



**CORAL
BOOK**

EXPENSIFY SYSTEM USER ASSISTANCE GUIDE

A guide for the management of expenses

Version 4.0 – July 2023

MANUAL

IFATCA is the recognised international organisation representing air traffic controller associations. It is a non-political, not-for-profit, professional body that has been representing air traffic controllers for more than 50 years, and has more than 50,000 members in over 120 countries.

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Updates and corrections for this manual should be provided to the document owner.

Document Change Summary

Version	Date	Changes
1	1 November 2014	Initial version.
2	13 August 2015	Updates to reflect unfortunate change in Concur interface.
3	30 July 2018	General update of the document. Update of the screen captures.
4	20 February 2021	Wholesome review. Change from Concur to Expensify. Change to pre-approval process.
5	01 July 2023	4.3 NB: Bank details are not needed in the Expensify; 6.19 NB: title of the claim
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1. Expense management in IFATCA

- 1.1 As an international organisation representing Air Traffic Controllers and their professional interests, IFATCA participates in various committees, working groups, and task forces. Additionally, the functions of IFATCA are divided into regional groups which undertake regional activities and meet biannually (twice a year) to discuss actions and events within the regions; one of those meetings occurs at the Annual IFATCA Conference.
- 1.2 IFATCA budgets for these events and each member of the Executive Board (EB) has a responsibility to control, maintain, and have oversight of certain areas of the budget. The Executive Vice President Finance (EVPF) retains overall responsibility for all IFATCA finances including expenses and reports to the rest of the EB on the expenditure that occurs. To assist in this, IFATCA has selected Expensify as the commercial platform to assist in this task. This replaces the previous platform, Concur, that had been in use for all IFATCA Officers and Representatives.
- 1.3 Expensify provides an easy-to-use interface for both PC and mobile devices with fairly intuitive pages, simple receipt scanning, smart features, easier budget allocation, and quick approval processes.
- 1.4 As a user, be it as an IFATCA Officer or Representative, the responsibility is upon you to ensure that all expenses are accurately recorded and that expense submissions are made in a timely manner; within 30 days of attending an event or making a purchase. This will not only help you but will assist with the management of expenses and accounting.
- 1.5 While everyone representing the Federation is a volunteer, it must be remembered that income is from Member Associations (MAs) and therefore that income is finite. In whatever capacity, the expenses incurred should present value for money for our members. With that in mind, prior approval must be sought from the EB member with budgetary responsibility for the activity or purchase you intend to undertake or make.

2. Terminology



Approval - The authority to proceed with an activity or purchase from an EB member with the appropriate budgetary responsibility; or agreement that any claim is accurate in line with the request and should be paid promptly.

Approver - An EB member with an appropriate budgetary responsibility. Will also give approval for the payment of a claim.

Budget Cat - The EB members with responsibility for specific areas of the budget. (see [Annex 1](#))

Budget Line - The specific activity within a budget sub cat. (see [Annex 1](#))

Budget Sub Cat - The general activity within a specific area of the budget. (see [Annex 1](#))

Claim - A request for reimbursement for the costs incurred for an approved IFATCA activity or purchase. It must include official receipts issued by any vendors used.

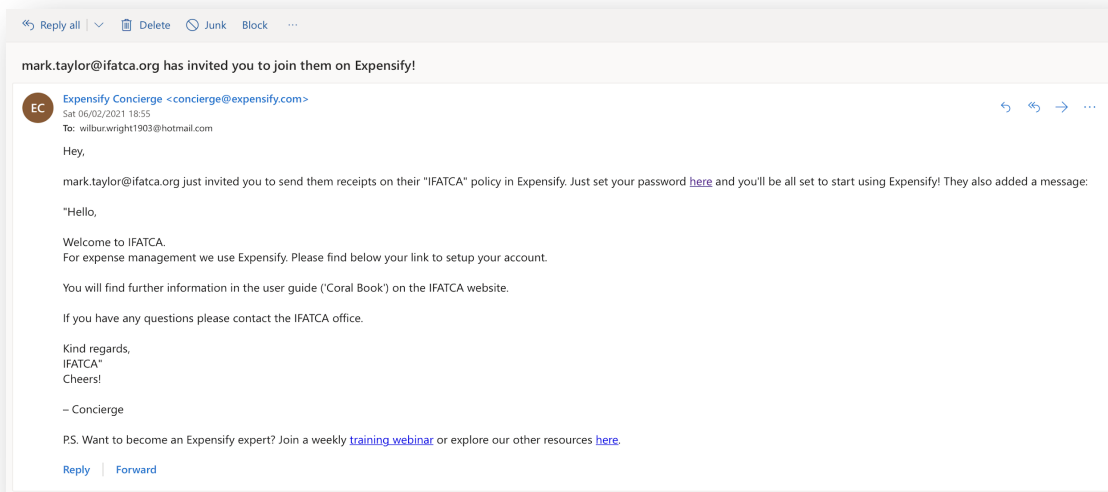
Expensify - The electronic expense management platform used by IFATCA to manage all expenses incurred by IFATCA Officers and Representatives.

Receipt - A piece of paper or electronic message that provides proof of payment for any goods or services received. Receipts shall clearly indicate the date or purchase, the amount and ideally its currency, details on the expense and information on the vendor.

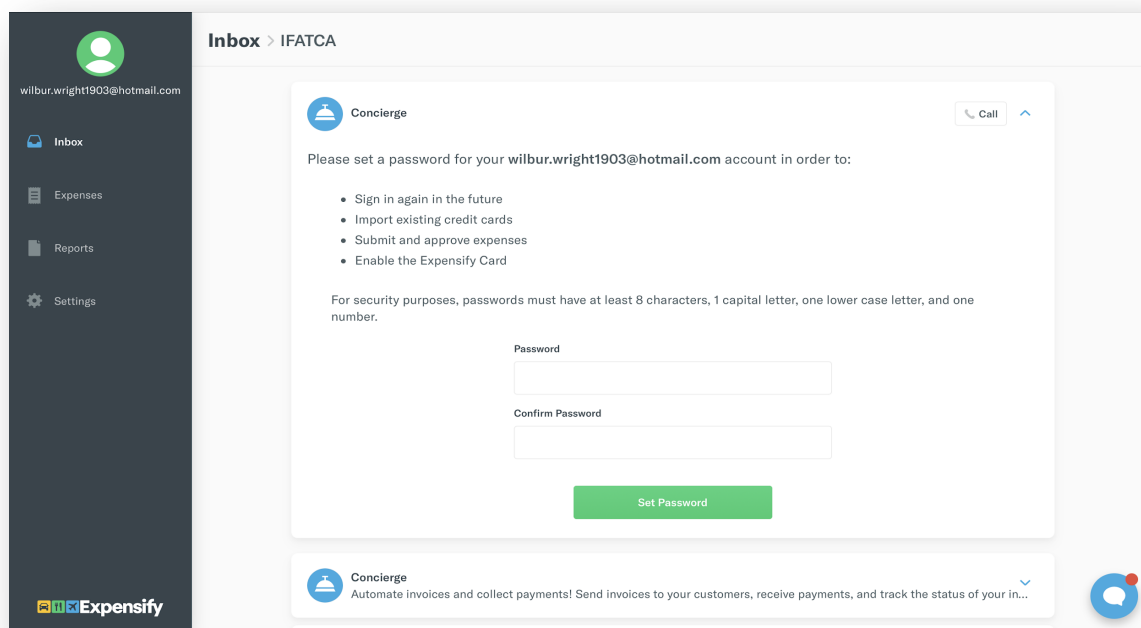
Request - An application to the EB member with budgetary responsibility to undertake a planned activity or make a purchase by an IFATCA Officer or Representative. It includes a full cost analysis.

3. Logging on to Expensify for the first time

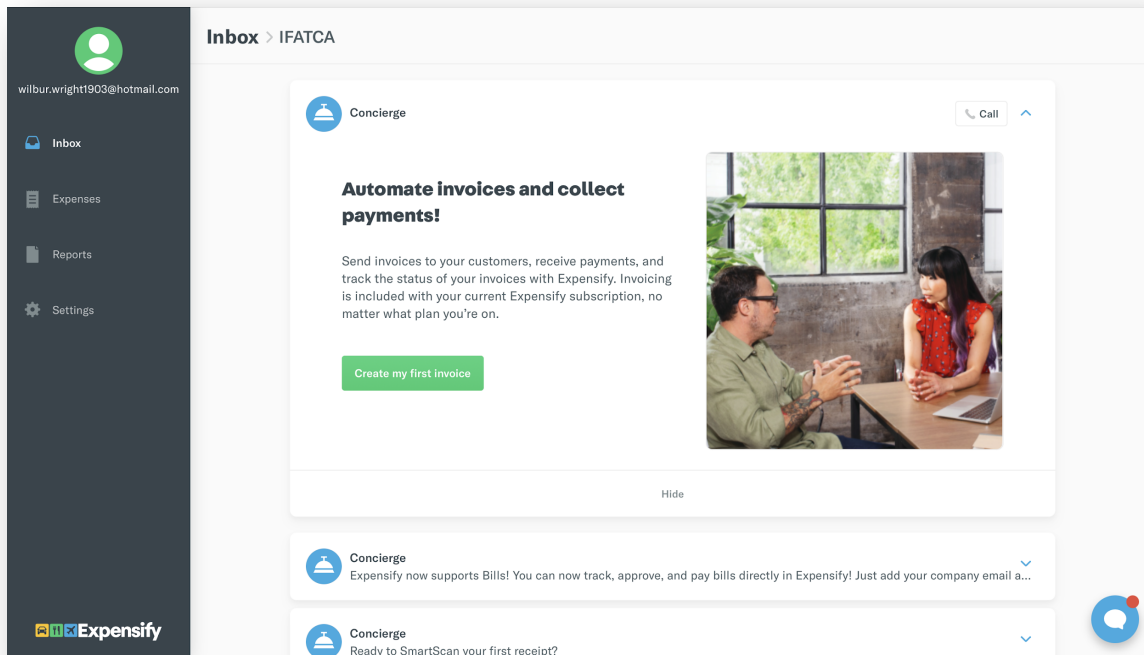
3.1 You will have been invited to use Expensify by IFATCA and received an email as such.



