

CoROM Expense Claim Portal

Claimant User Guide

How to submit your expense claim online

For: Faculty · Contractors · Employees | Version 2.0

Introduction

The CoROM Expense Claim Portal allows you to submit expense claims quickly and securely from any device — desktop, laptop, tablet or phone. No login or account is required. Claims are sent automatically to the Accounts team and, where required, to your Budget Holder for approval.

Portal address: <https://expenses.corom.edu.mt>

Before you start: Have your receipts or invoices ready as **PDF or JPG files**. You will also need your bank account details (IBAN and BIC/SWIFT) for reimbursement.

Step 1 — Choose Your Submission Route

At the top of the first page, select the route that applies to your claim:

Route A

Budget Holder Approval

Use for most claims. Your budget holder will receive an approval request before Accounts processes payment.

Route B

Direct to Accounts

For executive budget claims only. Sent directly to Accounts without budget holder sign-off.

Steps 2–4 — Claimant, Activity & Expense Details

Complete pages 1–3 of the form. Key fields explained:

Full Name	Enter your name exactly as it appears on official correspondence
Role / Status	Faculty, Contractor, Employee or Other
Email Address	You will receive submission confirmation and outcome notifications here
Activity / Project	Describe the CoROM activity — e.g. 'MSc Critical Care Module 4 Delivery, Malta, March 2026'
Department	Select from the dropdown. The system will suggest the corresponding Budget Holder automatically
Budget Holder	Pre-selected based on department — you can change this if needed

Auto-suggest: When you select a Department, the Budget Holder dropdown will automatically suggest the responsible person based on department mapping. You can always override this manually.

Expense Table — Entering Your Costs

Date	The date the expense was incurred (not the submission date)
Description	Brief description — e.g. 'Easyjet flights London–Malta return'
Category	Select from the dropdown: Travel - Air, Accommodation, Meals, etc.
Receipt No.	Invoice or receipt reference if shown on the document (optional)
Currency	Select the currency. EUR is the default.
Amount	The amount as shown on the receipt in the original currency
FX Rate (ECB)	Filled automatically from the European Central Bank — read-only, you cannot edit this
EUR Claimed	Calculated automatically. This is the amount that will be reimbursed.

Foreign currencies: Select the currency and enter the original amount. The ECB exchange rate is fetched automatically and the EUR equivalent is calculated. The rate is locked at the time you fill in the form and cannot be changed.

Step 5 — Bank Details & Supporting Documents

Bank Details

Enter the bank account where you would like payment sent:

- **Account Holder Name:** Exactly as shown on your bank account
- **Bank Name, IBAN, BIC/SWIFT:** Your full banking details for the reimbursement transfer

Additional Notes

Use the **Additional Notes / Comments for Accounts** text box to add any context — for example, the purpose of a meal, details of an event, or any special circumstances. This note appears in all emails and on the print-friendly version.

Attaching Invoices — PDF and JPG Accepted

Click the upload area or drag and drop your invoice files. Both **PDF and JPG/JPEG** formats are accepted:

PDF (.pdf)	Preferred format for invoices and receipts
JPG (.jpg/.jpeg)	Photo of a receipt taken on your phone — accepted directly, no conversion needed

- Multiple files can be attached in a single claim
- Files are attached directly to all emails sent to your Budget Holder and Accounts
- There is no size limit


Step 6 — Review & Submit

Page 5 shows a summary of your claim. Review carefully before submitting:

- Confirm claimant name, total amount, expense lines and number of attachments
- Check the expense lines table — amounts and categories
- Confirm the **Will send to:** line shows the correct Budget Holder and Accounts email
- Read the Claimant Declaration
- Click **Submit & Send Expense Claim**

After submitting: You will see a confirmation screen with your Claim Reference Number (e.g. EXP-20260315-4821). You will also receive a confirmation email. Keep this reference for your records.

The Print / Save as PDF Button

Every email you receive from the portal — confirmation, approval outcome — includes a  **View & Print / Save as PDF** button. This opens a clean, print-friendly version of your full claim in a new browser tab.

To save as PDF: Click the button in the email → the claim opens in your browser → press **Ctrl+P** (Windows) or **Cmd+P** (Mac) → in the Print dialog, change the printer to **Save as PDF** → click Save.

No login required: The print page opens for anyone on any device — no Google account, no incognito window needed.

The print page includes all claim details, bank information, the supporting documents checklist, the claimant declaration, signature lines, and a Section 7 Accounts/Finance Use Only box for internal processing.

What Happens After You Submit

Route A	Route B
1. Submission confirmation	1. Submission confirmation email with claim reference

<p>email with claim reference</p> <p>2. Budget Holder receives approval request</p> <p>3. Budget Holder approves or declines each line</p> <p>4. You receive approval outcome with approved total</p> <p>5. Accounts receives approved claim and processes payment</p>	<p>2. Accounts receives the full claim immediately and can process payment — no further approval needed</p>
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Payment timeline: Claims are normally processed within 30 calendar days of approval. Please retain all original receipts until payment has been received.

Late claims: Claims should be submitted within 30 calendar days of the expense being incurred. Late claims may be declined.

Tips & Common Questions

Can I submit from my phone?

Yes — the portal is fully mobile-responsive. Open expenses.corom.edu.mt in any mobile browser. No app needed.

What file types can I attach as invoices?

PDF (.pdf) and **JPG/JPEG (.jpg, .jpeg)** are both accepted. This means you can photograph a paper receipt on your phone and attach the image directly — no scanning or conversion needed.


What if I have expenses in multiple currencies?

Enter each expense in its original currency. The ECB exchange rate is applied automatically. You can mix EUR and non-EUR items in the same claim.

I made a mistake — can I edit a submitted claim?

No — once submitted a claim cannot be edited. Contact accounts@corom.edu.mt with your claim reference number. If the claim has not yet been approved by the Budget Holder, they can decline it and ask you to resubmit.

How do I save a copy of my claim as PDF?

Click the  **View & Print / Save as PDF** button in any email from the portal. The claim opens in your browser. Press **Ctrl+P** (Windows) or **Cmd+P** (Mac), select **Save as PDF** as the printer, and save.

College of Remote and Offshore Medicine

Expense Claim Portal | expenses.corom.edu.mt

Queries: accounts@corom.edu.mt | CoROM-FIN-FORM-001 | Policy: CoROM-FIN-EXP-001