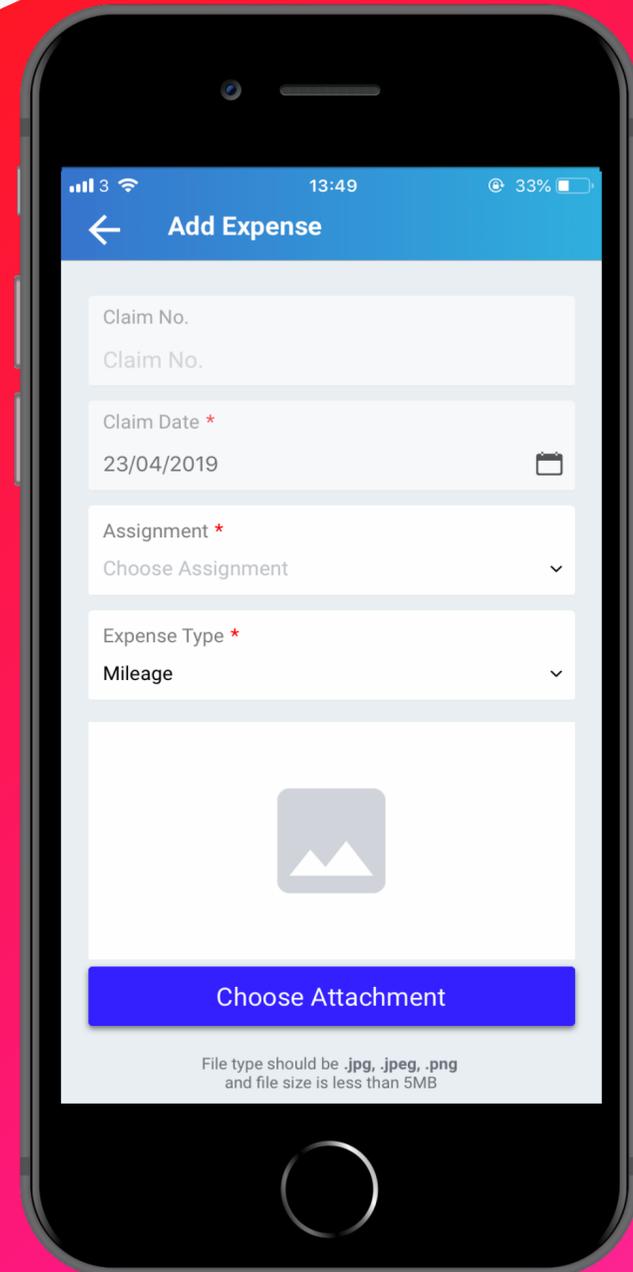


## 3 STEP 03

This submission will then be reviewed by a member of the Bar 2 expenses team. Once approved, you will see available mileage on your account under 'Approved Receipts'.

# Submitting a mileage claim

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## 4 STEP 04

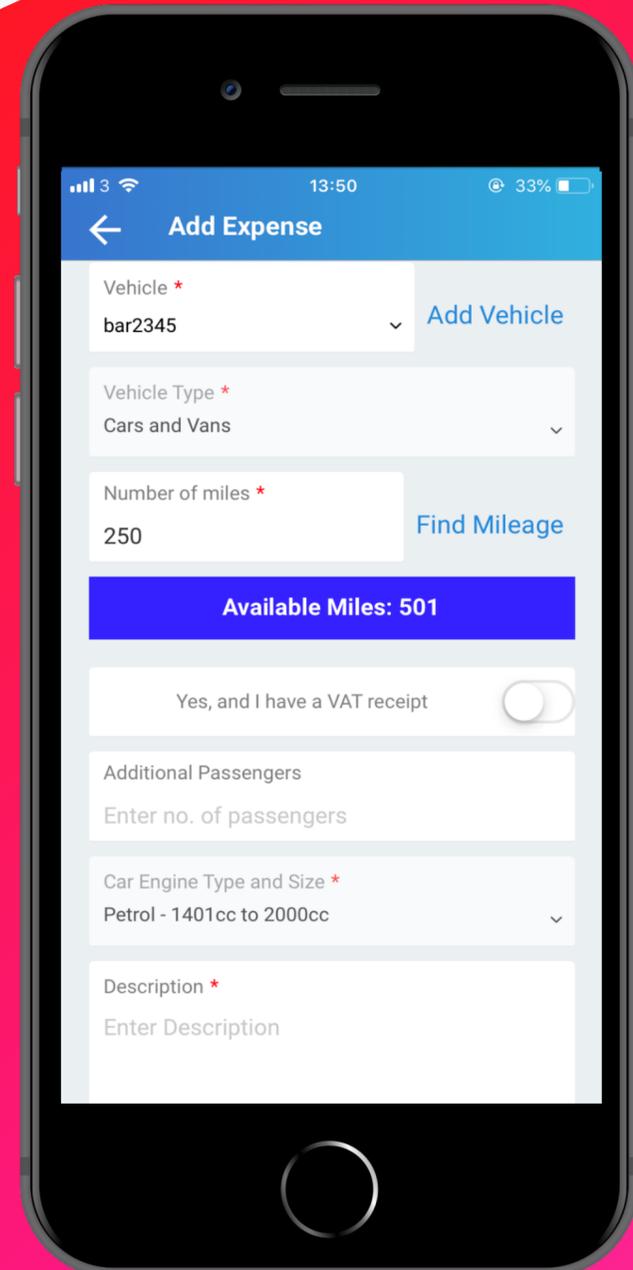
Head back to the Home Page by clicking the home icon in the top right-hand corner of the app.