3.2 Upon clicking the link to set your password will take you directly to Expensify. Here you will be able to choose your own password. It is recommended to add the Expensify homepage to your browser bookmarks for future use and ease of access.



3.3 Having set your password, you will be presented with your inbox. Within, you will find various messages that will aid you in personalising your Expensify account.



4. Updating your profile


- 4.1 To update details of your account, click on the settings icon found on the sidebar on the left. This will present you with further options such as Account Details:

And preferences:

- 4.2 There is no set preference, so it is your own personal preference as to how your account is set up; your circumstances such as location and time zone, for example, will most probably dictate these.
- 4.3 **NB: Please do not include your bank details into the Expensify as the EVPF/Office do not have access to your personal information. You need to submit a bank detail form to the office.**

5. Making a travel request

- 5.1 Unlike our previous platform, Concur, there is no facility within Expensify to make a request prior to undertaking an activity. In order to ensure budget holders can retain control over their budgets and ensure the planned expenditures are planned, accounted for, and approved by the Federation, a request form has been developed. This can be obtained from the appropriate EB member or from the Office Manager. The form can also be downloaded from the secure section of the IFATCA website or using [this link](#). This must be completed, and approval gained before any arrangements can be made.



**INTERNATIONAL FEDERATION OF
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Travel Approval Form

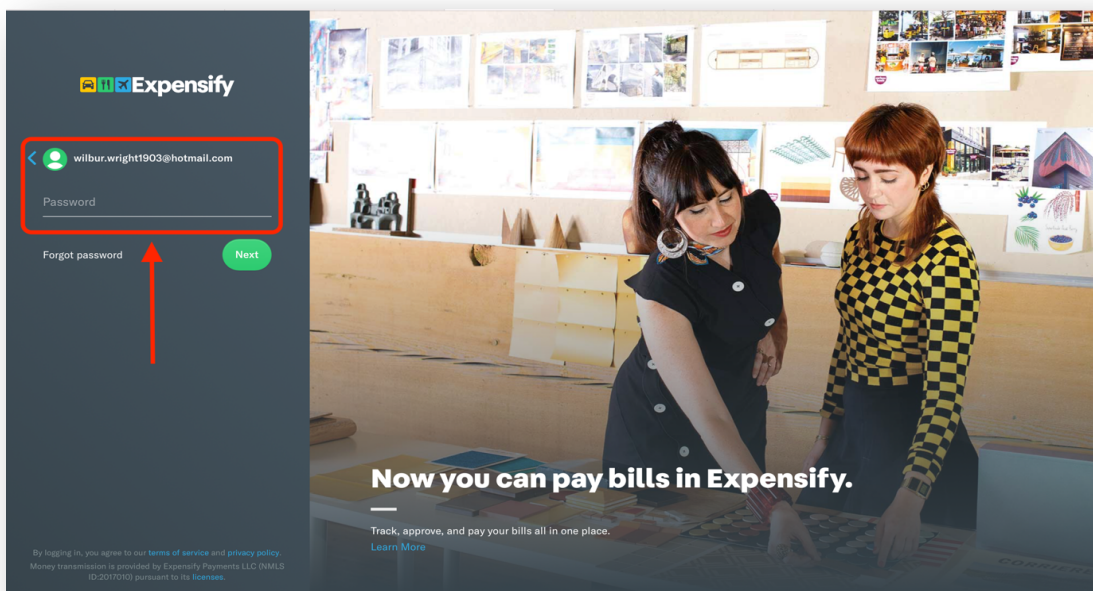
Name	NAME	Travel Start Date	DD/MM/YY
Meeting Title	MEETING	Travel End Date	DD/MM/YY
Location	City, Country	Travel Duration (Days)	
Date(s) of Meeting	DD-DD, MM YY	Budget Category	
Travel Approved By		Budget Sub-Category	
Date of Submission	DD/MM/YY	Budget Line	
Reimbursed by (if not IFATCA)		SESAR EXPENSE?	<input type="checkbox"/>

EXPENSE CATEGORY	EXPENSE TYPE	AMOUNT (in \$USD)
TRANSPORTATION	Airfare	
	Car Rental	
	Non-Airfare Expenses	
	POV Miles (0.38 \$USD/km, max. 150 \$USD)	
TRAVEL EXPENSES	Hotel (150 \$USD/night)	
	Visa Fees	
	Parking	
	Miscellaneous	
MEALS	Meals per diem (with receipts, 70 \$USD/day)	
OFFICE EXPENSES	Shipping, postage, supplies	
	Other expenses	
FEEES	Registration Fees	
OTHER	Meeting Room(s)	
	Any other expenses (please describe below)	
TOTAL OF THIS APPROVAL REQUEST:		
- TOTAL REIMBURSED BY OTHER(S) ORGANISATION(S):		
= TOTAL REIMBURSABLE BY IFATCA:		

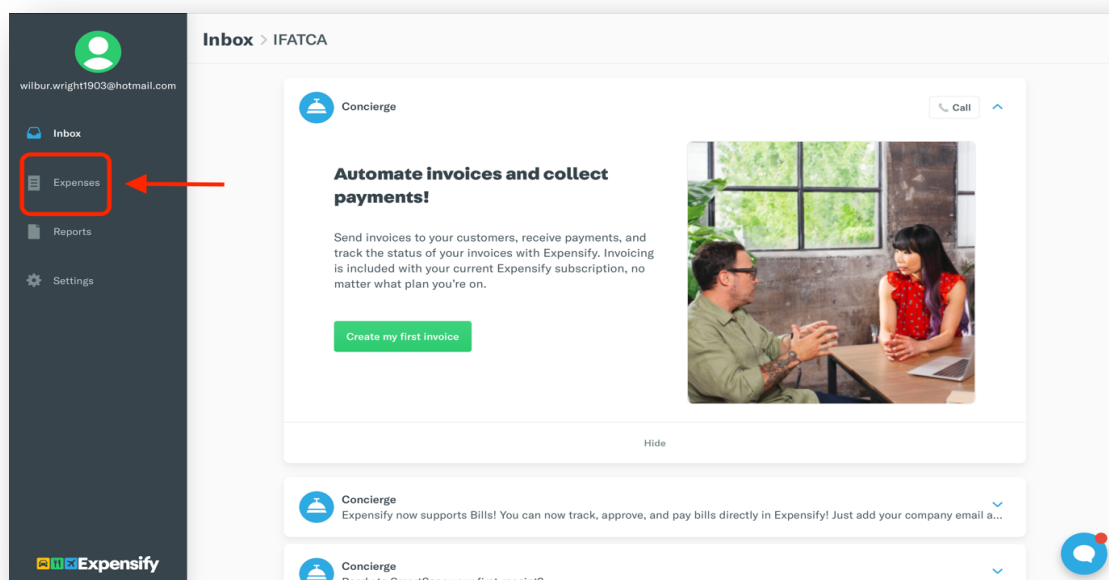
- More than 50 Years of Professional Involvement -
IFATCA has been representing air traffic controllers since 1961, with more than 50,000 members in over 130 countries.

6. Making a claim

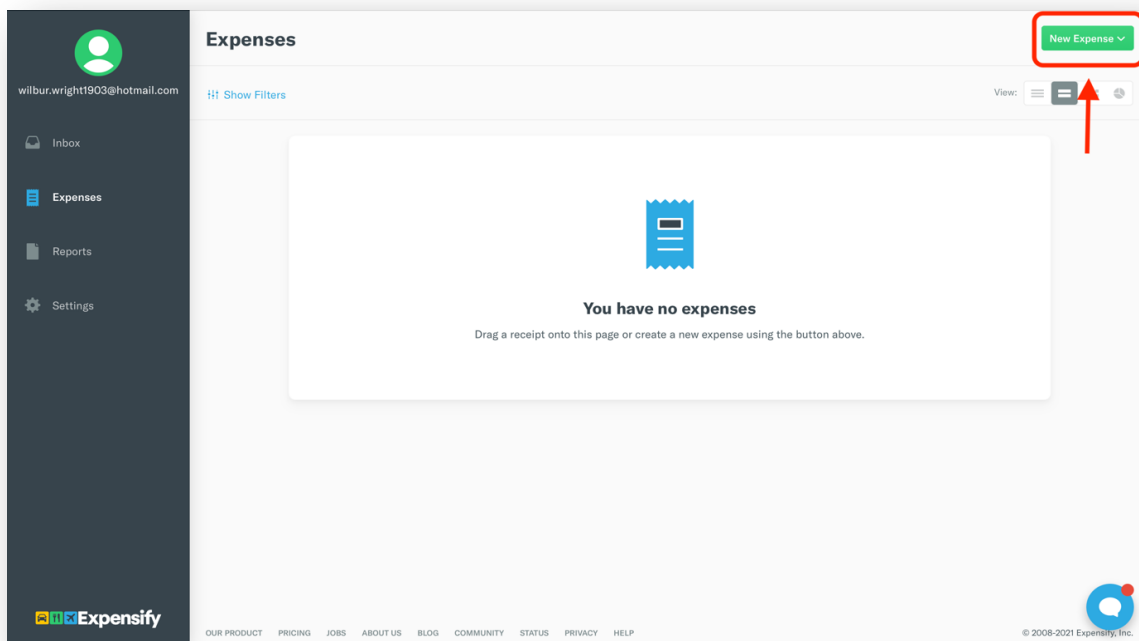
- 6.1 Having gained the necessary approvals, made travel arrangements, participated in an activity, and incurred expenses in line with that activity, you will now be ready to make a claim for reimbursement.
- 6.2 Firstly, log in to your Expensify account at the following address: <http://www.expensify.com> using the email used in your Expensify invitation and the password that you set.



