



Access to Public Information Request

Date of receipt: 30 April 2020

Date of response: 16 June 2020

Request regarding system for expenses claims

Request for information:

1. What finance system do you currently have in place?
2. What processes or solutions do you have in place for employees to submit and reclaim expenses?
3. How many expense claims were submitted by employees in the last fiscal year?
4. Are employees able to compile, submit and approve expenses remotely?
5. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

Response (provided by the Office of the Policy & Resources Committee :

1. The States of Guernsey uses SAP ECC 6.0
2. SAP Travel & Expenses module via Employee Self Service or through the Cross Application Timesheet within ECC.
3. 4,516

4. Yes.

5. There have been no formal investigations into expense compliance matters in the last 24 months.