



Submitting Expense Sheets - Quick Reference Guide

Please visit the [Powerline](#) for detailed instructions on entering expense claims.

Enter Expense Sheet

1. Log into WorkPlace (<https://employeeexpense.ntpc.com>).
2. Click Expense → Transactions → Expense Entry.
3. Enter the Claim Type. Enter The Expense Sheet Description (Purpose and Date Range).
4. Select a **Project Number** and **Cost Category**
5. Enter **Expense Type**:
 - a. Done by clicking the  icon. If Entering Breakfast or Dinner you will need to save the expense sheet and then click the questionnaire icon next to the date and enter the departure or arrival time.
 - b. If your expense type is not in the available list, select "Other Reimbursement".
6. Enter a **Quantity**. (e.g. 4 incidentals or 5 lunches)
7. Attach your receipts and travel documents to the expense sheet or an individual line item by clicking the  icon.
8. Move onto the next line, repeat steps 4-7 as required.
9. Use the **Duplicate Line** feature to aid in entering the detail information for each expense.
10. Click **Save** at the bottom of the screen to save your work as you go.
11. Once you have completed your entry, click **Submit**.

Based on your role at NTPC, the requisition is routed for approval and then onto a final review by accounts payable before your claim is paid. Medical Travel Claims, Apprentice and Education Claims and Claims for Relocation are routed to Human Resources for review and approval.

After you submit your claim, you can view it again and recall it if you forgot to enter something. After you recall it, you will have to submit it again. Once it's approved and processed by Accounts Payable, you can no longer recall it.

You can view the approval status by logging into workplace, selecting your claim and clicking the Details Button in the bottom left of the screen. The details tab will show who still needs to approve your claim.

Rules to Remember

The following rules are important to remember when entering expense claims. Not following these rules may result in a disapproved or canceled claims which may delay your reimbursement.

- Expense Sheet Description should include the business purpose of the claim and the date range of travel.
- You must submit receipts as required under NTPC's travel policies.
- Do not submit a claim for an expense paid for on an NTPC P-Card.
- You can submit your own Medical Travel Claims. Medical Travel Claims are routed to Human Resources for review. Human Resources can also assist you in completing a claim for Medical Travel by submitting a claim on your behalf.
- An approver cannot disapprove a claim without providing a comment to the employee submitting the claim.

Tips for Quick and Easy Expense Sheet Entry

Follow these tips for quick and easy requisition entry.

- Use the **Duplicate Line** feature to speed up entering the information required on each line of your requisition.
- If you have similar expense claims you submit regularly, use the **Duplicate** feature to start a new claim based on the details of your last claim. This will save data entry time.
- Clean out your Outstanding Transactions. If a claim has been Canceled or Disapproved, modify it and resubmit it or delete it.
- Use the details button to track your submitted claims.