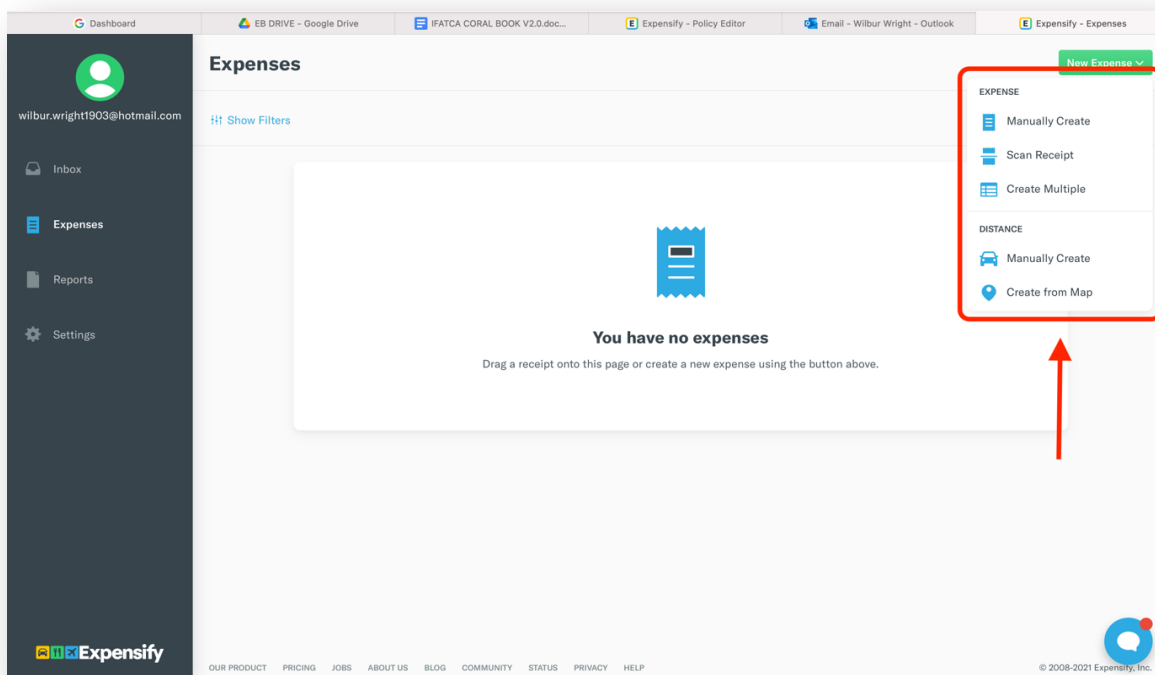
- 6.3 Once logged in, you will be presented with your inbox. On the left-hand side, select expenses.



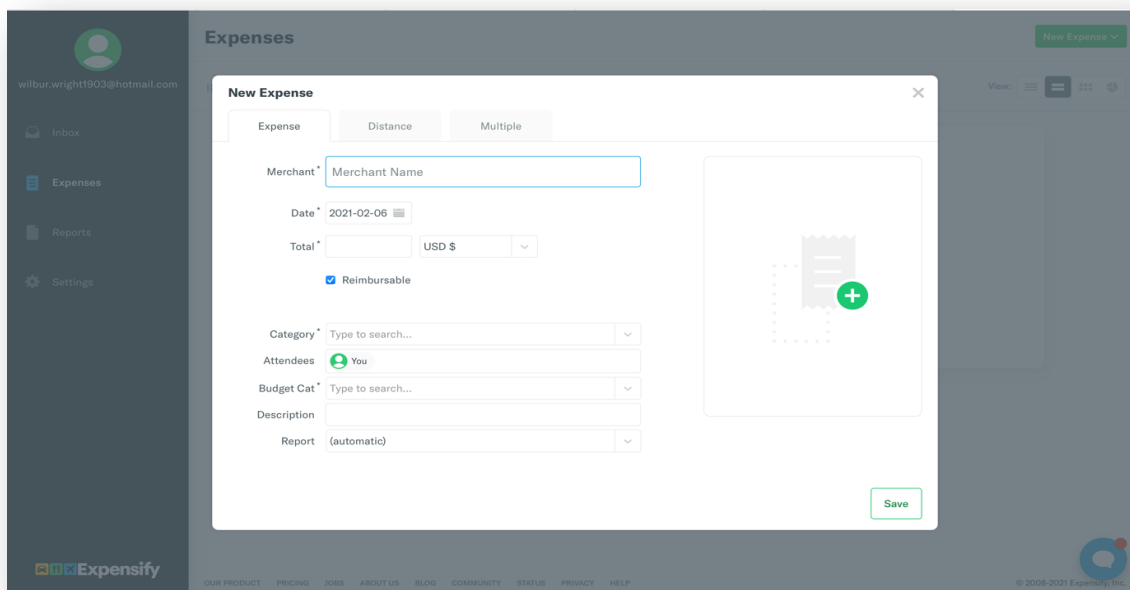
- 6.4 Once in the Expenses page, select the New Expense button in the top right corner.



6.5 Once selected, a drop-down menu will be presented. It will provide you with options on how to create your expense claim. Normal operation is to create it manually, but other options are available.

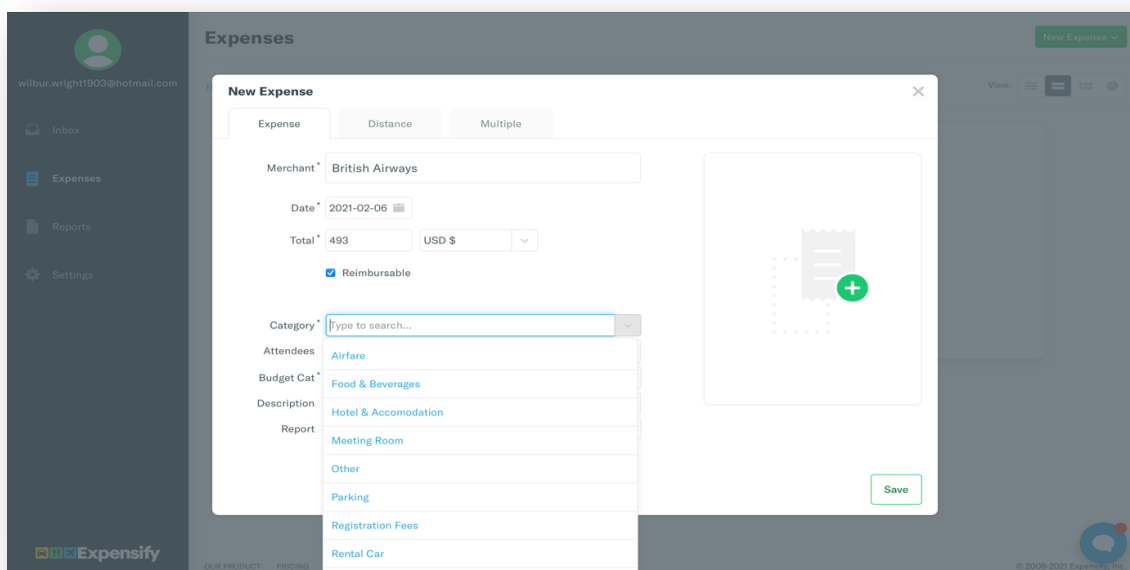


- 6.6 This guide will provide steps for manual creation, therefore, select ‘Manually Create’. This will then present this screen. Please make sure that you file all expenses related to the same trip into ONE claim.

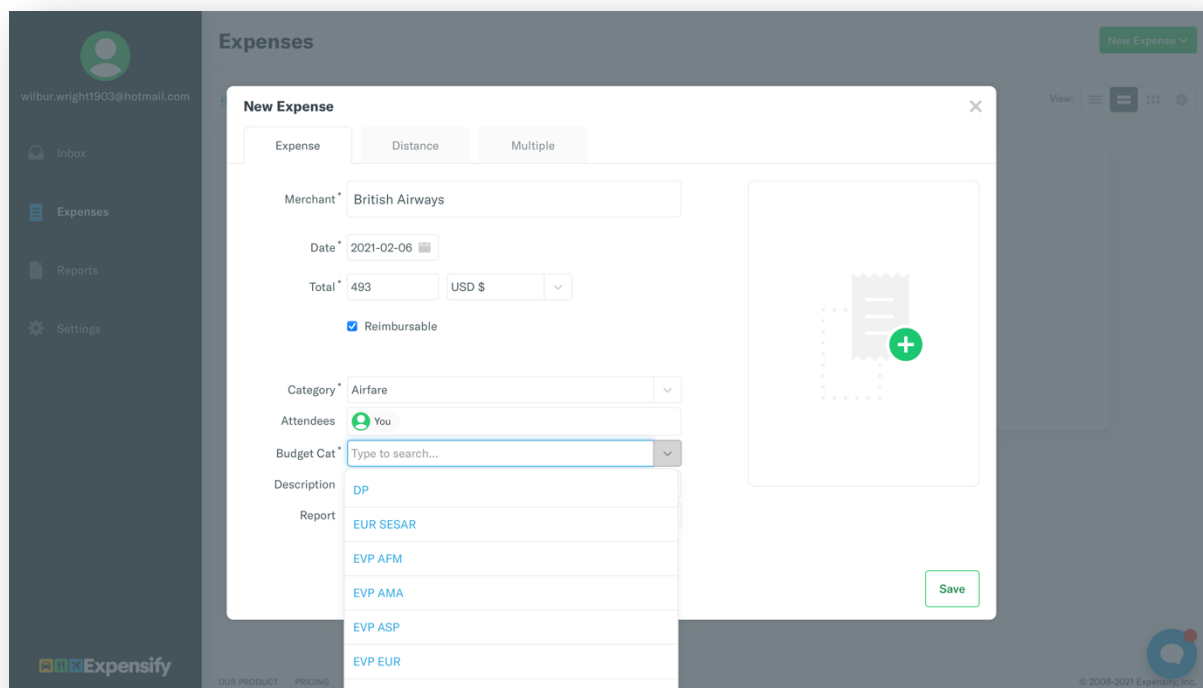


- 6.7 From here you have various entries to make to populate your claim. In the Merchant box, type the company you purchased from; options will appear as you type; if not, enter the name manually. Enter the date of purchase and the amount. The currency can be set to the currency used by you to make the purchase; Expensify converts it to USD.

