

# How to claim expense reimbursement and report travel expenses related to your studies

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## Check if you already have access to Neo

If you have submitted expense reports in NEO travel and expense management system before, you might already have an active profile. Try logging in to **neo.aalto.fi**. If you are able to log in, please ignore the below instructions for creating a profile and continue to updating your profile data if needed and making your expense report.

## Create a profile in Neo (Payment Profile)

Open the profile creation form via this link (you need your Aalto ID and password):

<https://sharepoint.aalto.fi/sites/Workflow/Students/Lists/Payment%20Profile/NewForm.aspx>

**Step 1** Accept the terms and fill in the requested information. All details are mandatory due to Finnish taxation and bookkeeping rules.

- accept the terms and conditions
- country of residence
- bank information: country and bank account number (in IBAN format)

Click "Save". The system checks your details and you will receive an email with a link to Step 2 form.

**Step 2** Follow the link in the email notification you received. Fill in additional information:

- all first names as written in your passport
- name of Aalto school
- address

Click "Save and submit". It takes overnight for the system to create a NEO profile for you.

Your profile will be active until the next July 31<sup>st</sup>.

## Log in to Neo

Log in to NEO via the aalto.fi pages Tools or by typing **neo.aalto.fi** in your browser.

Please note that you can access Neo from anywhere but if you are not in Aalto network (Aalto workstations, VPN or VDI) multifactor authentication (MFA) is used. More information on multifactor authentication can be found here: <https://www.aalto.fi/en/services/how-to-use-mfa>

Instructions on how to use VDI:

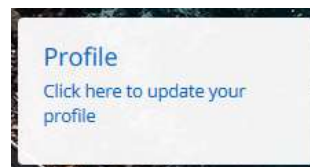
<https://www.aalto.fi/en/services/vdiaaltofi-how-to-use-aalto-virtual-desktop-infrastructure>

Instructions on how to setup VPN connection to Aalto:

<https://www.aalto.fi/en/services/remote-connection-to-aaltos-network-vpn>

## Update your profile in Neo

Select **Profile** box on Neo landing page



In **General** section, check that your name is correct and update it if needed. Add your email and mobile number in the business information fields:

Business information		Update
Business Address:	(U905) Finance Services Otakaari 1 02150 Espoo	
Business phone:		Business e-mail: marjaana.lewis@aalto.fi
Business fax:		Business mobile: +358505122390

In **Vehicle** section, add a car if you need to claim partial mileage in your expense report:

Profile

Mrs Leena Marjaana Lewis > Vehicles

oma auto		Default Vehicle	Update	Delete
Vehicle name:	oma auto	Plate number:	-	
Vehicle type:	Car			

Add a new vehicle

## Create your expense report in Neo

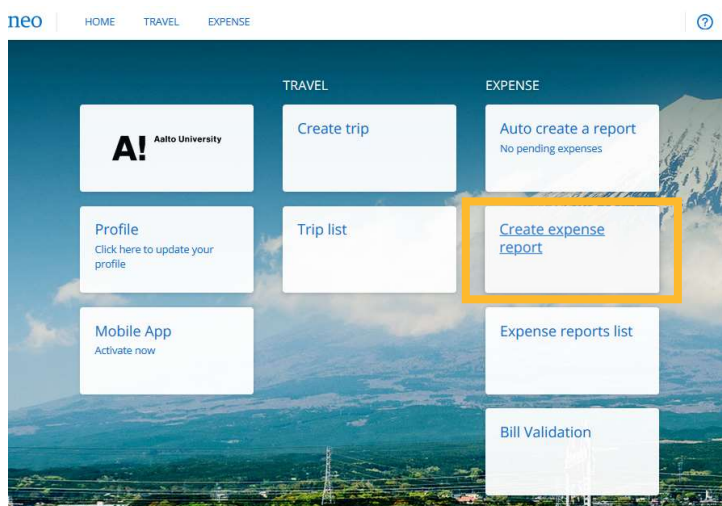
**Before you start** making your expense report, make sure you have the following at hand:

- **Project number and cost center**
- **Students of ARTS:** Documented **approval** from the course responsible; either an approval form used at your department or an email including:
  - Name of the student
  - Name of the teacher in charge
  - Project number and cost center
  - Course code and course name
  - Description and purpose of purchase
  - Approved total sum
- **Receipts** from your purchases

**Please note** the following when making your expense report:

- Only report those expenses you have paid and that your teacher/course responsible person has approved.
- Attachments have to be in **PDF or picture format (.jpg, .png, ..)**.
- The maximum size of an attachment is **3MB**
- Do not attach documents with sensitive information to your expense report (e.g. bank account details).
- The processing of the expense report takes approximately 2-3 weeks.
- If some information is missing, the expense report will be returned to you and the payment will be delayed.

### Step 1 Select “Create expense report”



## Step 2 Fill in the expense report header form

### Name

Non-travel: Goods/Services mmyy

Travel: Reason Destination mmyy

### Reason for expense

Describe the purchased materials or services in detail

### Project code

Type in the project number or search with the project name. The project related fields below the project code are automatically populated. Double click the project code; the fields related to project code will be automatically populated (cost center, project type, department, school).

