



**Funded by
the European Union**

Erasmus+ Staff Mobility Grant – CoreHR Instructions

Part 1

- Log in to the [CoreHR](#) Employee Dashboard then chose 'Expenses' from the menu on the left.
- Click 'Actions' and then 'New Expense Report'.
- A new webpage called 'Expense Report' will open.
- For the 'Required Fields' enter following:
 - The start and end date of your mobility.
 - A description of your mobility, for example 'Erasmus staff mobility for teaching to Italy'
 - The cost centre is the subcost that the International Mobility Team has provided you with.
 - The approver is your default expenses approver as usual.
- For the 'Additional Options' ignore the car registration and higher grade fields but select 'Travel International' under 'GI Expense'.
- Then click 'SAVE' which is in the bottom right-hand corner.
- Your screen should look like the picture below.



Expense Report

Employee Dashboard > Expense Report

Required Fields

Start Date *	End Date *	Expense Description *
02-Jun-2024	09-Jun-2024	Erasmus staff mobility for teaching to Italy
Cost Centre *	Approver *	
XXXXXXXXXXXX	XXXXXXXXXXXX	

Additional Options

Car Registration	Higher Grade
GI Expense *	
Travel International	

Total Claimed Number of Items

0.00 0

Click [here](#) for terms and conditions.

Expense Items

Expense Type	Start Date	End Date	From	To	Units	Value
--------------	------------	----------	------	----	-------	-------

NEW EXPENSE ITEM

access PeopleXD

SAVE SUBMIT

Part 2

- Now click on 'NEW EXPENSE ITEM' in the bottom right-hand corner.
 - A new webpage called 'Expense Details' will open.
 - Do not tick the box marked 'Expense item with foreign details' as this will bring exchange rates into the equation and this is a claim in Euros.
 - Leave 'Payment By Me' selected.
 - Under the 'Expense Type' select 'Short Course Expenses' and leave Receipt Status as 'Receipt available to upload'.
 - Under 'Receipt Description' enter 'Erasmus Grant Business Case'.
 - Upload the PDF Business Case file that the International Mobility Team has provided you with. No other receipt is needed.
 - Enter Dublin as the 'From Location'.
 - Enter the country you visited as the 'To Location'.
 - Enter the start and end date of the trip. These dates should be the same as those you entered on the previous page.
 - Enter the 'Expense Item Description', for example 'Erasmus staff mobility for teaching to Italy'.
 - Do not enter start and end times. Otherwise, the system will try to generate a subsistence for the trip which is incorrect.
 - Ensure that the 'Cost Centre' is the subcost that the International Mobility Team has provided you with.
 - Ensure that 'Travel International' is selected under 'GI Expense'.
 - Your screen should now look like the picture below.
-
- Once you are satisfied that everything is as it should be, then click 'SAVE' which is in the bottom right-hand corner.
 - You will be brought back to the 'Expense Report' webpage.
 - You can now click 'SUBMIT' which is in the bottom right-hand corner.

- 
- You should then email the person who was listed as your default expenses approver and instruct them to take no action with this claim other than to forward it to Paula Murray who is the approver for Erasmus staff mobility claims.
 - Further information and guidance on CoreHR can be found here: <https://financesystems.dcu.ie/support/home> or you can speak with the International Mobility Team.



Expense Details

Employee Dashboard > Expense Report > Expense Details

ACTIONS

Expense Item



Expense item with foreign details



Payment By Me



Payment By Company

Expense Type

Short Courses Expenses

Receipt Status *

Receipt available to upload

Receipt Description *

Erasmus Grant Business Case

Receipt

XXX XXX Italy Business Case.pdf

Value

2500

From Location

Dublin

To Location

Italy

Start Date *

02-Jun-2024

End Date *

09-Jun-2024

Expense Item Description

Erasmus staff mobility for teaching to Italy

Start Time

End Time

Cost Centre and Analysis Codes

Cost Centre

XXXXXXXXXXXXXXXX

GI Expense *

Travel International

Total Claimed

0.00

Number of Items

0

access PeopleXD

GENERATE SUBSISTENCE

SAVE

SAVE AND ADD NEW