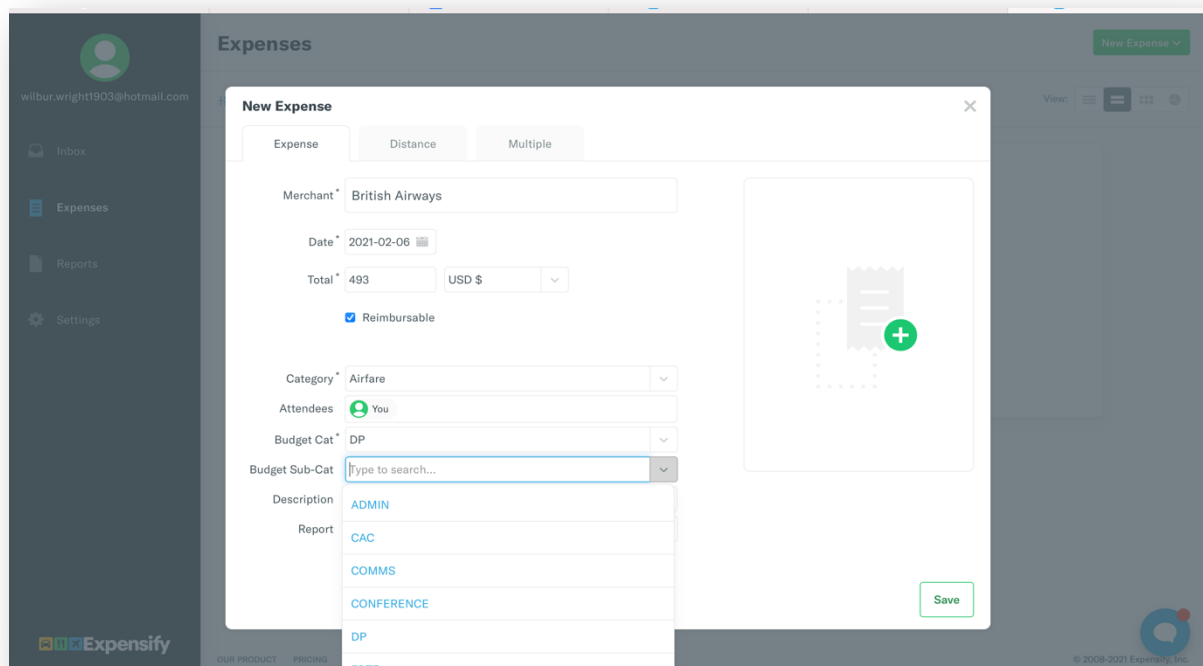
Clicking the ‘Category’ box will present a drop-down menu. Select the appropriate category. (see [Annex 1](#))



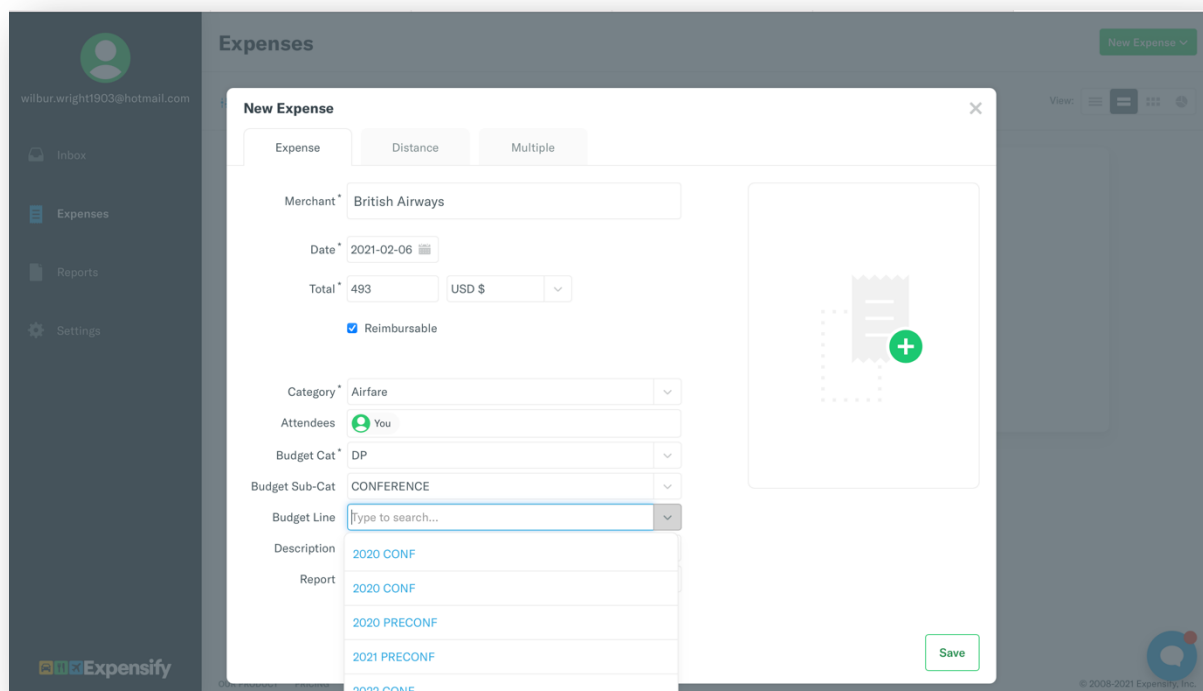
- 6.8 On selecting the 'Budget Cat' box, another drop-down menu will appear. This is the EB member with budgetary responsibility. This is the same as the one used to gain approval for the activity. Select the appropriate Budget Cat. (see [Annex 1](#))



- 6.9 Under the 'Budget Sub Cat' the drop-down menu will present the budget area for the particular activity you have undertaken. This will again be the same as the one used on the approval form. Select the appropriate budget sub cat. (see [Annex 1](#))

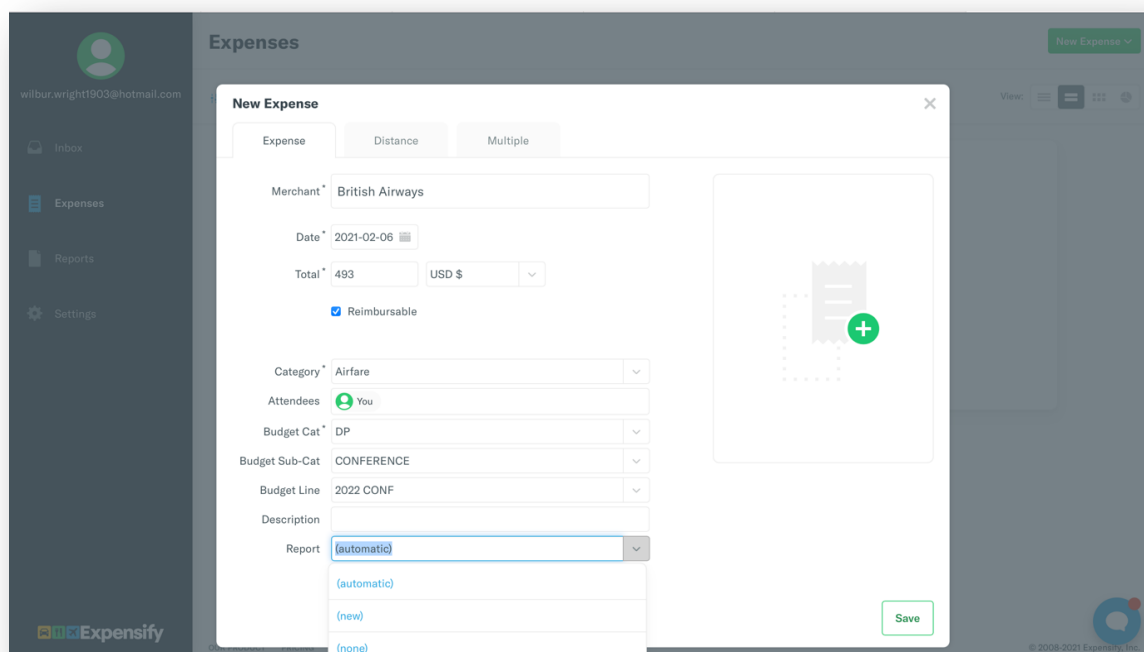


6.10 Selecting the 'Budget Line' will present a further drop-down menu with options to select the actual budget line the activity falls under. Select the appropriate option. (see [Annex 1](#))

