Access aCloud Expense System – External Examiners (with effect from Feb 2017)

As part of the on-going improvement to the University's systems, our current manual paper-based expenses system is being replaced with an electronic system called **Access aCloud.** Using this system you will be able to claim your External Examiner report fees and out-of-pocket expenses including travel, fuel, food etc.

With effect from 1st March 2017 the Academic Quality Unit will be unable to process any External Examiner expenses using the old forms. You will only be able to claim expenses through the aCloud system, so please start to get set up as soon as possible on aCloud to avoid any delays in paying your expenses.

aCloud expenses are accessed via a web browser https://go.accessacloud.com or through an App on a Smart phone. **In order to use this system you need to have an active University of Worcester network account and email.**

Step 1: **On receipt of this email, please contact Margaret Chaffey who will supply you with your UW staff number. You will need this for Step 2 and Step 3.**

Step 2: In order to be set up with a UW network account (access to University online services, University email account, etc), please go to http://www.worcester.ac.uk/uwaccounts or telephone the ICT Service Desk on 01905 85 7500 and provide the necessary details, including **your UW staff number and inform them that you are an external examiner and that you will need access to Webmail** (which is available on the staff page under Applications)**.** At that time you will also be asked to confirm that you have **read and understand the IT regulations (as attached).** When your details have been verified **you will receive a follow up email containing your University username and password,** along with additional information explaining how to access University services.

Step 3: Once your UW email account is set up, please email Pete Gilmore – Payroll Administrator - **from your UW email account, stating your UW staff number**, informing him that you are an External Examiner and would like to be setup on aCloud expense system. All correspondence relating to your expense claims **will only be sent to your UW email account** so please ensure that you access your emails regularly, or redirect them to an alternative email account. If you experience any technical issues once your UW network account has been activated, please contact ICT on https://servicedesk.worc.ac.uk/. All aCloud queries should be directed to Pete Gilmore.

Step 4: Pete will then create your expense account and you will shortly afterwards r**eceive an email from the Access aCloud expenses system inviting you to 'Join'**. Once you have joined, you will be able to claim your expenses.

Some helpful notes once you have 'joined' aCloud

Electronic receipts are required for all expenditure apart from Mileage. Before you start to enter your expenses, ensure that you have a scanned / camera image of your receipt. This can be done in a couple of ways. Using the photocopiers / scanners and saving image to a USB or file location if you have that facility. Use a Smart phone /tablet to take a picture and save on the camera which you can email to yourself. If using a Smart phone / tablet to enter your expenses, the system allows you to take a picture of the receipt and upload at the same time.

To save some time you can attach a number of receipts to one page of A4 paper, number each one, scan / take picture of that page and then refer to the numbered receipt when inputting your claim (this is called a 'multiple receipts image'). Although paper copies of receipts are not required (apart from some projects and research), it would be advisable to retain them until your expenses have been approved.

In order to claim Mileage expenses on aCloud you will need to add your Vehicle(s), Driving Licence, Insurance, Tax and MOT details onto the system. This information is referred to as 'Duty of Care'.

As each expense submission (i.e. comprising a number of individual expense lines) costs the University £2.50, we would ask you to submit only one claim per visit. In addition, **you will not normally be able to claim for expenses that are more than 3 months old**.

Full instructions on the use of Access aCloud will be sent to you once your aCloud account has been setup.