### Report Type

Select Expense report for materials and Travel  
Expense report for travel related expenses

### I have my Superiors Permission

Select "Yes", you always need your course responsible person's prior approval for purchases

### Assignment Travel and Leisure Travel Part of Trip

No

Click **Confirm** after you have filled in the information

The screenshot shows a 'Create expense report' form with several fields highlighted in orange. The fields are: Name (Materials for course XYSD 0421), Reason for expense (Materials and supplies for the course XYSD ....), Project Code (60444101 UNITE! ARTS LES), Report Type (Expense report / Kululasku), and I have my Superiors Permission (Yes). There are also buttons for 'Charge more accounts', 'Reset', and 'Confirm'.

## Step 3 Add your expense lines

Click **+ Add expense** to add your expense lines to your report. You can change the view to a **List** view instead of week or month view if you wish.

The screenshot shows the 'neo' interface with a navigation bar (HOME, TRAVEL, EXPENSE) and a user profile (Mr Vernon Bear). The main content area shows a folder icon and the text 'Materials for course XYSD 0421'. Below this is a table with columns for 'N#', 'Expense', 'Taxes', and 'Amounts'. A large blue plus sign is visible in the center of the table. On the right side, there is an 'Expense Box' with options for 'Received', 'Rejected', and 'Deleted', and a 'Summary' section showing '#340511' and 'Mr Vernon Bear'. A '+ Add expense' button is highlighted in orange.

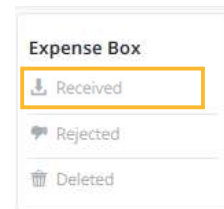
### Select the correct expense type:

- **Student material** for supplies and materials
- **Student printing services** for printing expenses
- **Student services** for services not related to travel
- **Student travel expenses** if you are claiming travel expenses incurred from representing Aalto at a fair or similar event
- **Student travel with grant** for reporting travel expenses that are covered by Aalto travel grant. Use this expense type for travel tickets, accommodation and other expenses related to your trip and approved prior to your trip.
- **ARTS students:** Use expense type "Attachment" to attach the approval form or email

### Students

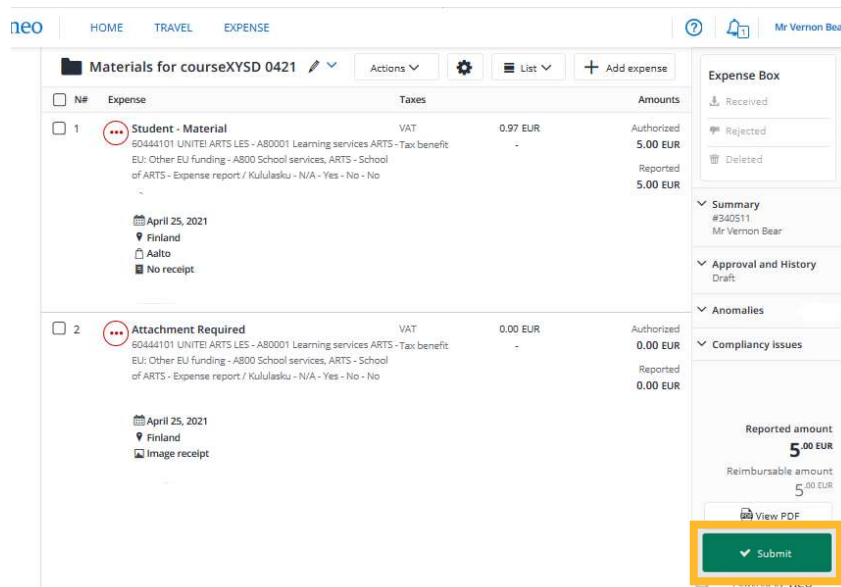
- Student - Material
- Student - Printing Services
- Student - Services
- Student Travel Expenses
- Student Travel with Grant

If you had a flight booked via Neo, you will have a flight purchase pending in your Received box. Add the flight expense to your expense report by clicking the Received box and adding the expense. Attach the GBT flight receipt to the expense line.



Fill in mandatory information and attach receipt (one attachment max 3MB per expense line allowed). Close the expense line by clicking **Confirm**. If any mandatory information is missing, the anomalies box will tell you what needs to be added to the report.

### Step 4 Submit your expense report

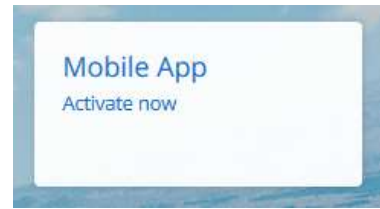
The screenshot shows the Neo expense report submission interface. The main table lists two expense lines. Line 1 is 'Student - Material' with an amount of 5.00 EUR. Line 2 is 'Attachment Required' with an amount of 0.00 EUR. On the right side, there is an 'Expense Box' with 'Received', 'Rejected', and 'Deleted' options. Below that, there are sections for 'Summary', 'Approval and History', 'Anomalies', and 'Compliance issues'. At the bottom right, there is a 'Submit' button highlighted with a green border.

Do not change the bank account details in the last Submit window.

## Neo Mobile application (iPhone and Android)

You can **use NEO mobile** after you have accessed NEO with a computer for the first time:

1. Download NEO mobile app from App Store or Google Play Store
2. On your computer, open a QR-code in NEO by clicking the box “Mobile App – Activate now”
3. In your mobile device, activate NEO app with the QR-code you have opened on your computer



In the Neo mobile app you can:

- make your expense report
- create expense lines
- take photos of your receipts and attach them to your expense line
- submit your expense report