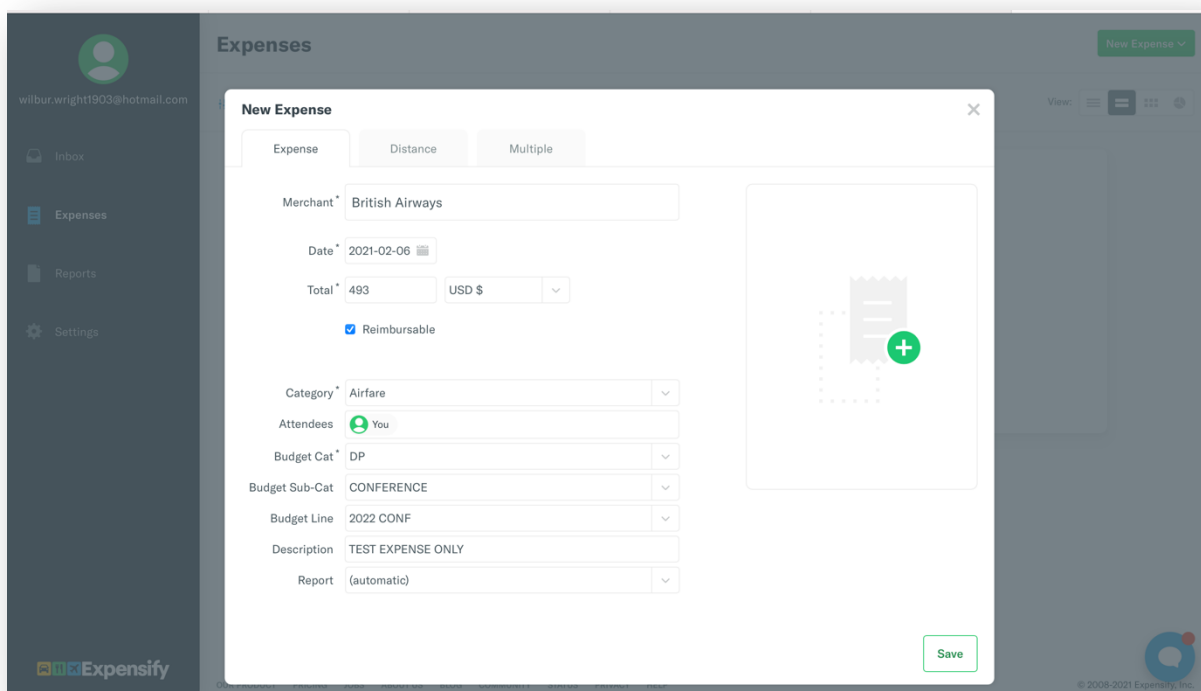


6.11 The 'Description' box may be used to fully describe the activity such as the title of the meeting, etc.

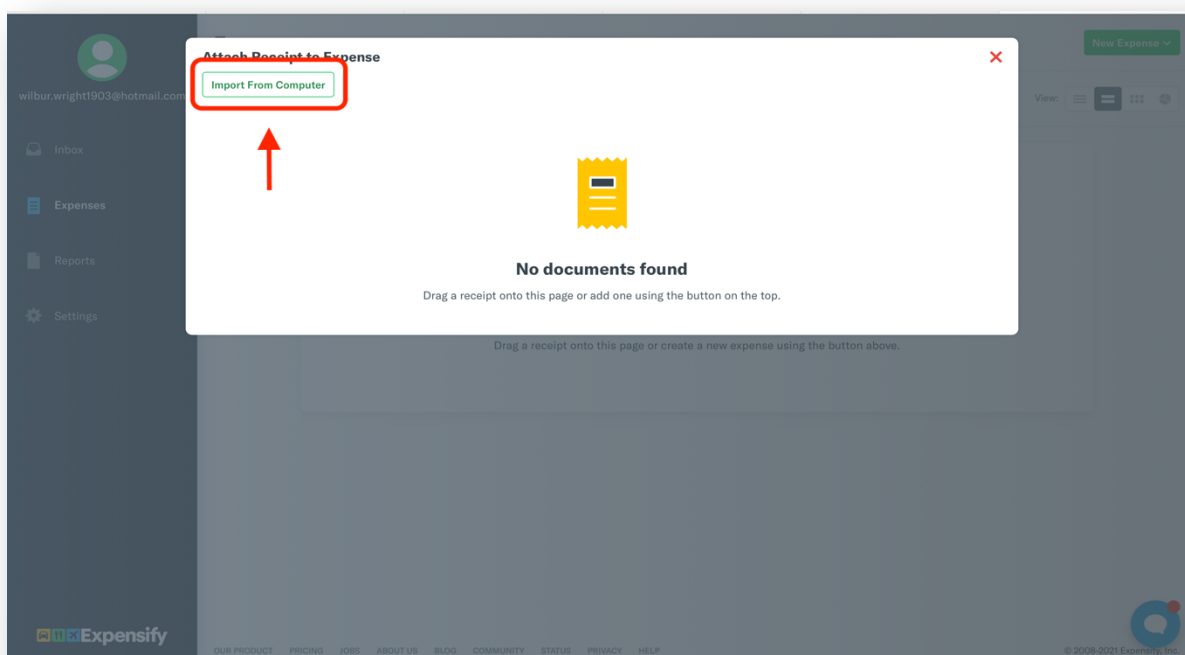
6.12 In the 'Report' box, select {automatic}.



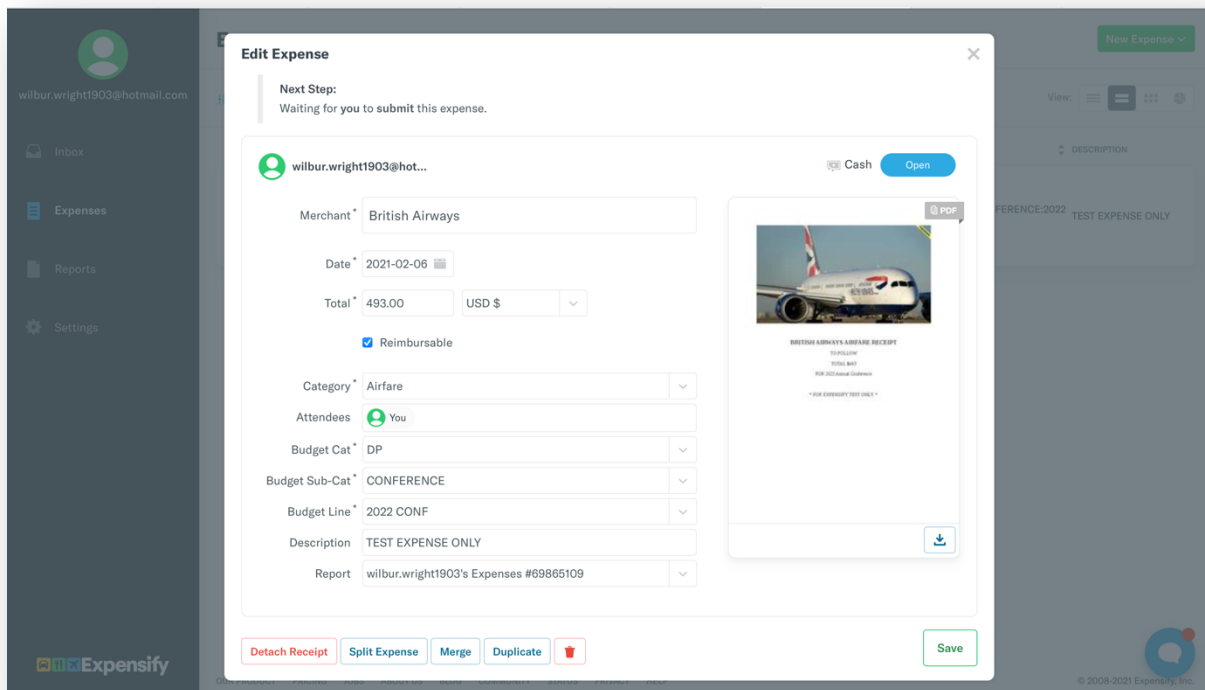
- 6.13 Once all boxes have been completed, it will look similar to this. However, there is no receipt attached as evidence of the expenditure.



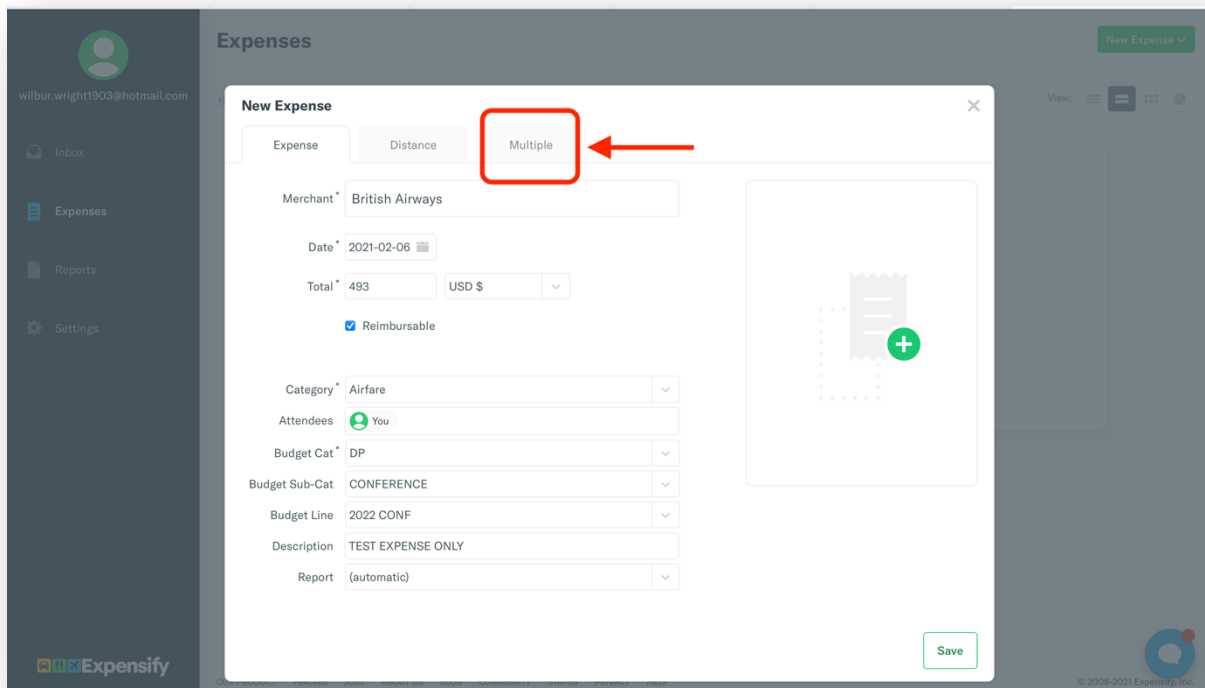
- 6.14 Clicking on the green circle with the cross opens a box to enable you to attach the receipt (or use the 'Attach Receipt' button found bottom right). You may also drag and drop the file in the receipt box. It is suggested that you scan and save any receipts so that you can add to your claim at this point. Select the 'Import From Computer' box in the top left corner.



