

# Match Receipt to your expense claim In Progress

Go to Main Menu / Select Your Employment/ Expenses

The screenshot shows a browser window with a tab titled 'UC Expense Attach Receipts TransNo: 610131892 x'. Below the browser window is a 'Menu' section with a dropdown arrow. Underneath, there are two buttons: 'Your employment' and 'Expenses'. An orange arrow points from the browser tab to the 'Menu' section, and another orange arrow points from the 'Expenses' button to the right.

Select In progress

## Expenses

New expense claim ?

The screenshot shows a grid of expense claim categories. On the left, there are two categories: 'Vouched Expenses' (with currency icons) and 'Subsistence Travel outside EU' (with a suitcase icon). On the right, there are two categories: 'Conf Rate (Vouched Accomm. within EU)' and 'Subsistence Travel within EU' (with a suitcase icon). An orange arrow points from the 'Vouched Expenses' category down to the 'In progress' status card in the next section.

Expense overview ?

The screenshot shows three status cards for expense claims: 'Draft' with a document icon and the number '0', 'In progress' with a refresh icon and the number '1', and 'Completed' with a checkmark icon. An orange arrow points from the 'In progress' card down to the 'Receipts' section in the next screenshot.

Open Claim you can view receipts available not matched here

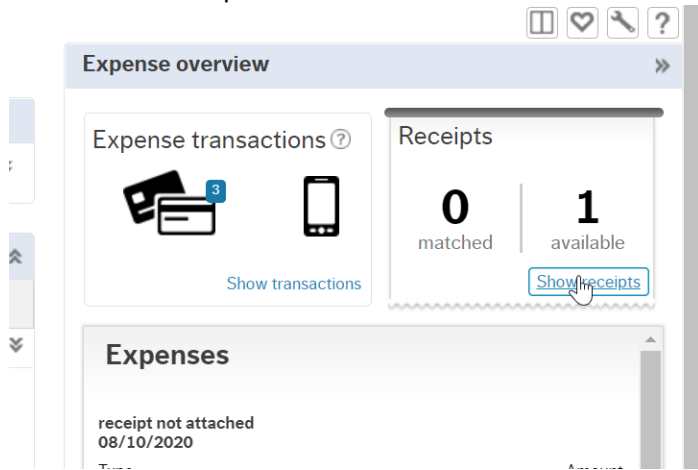
The screenshot shows the details of an expense claim for the date 08/10/2020. It includes a table of transactions and a summary of receipts.

Description	Quan...	Curr...	Curr. amount	Amount
Car Hire (E)	15.00	EUR	15.00	15.00

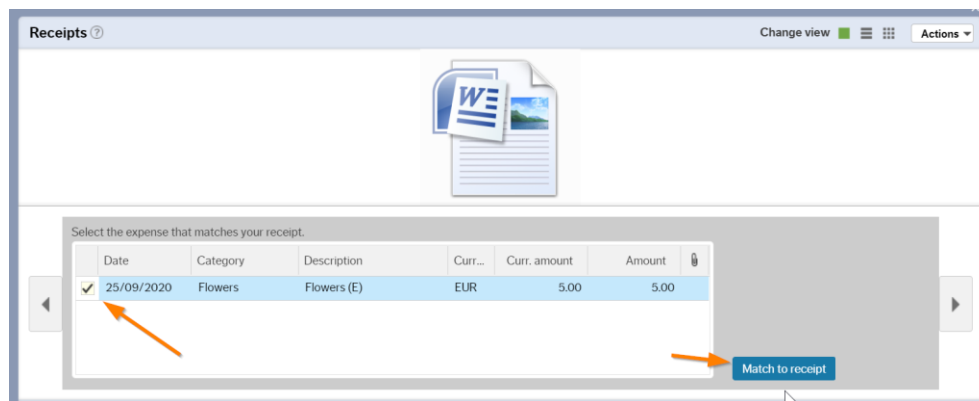
The 'Receipts' summary shows 0 matched receipts and 1 available receipt. An orange arrow points from the 'Receipts' section to the 'Expenses' table below.

Expenses	
receipt not attached	
08/10/2020	
Type	Amount
Car Hire (E)	15.00

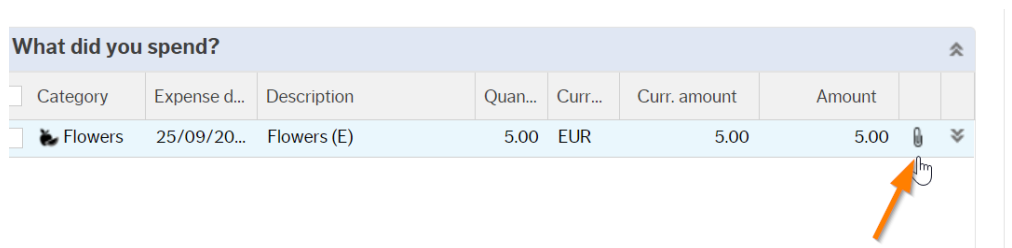
## Select Show Receipts



## Select and tick match receipts



When receipts are matched you will see a paper clip here



Select **Send for approval** (bottom left of screen)

