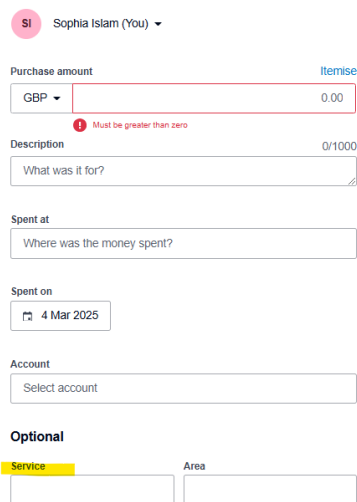


Thrive Tribe Expenses

We have put together a mini guide for Thrive Tribe expenses to ensure everyone is aware of what is needed when submitting expenses. It is important to ensure these instructions are being followed due to the amount of time it is taking to correct omissions that may result in payments being delayed

1. Service codes

When submitting expenses, a service code must be included on each expense. Please see the reference below. Although Xero categorises this as 'optional', we are unable to process payments until it is included.



The screenshot shows the expense submission interface. At the top, a user profile for 'Sophia Islam (You)' is visible. The form includes several fields: 'Purchase amount' with a currency dropdown set to 'GBP' and a value of '0.00', a red error message 'Must be greater than zero', 'Description' with a placeholder 'What was it for?' and a character count '0/1000', 'Spent at' with a placeholder 'Where was the money spent?', 'Spent on' with a date picker set to '4 Mar 2025', and 'Account' with a placeholder 'Select account'. Below these is an 'Optional' section with two fields: 'Service' (highlighted in yellow) and 'Area'.

2. Attaching Receipts

Where possible please make sure you attach a receipt or invoice for your expenses, in particular VAT invoices (especially for things like Amazon orders).

3. Regular submissions

Please try to upload your expenses as soon as possible, ideally within the same month to help maintain accurate accounts for your service and prevent any payment delays due to that period being locked within Xero.

Any queries please do not hesitate to contact sophia.islam@thrivetribe.org.uk