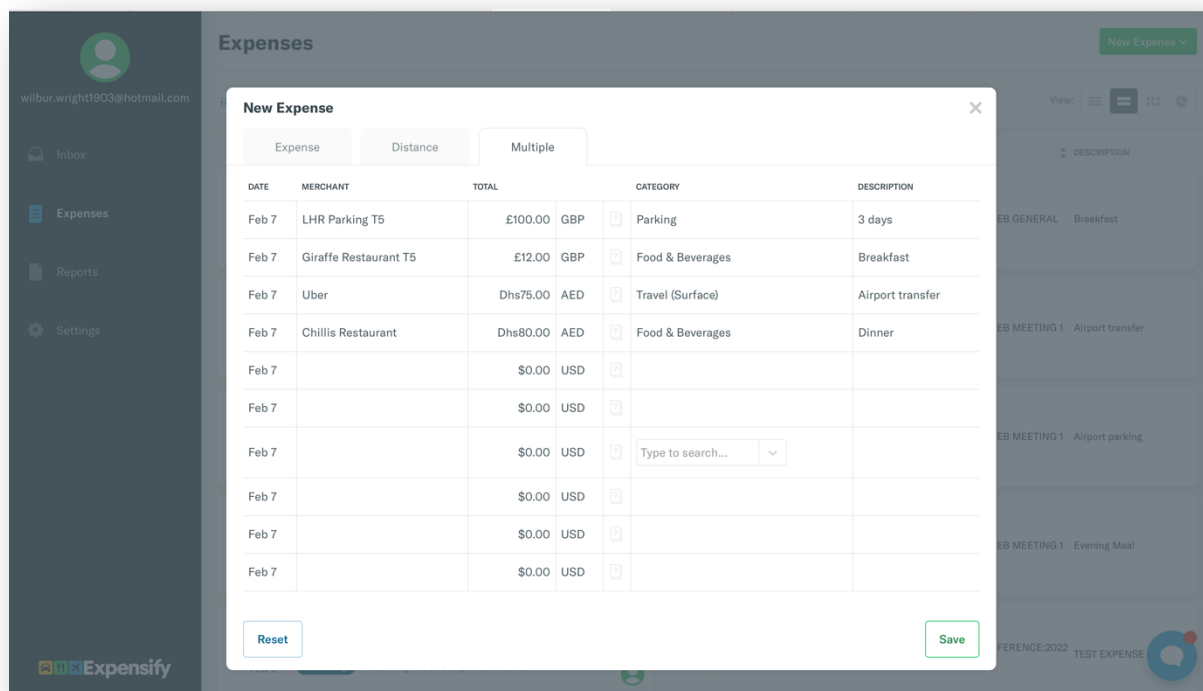
- 6.15 Upload the required receipt. Once uploaded, it will appear on the right-hand side of your claim. Moving your pointer over the image allows for magnification of the receipt.



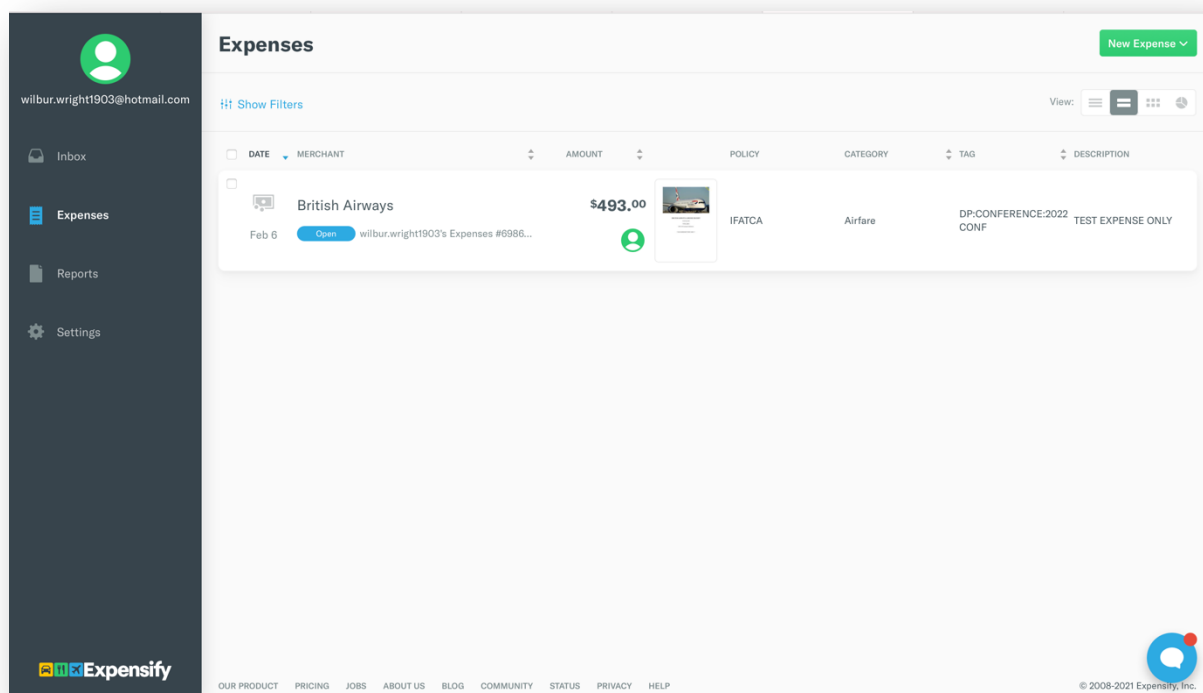
- 6.16 Any other expenses incurred can be added by selecting the 'Multiple' tab.



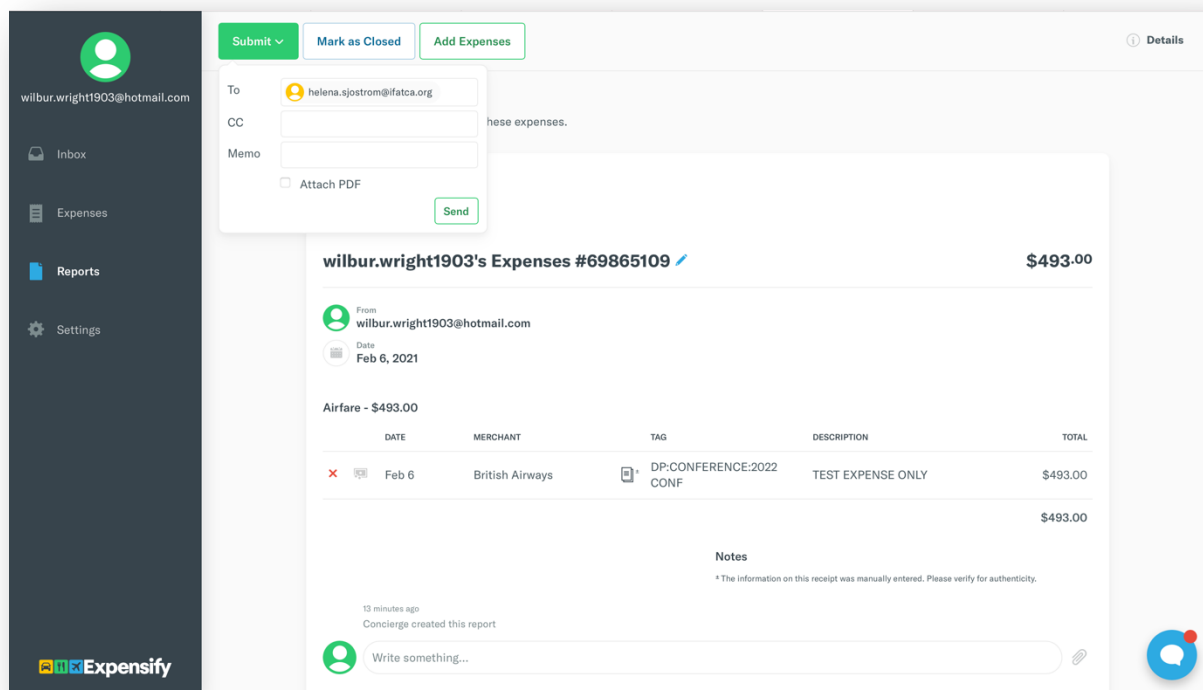
From here various expenses can be added. Simply complete the boxes as before, using local currency where required, and any descriptions to assist with the claim. Again, the dates should be when the expense occurred.



