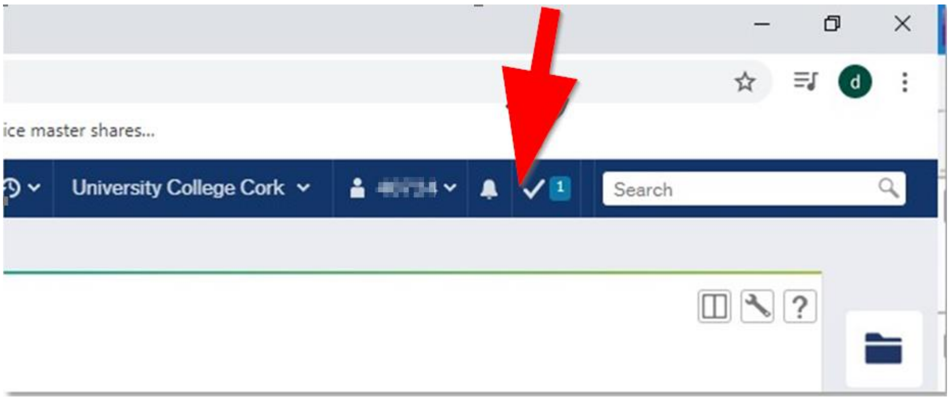
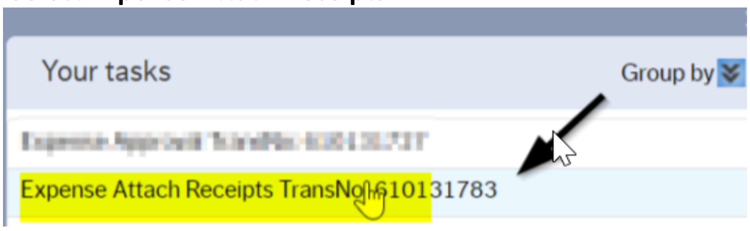
Attaching Receipt to your expense claim

It is important to access your expense claim from the **Task list**

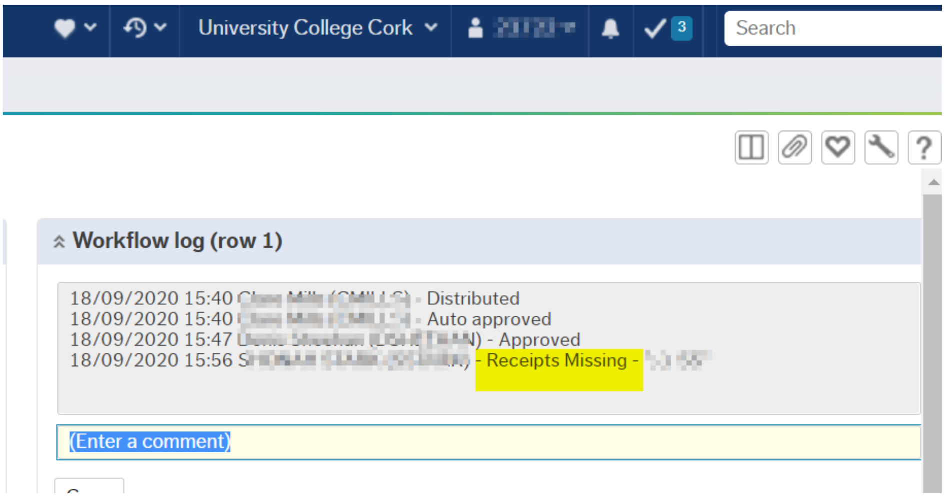
Your Task List is the **TICK Button** on the right corner of your screen



Select Expense Attach Receipts

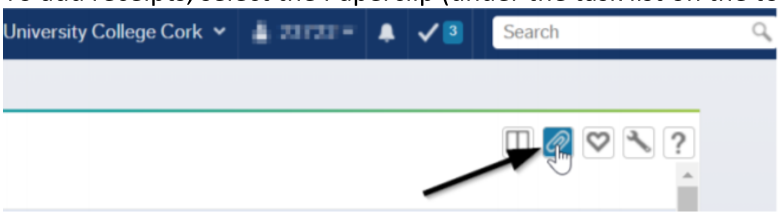


View the workflow comment and action

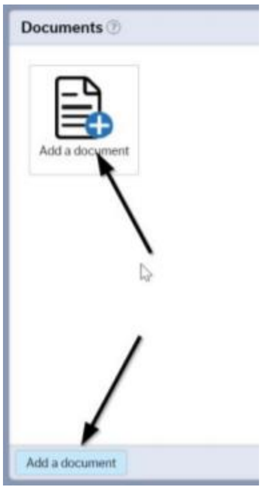


Comment - **Missing Receipts** – Upload receipts and select **TASK Complete**

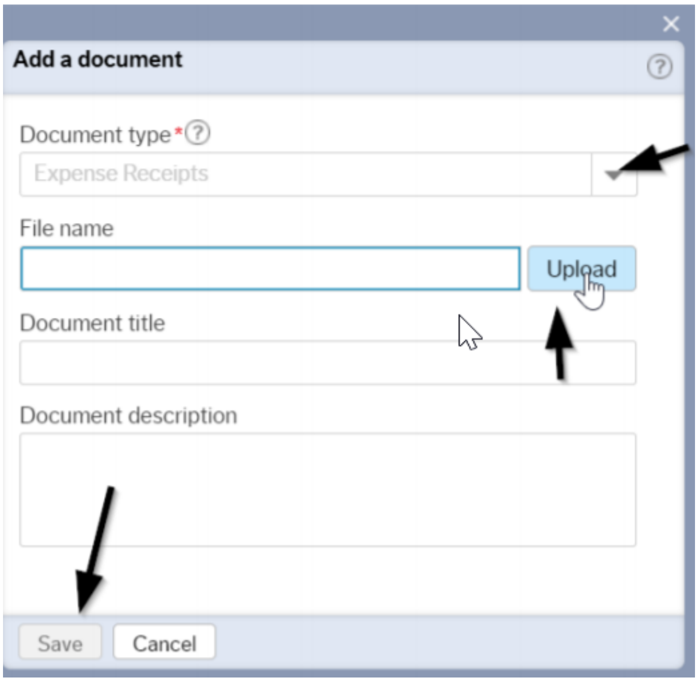
To add receipts, select the Paperclip (under the task list on the top right hand side of your screen)



Select Add a document



Select **Expense Receipts** and upload from where you have saved them on your PC and select **Save**



Once you have attached all your receipts, select “Task Complete” (on the bottom left hand side of you screen) . The expense will now workflow back to the Finance Office for payment