

How to submit a Claim via the Expenses Portal

If you have not yet set up an account with the Expense Portal, please see the accompanying guidance document on how to create an account and access the Portal.

Please note that the Expense Portal cannot be used to reimburse non-UK bank accounts. We also cannot reimburse third parties/organisations, personal bank details must be used, please reach out to AHRC for information on how to continue PSO@ahrc.ukri.org

All claims must be submitted within 60 days **after** an event or panel meeting. Claims cannot be submitted before a panel meeting or event has taken place. Draft claims that have not been submitted will be deleted 90 days after creation.

Please note the expenses section is for claims relating to Travel & Subsistence, and the Fees section is solely for panel fees.

All Travel & Subsistence claims must be in line with the [UKRI business expense claims, business travel and subsistence policy](#).

If you have any technical issues while submitting your claim, please contact psa@ahrc.ukri.org in the first instance.

Creating a claim for Panel Fees:

1. Visit the [AHRC Expenses Portal - Home \(bbsrc.ac.uk\)](https://bbsrc.ac.uk).
2. Click **Start New Claim**.
3. Enter the Title and Description of the claim. Please include details of the panel meeting including the call name, date and your meeting role - for example "Panel Member for AHRC Research Grants Panel Meeting, DD/MM/YY".
4. If you have attended more than one panel meeting and are claiming fees, please ensure you submit separate claims for each meeting.
5. **For virtual meetings** where no expenses were incurred, please leave the expenses tab **blank**. However, if you are also entitled to claim your travel and subsistence, please see the 'Creating a claim for Travel & Subsistence' guidance below."
6. Please ensure the option "**opt in**" has been selected in order to claim panel fees. Your council contact will add the attendance fee to your claim during the review and processing stage.
7. Input the Council, Contact Name and Email of the specific contact you have been given.
8. Click **Edit User** details - these are used to authorise the banking payment.
9. Click **Add Bank Details** - these details are encrypted and submitted alongside your claim.
10. Click **Submit for Approval** – Check all details are correct and tick the declaration box.
11. Click "**I confirm**" to submit your claim for approval. You should receive an email notification confirming that your claim has been submitted for approval.

Creating a claim for Travel & Subsistence:

1. Visit the [AHRC Expenses Portal - Home \(bbsrc.ac.uk\)](https://bbsrc.ac.uk).
2. Click **Start New Claim**.
3. Enter the Title and Description of the claim. Please include details of the panel meeting including the call name, date and your meeting role - for example "Panel Member for AHRC Research Grants Panel Meeting, DD/MM/YY".
4. Numerous expenses can be made on a single claim form by adding these one at a time. To begin, click the type of expense you wish to Claim (**Mileage or General**) then add the expense details, uploading the receipt and then clicking save. This will return you to the claim summary screen, where you can re-enter the "**general**" expenses claim tab and proceed to add another expense with relevant receipts and repeat as necessary.
 - a. Please do not combine your expenses, these should be added on individual lines.
5. If you have attended more than one panel meeting and are claiming fees, please ensure you submit separate claims for each meeting. Please ensure it is clear what meeting the claim is for in the title and description.
6. If you are claiming panel fees in addition to expenses, please ensure the option "**opt in**" has been selected in order to claim them. Your council contact will add the attendance fee to your claim during the review and processing stage. However, if you are only claiming expenses (no panel fees) please ensure the "**opt out**" option is selected."
7. Input the Council, Contact Name and Email of the specific contact you have been given.
8. Click **Edit User** details - these are used to authorise the banking payment.
9. Click **Add Bank Details** - these details are encrypted and submitted alongside your claim.
10. Click **Submit for Approval** – Check all details are correct and tick the declaration box.
11. Click "**I confirm**" to submit your claim for approval. You should receive an email notification confirming that your claim has been submitted for approval.

Action Buttons:

Save – will attempt to save your claim details (provided they pass validation) and return you to your claims summary screen.

Close – will return you to your claims summary screen without making any changes.

Delete – will remove all details and expenses related to this claim.

Submit for Approval – will attempt a final validation (checking bank details and user details are complete) and take you through to a final declaration screen.

Note: Bank Details, Personal Details and Expenses are saved separately to the claim, so if you close the claim any changes you have made to these elements will still be kept.

Bank details cannot be amended after submission, therefore please check they have been entered correctly before submitting. You may also wish to keep a note of the details you have entered as they cannot be viewed by the user or AHRC after submission for security reasons. Please contact AHRC at PSO@ahrc.ukri.org if you need the bank details amending and these can be reset.