Select the **green** button to view 'Claim Options' once again and this time, select '**Add Expense**'.

This will bring up the image on the left .

You will then be able to select your expense type – in this case 'Mileage'.

# Submitting a mileage claim



## 5 STEP 05

After selecting 'Mileage', you will be asked to submit some basic vehicle information. Once your mileage receipt has been submitted and approved, you will see your **Available Miles**.

At the bottom of your claim, you will be asked to save, submit or cancel. Saving the expense will NOT send to Bar2 – it will store as a draft, if you are happy with your claim please submit for Bar2 to approve.

You will then be able to return to your home screen and view pending expenses, these will be listed as the following;

**Waiting for approval**

**Approved**

**Rejected**

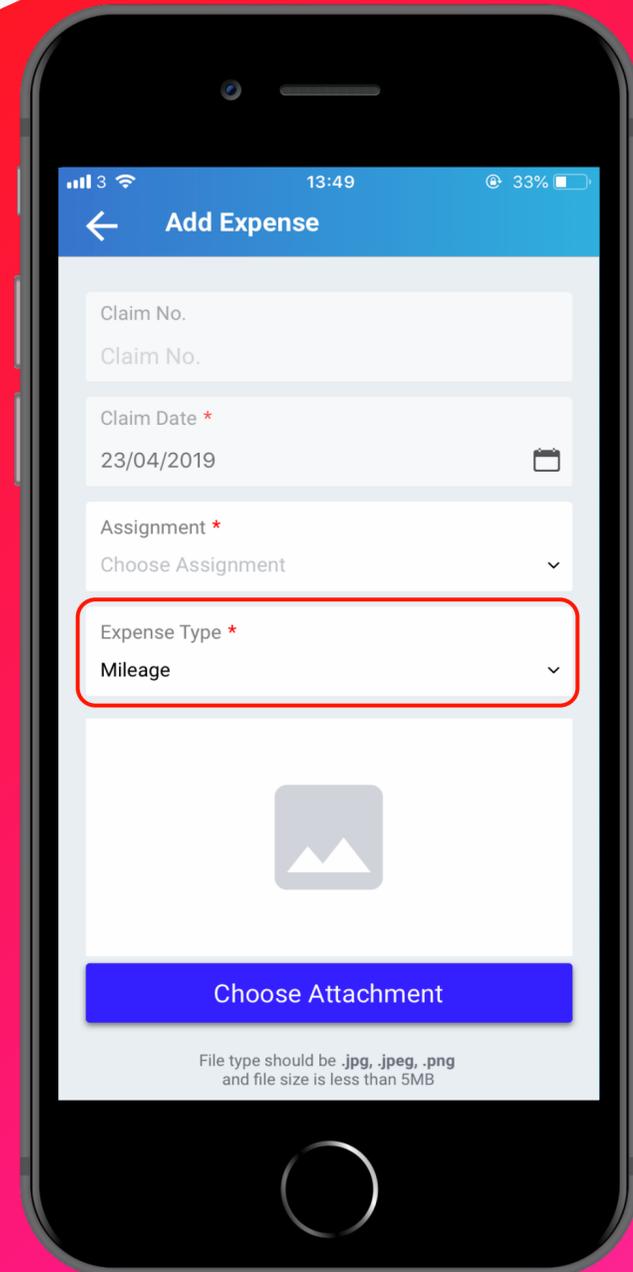
**Draft**

Proceed to claim your weekly miles as usual. For example, if your work journey consists of 200 miles per week, this will be taken from the 'Available Miles' pot, and once empty, you will need to resubmit a new fuel receipt.