6.17 Once all your expenses have been included, they will be contained in your expenses area.

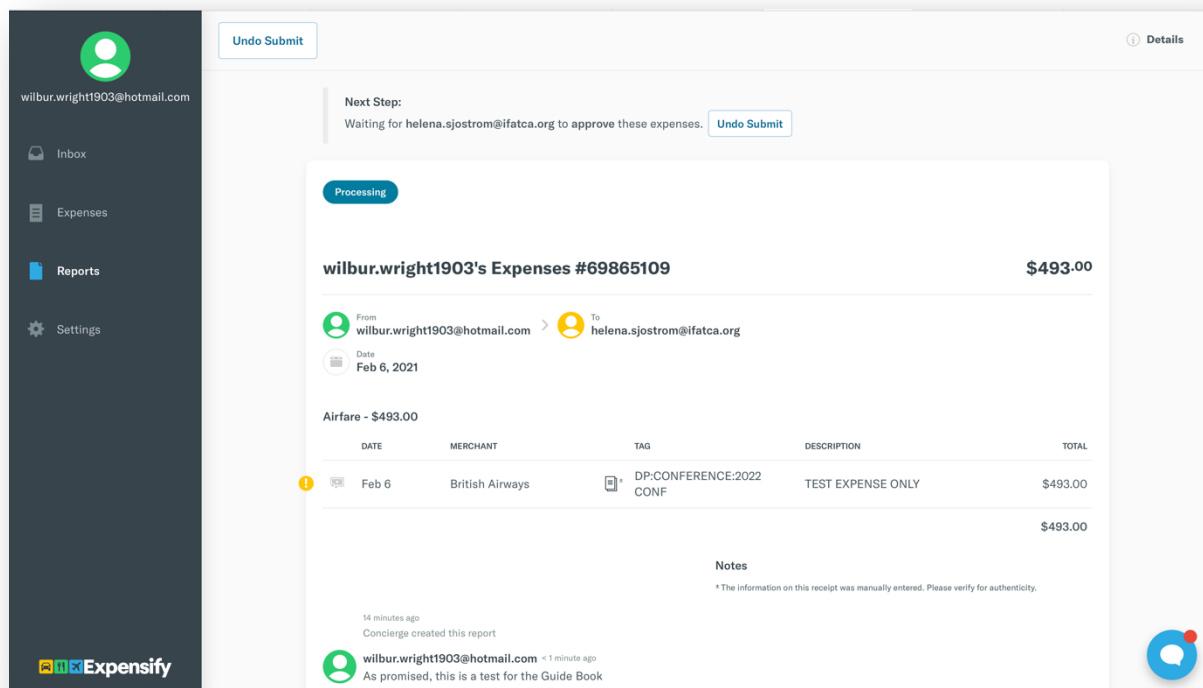


6.18 Select the expense you wish to submit; a new page will appear.



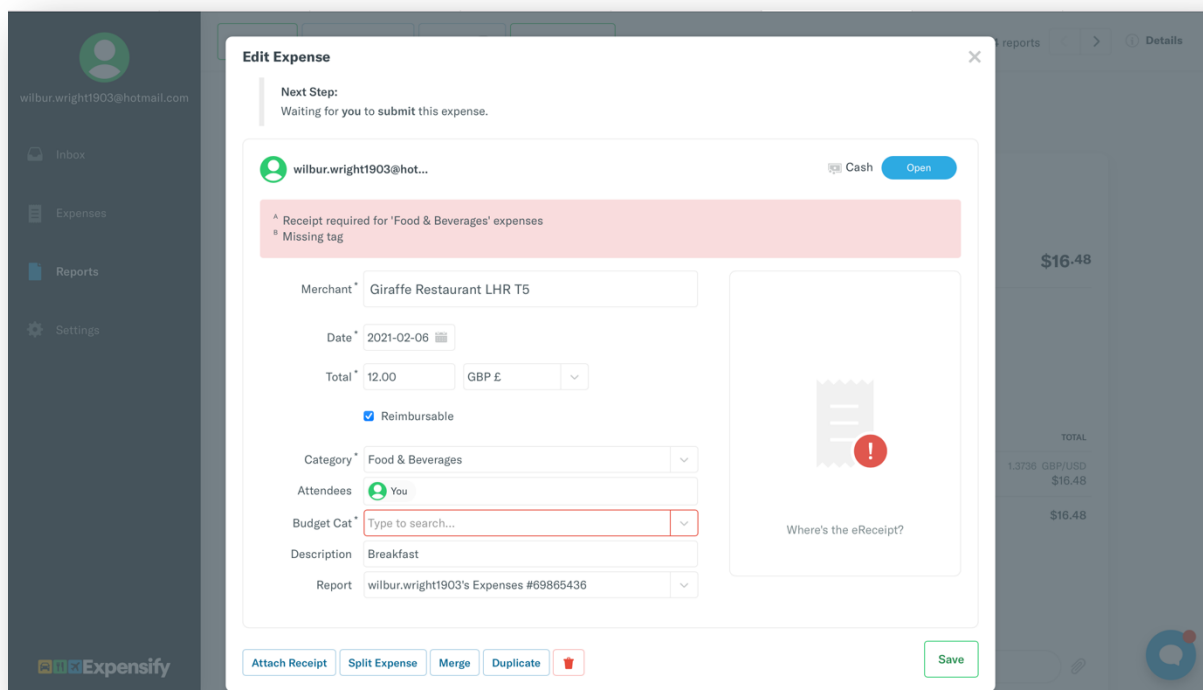
6.19 **NB: Before submitting the claim, please rename the automatically titled by the Expensify claim indicating the name of the meeting, location, and the dates of the meeting. Press “submit”.**

6.20 You will then see who the claim is with as it progresses.

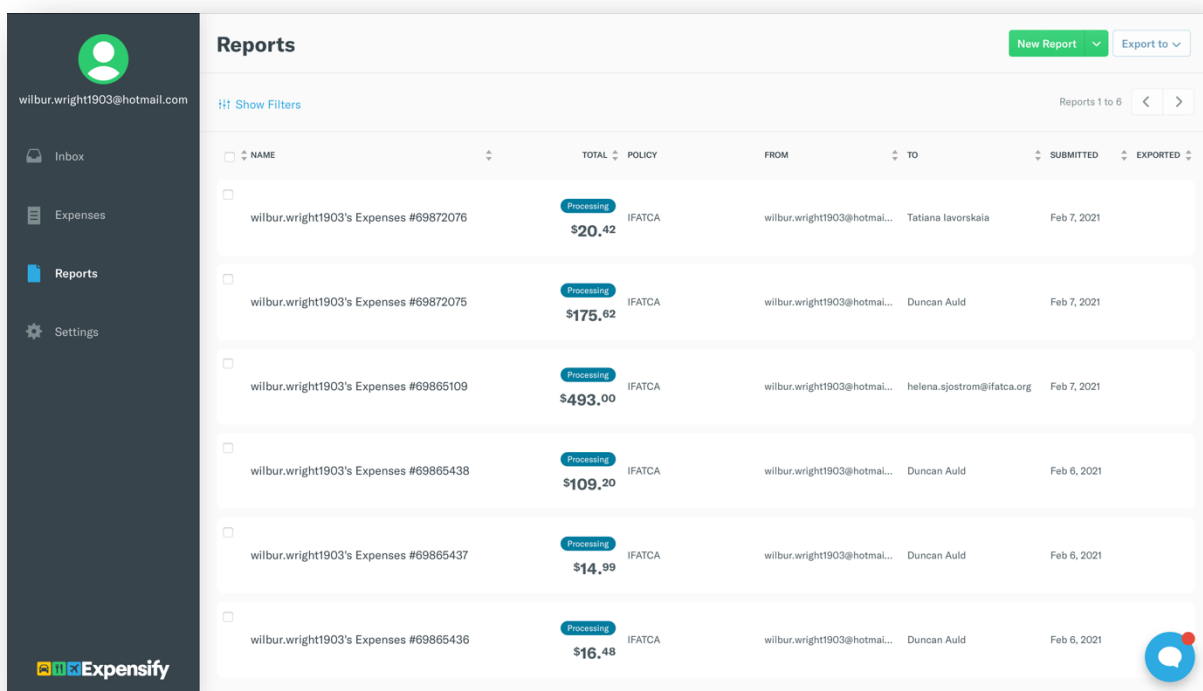


6.21 You may get a note (yellow) or a policy violation (red). Please click and review the warning.

6.22 Depending on the content of the warning, you may be able to resolve the issue by following the instructions.



6.25 All your claims can be found under 'Reports' on the left-hand sidebar. This will allow you to see the status of your claim.

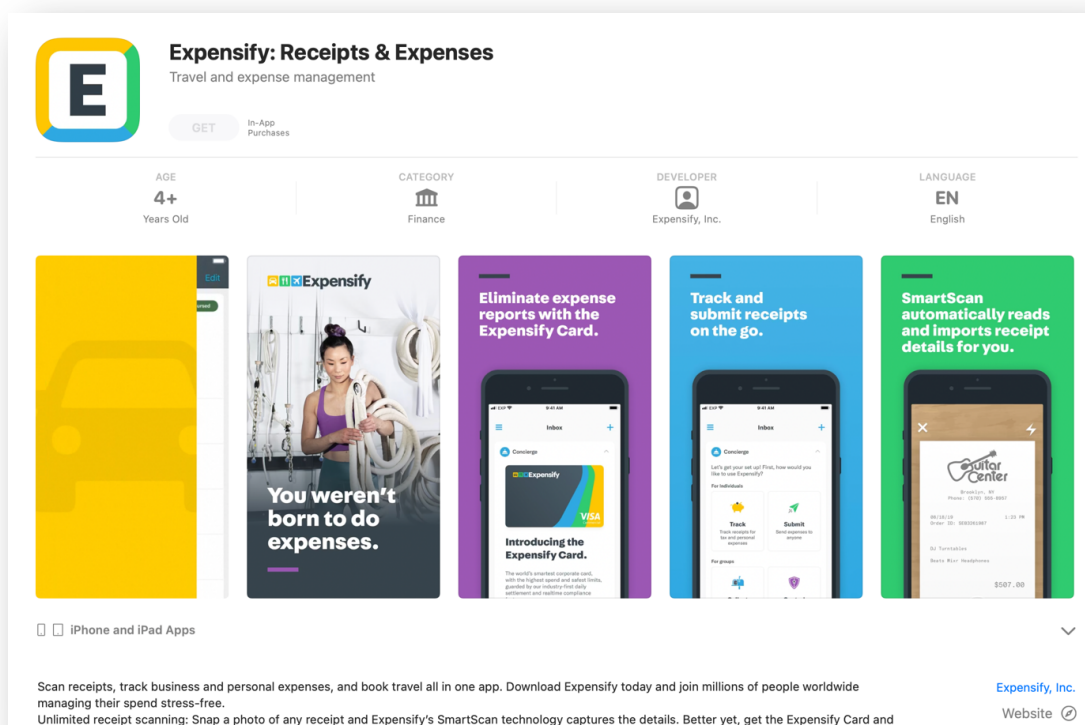
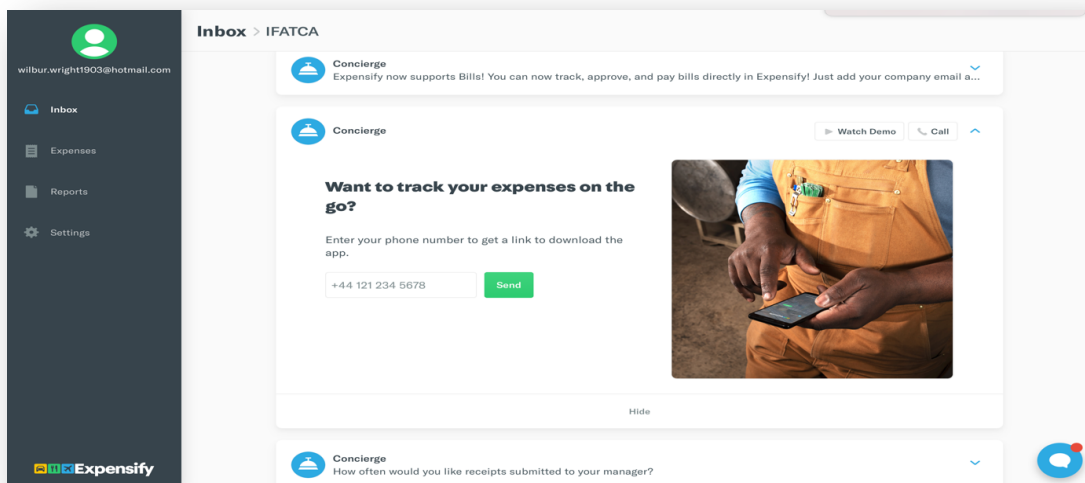


7. That's it

- 7.1 As already mentioned, your claim will first be scrutinised by the Office Manager to ensure that all relevant boxes have been completed and any anomalies addressed. It is then passed onto the relevant EB member to approve the claim and to note the expense. EVP Finance gives final approval and takes note of the expense before sending it back to the Office Manager to schedule payment from IFATCA accounts.

