

Reference Number: FOI/2020/368
From: Commercial
Date: 23 December 2020
Subject: Systems in place to control and process employee spend / expenses

- Q1 What finance system do you currently have in place?
- A1 Finance Ledger - Oracle SBS
Real Asset Management – Capital
Charitable Funds - Sage
- Q2 What HR system do you use?
- A2 Electronic Staff Record (ESR)
- Q3 How many employees (full and part time) do you have?
- A3 1804 staff
- Q4 What processes or solutions do you have in place for employees to submit and reclaim expenses?
- A4 Selenity Expenses System
- Q5 What improvements (if any) are planned for this process in the next 24 months?
- A5 None
- Q6 How many expense claims are submitted on average per year?
- A6 Jan – Dec 2020: 1353 claims
Jan – Dec 2019: 2007 claims
Jan – Dec 2018: 1712 claims
- Q7 Are employees able to compile, submit and approve expenses remotely?
- A7 Yes
- Q8 Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?
- A8 Recent audit in relation to mileage claims conducted - approximately January 2020
- Q9 What is your current Approval Process for Expenses?
- A9 Approval of expenses is handled by the Selenity expenses system, and this is undertaken by approving managers.

Q10 How many miles are travelled monthly?

A10 Average of 754 miles per month (covers period Jan20 to Nov20)

Q11 Do you have an expense policy in place?

A11 Yes

Q12 What percentage of expenses are checked?

A12 All expenses are checked by managers before approval for payment.

Q13 How do staff book travel?

A13 Staff can either book their travel in advance and be reimbursed upon provision of receipts and creation of a claim in the expenses system, or the Redfern agent may be used.

Q14 Do you use a Travel Management Company to book travel?

A14 Redfern is the company used by the Trust to book travel.

Q15 What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020?

A15 For 2019/20-
Travel & subsistence was £353,690
Training travel & subsistence was £378