# Submitting a subsistence claim



# Submitting a subsistence claim (food/meals)



Begin on the Home Page by clicking the home icon in the top right-hand corner of the app.

At the top of the 'Claims List', you will see the option to '+ Add New'.

Once selected, you will then need to change the expense type as circled in the image on the left from 'Mileage' to 'Subsistence'.

You will then have the option to select the relevant scale rates, followed by the number of days.

You will then be asked to upload an image of your subsistence receipt (a photograph from your Camera Roll).

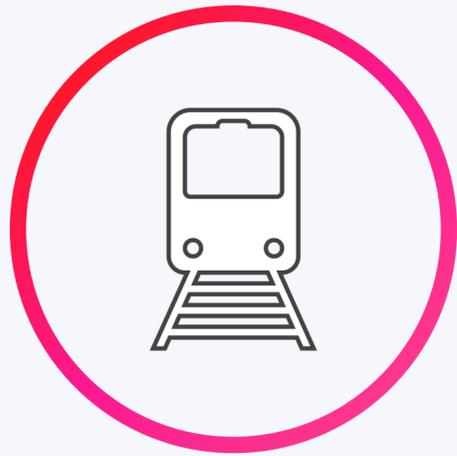
**\*Please note** – all rates are the same regardless of shift pattern (days/nights or evening / afternoon) the scale rate is based on hours away from home

All other  
expenditure



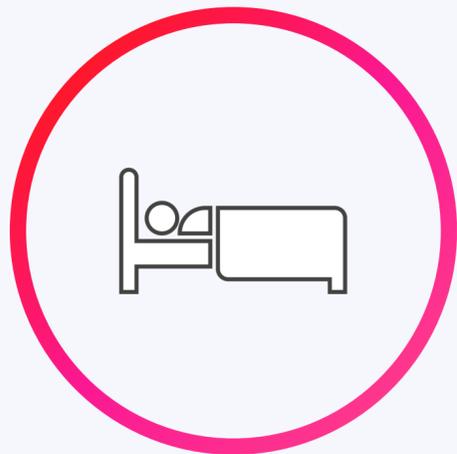
# All other expenditure

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## Other travel

- Expenses claimed under 'Other Travel' will need to be receipted, this will include Public Transport (train, bus, taxi).
- All receipts will need to be uploaded with a clear view of date and cost.
- You are advised to keep your receipts for up to 7 years.



## Accommodation and meals

- If you are staying away from home for work purposes, you may be entitled to claim back your accommodation costs. If you have valid receipts and purpose, please submit a claim to Bar2 and we will review.
- You may be entitled to an additional overnight allowance when staying in temporary accommodation, please review our Expense Brochure for more information.

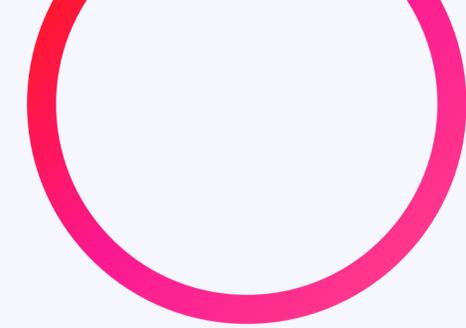


## As simple as that.

For a full breakdown of the expenses you can claim and how these may affect your take home pay, please view our Expense Brochure – this will have been sent to you by a member of customer service at point of registration.

If you have not received the relevant information, please contact the office to speak to a member of staff.

\*Please note - claiming for expenses that you have not genuinely incurred will be viewed unfavourably by HMRC. Everything you claim must be substantiated with the relevant receipts. All your expenses will be checked and should anything you claim not be permitted, will be disallowed



# Any further questions?

If you need any further support, please feel free to contact our friendly team on 01923 690910 or via email at [hello@bar2.co.uk](mailto:hello@bar2.co.uk).