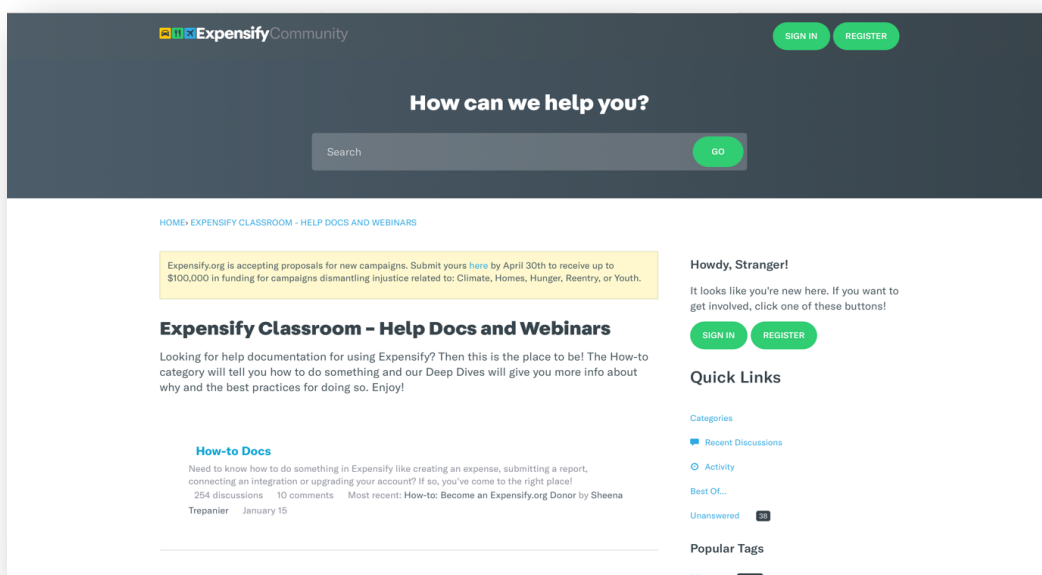
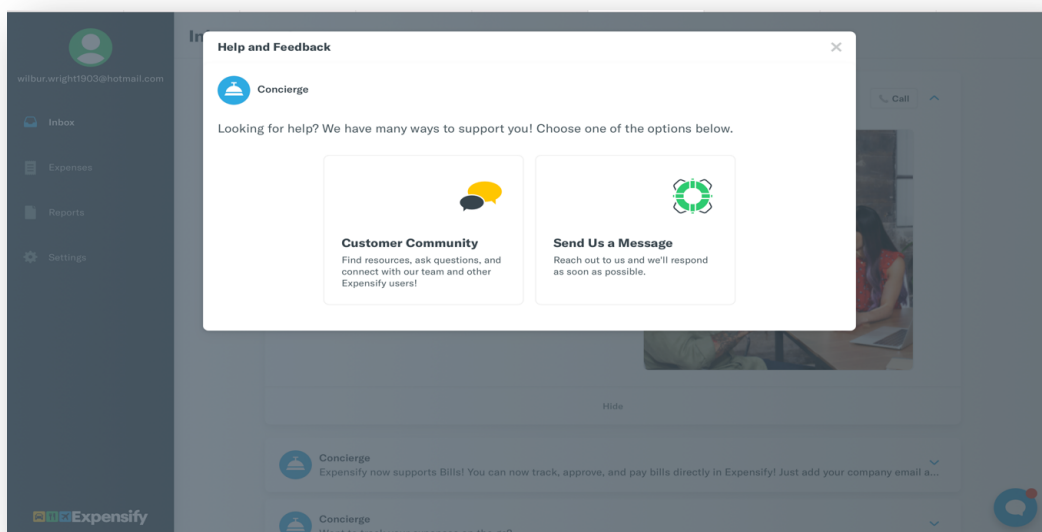


- 7.2 It must be reemphasised that any claims must be made within 30 days of the activity taking place. Payments should be made within 30 days of receipt of a claim. For those claims related to meetings that require a report, the Office will not proceed to the payment of claims until the report has been received by the appropriate EB member, unless special arrangements have been sought otherwise. However, please bear in mind that EB members are volunteers and circumstances may mean that, exceptionally, there may be a delay. If you haven't received payment within the timescales, please do contact the EB member under whose budget it comes under or EVP Finance. The same applies if payment needs to be prioritised.
- 7.3 Furthermore, please help the EB to control IFATCA finances with sensible and cost-effective expenditure in conducting activities on behalf of IFATCA. There is nothing more awkward than having to justify costly expenses that haven't been approved or exceed the original request.
- 7.4 To enable capture of expenses in real time, Expensify have developed an app for mobile devices. As with any app, they can be downloaded from the Apple Store, Google Play, or from a message found in your Expensify inbox.



8. Don't be afraid

- 8.1 The Expensify system may seem complex, but it is fairly intuitive and having used it a few times, it will become very familiar. Expensify has provided resources for you to access on their website to assist you, should you need them.



8.2 Should you have any questions, please do not hesitate to contact the Office (office@ifatca.org), the Executive Vice-President Finances (evpf@ifatca.org) or any other EB members.

Annex 1 – List of Budget Categories,

Budget Category	Budget Sub-Category	Budget Line
10000 – PCX	11000 – PCX	11100 – PCX
	12000 – COOPERATION	12100 – COOPERATION
		12200 – IFALPA
		12300 – IATA
		12400 – ITF
		12500 – IFATSEA
		12600 – IFAIMA
		12700 – CANSO
		12800 – ALLIANCE
		12900 – AFFILIATION FEES
	13000 – EB	13100 – EB GENERAL
		13200 – EB MEETING 1
		13300 – EB MEETING 2
	14000 – INDUSTRY PARTNERS	14100 – INDUSTRY PARTNERS
14200 – INDUSTRY EVENTS		
20000 – DP	21000 – DP	21100 – DP
	22000 – ADMIN	22100 – ADMIN
		22200 – INSURANCE
		22300 – ONLINE TOOLS
	23000 – LEGAL	23100 – LEGAL
	24000 – CAC	24100 – CAC
		24200 – CAC MEETING 1
		24300 – CAC MEETING 2
	25000 – OFFICE	25100 – OFFICE
		25200 – RENT
		25300 – PAYROLL
	26000 – CONFERENCE	26100 – CONFERENCE
		26200 – 2023 CONF
		26300 – 2024 CONF
		26400 – 2025 CONF
		26500 – 2026 CONF
	27000 – COMMS	27100 – COMMS
		27200 – COMMS TEAM
		27300 – SOFTWARE TOOLS
		27400 – IFATCA 2030 TF
27500 – ARTICLE_RESEARCH		
27600 – SUPPLIES		
28000 – EDTF	28100 – EDTF	
	28200 – EDTF MEETINGS	

30000 – EVPF	31000 – EVPF	31100 – EVPF
	32000 – FINANCES	32100 – FINANCES
		32200 – BANK FEES
		32300 – FINANCE SOFTWARE
		32400 – ACCOUNTANT
		32500 – AUDITOR
		32600 – HONORARIA
		32700 – EQUIP ALLOWANCES
	33000 – FIC	33100 – FIC
		33200 – FIC MEETING 1
		33300 – FIC MEETING 2
	34000 – RESERVES	34100 – GENERAL RESERVE
		34200 – LEGAL CONTINGENCY
		34300 – CONF ATTENDANCE
		34400 – EQUIPMENT
		34500 – REGIONAL MEETING ATTENDANCE
		34600 – TRAINING RESERVE
		34700 – FINANCIAL CIRCUMSTANCES
		34800 – TRAVEL ASSISTANCE
	35000 – BAD ACCOUNTS	34900 – ICAO ANC REP
35100 – BAD ACCOUNTS		
35200 – UNPAID SUBSCRIPTIONS		
40000 – EVPT	41000 – TECH	41100 – TECH
	42000 – TOC	42100 – TOC
		42200 – TOC MEETING 1
		42300 – TOC MEETING 2
	43000 – IFALPA ATS	43100 – IFALPA ATS
44000 – REMOTE TWR TF	44100 – REMOTE TWR TF	
45000 – DRONES TF	45100 – DRONES TF	
50000 – EVPP	51000 – PROF	51100 – PROF
		51200 – CISM SUPPORT
	52000 – PLC	52100 – PLC
		52200 – PLC MEETING 1
		52300 – PLC MEETING 2
	53000 – SAFETY TF	53100 – SAFETY_TF_GEN
		53200 – MEETING
	54000 – TRAINING TF	54100 – TRAINING TF
		54200 – PROSECUTOR
		54300 – THINK SAFETY
54400 – CBT		
54500 – ENGLISH		
	54600 – CISM	

		54900 – NEW COURSES
	55000 – ILO	55100 – ILO
60000 – EVPAFM	61000 – AFM	61100 – AFM
		61200 – ICAO
		61300 – RM
		61400 – OTHER ORGS
70000 – EVPAMA	71000 – AMA	71100 – AMA
		71200 – ICAO
		71300 – RM
		71400 – OTHER ORGS
80000 - EVPASP	81000 – ASP	81100 – ASP
		81200 – ICAO
		81300 – RM
		81400 – OTHER ORGS
90000 – EVPEUR	91000 – EUR	91100 – EUR
		91200 – ICAO
		91300 – EASA
		91400 – RM
		91500 – OTHER MEETINGS
		91600 – OTHER ORGS
100000 EUR SESAR	101000 – SESAR	101100 – SESAR
		101200 – CODA
		101300 – AWARE
110000 – ICAO ANC	111000 – ICAO MONTREAL	111100 – ICAO MONTREAL
		111200 – ICAO ANC REP
		111300 – ICAO PANELS

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