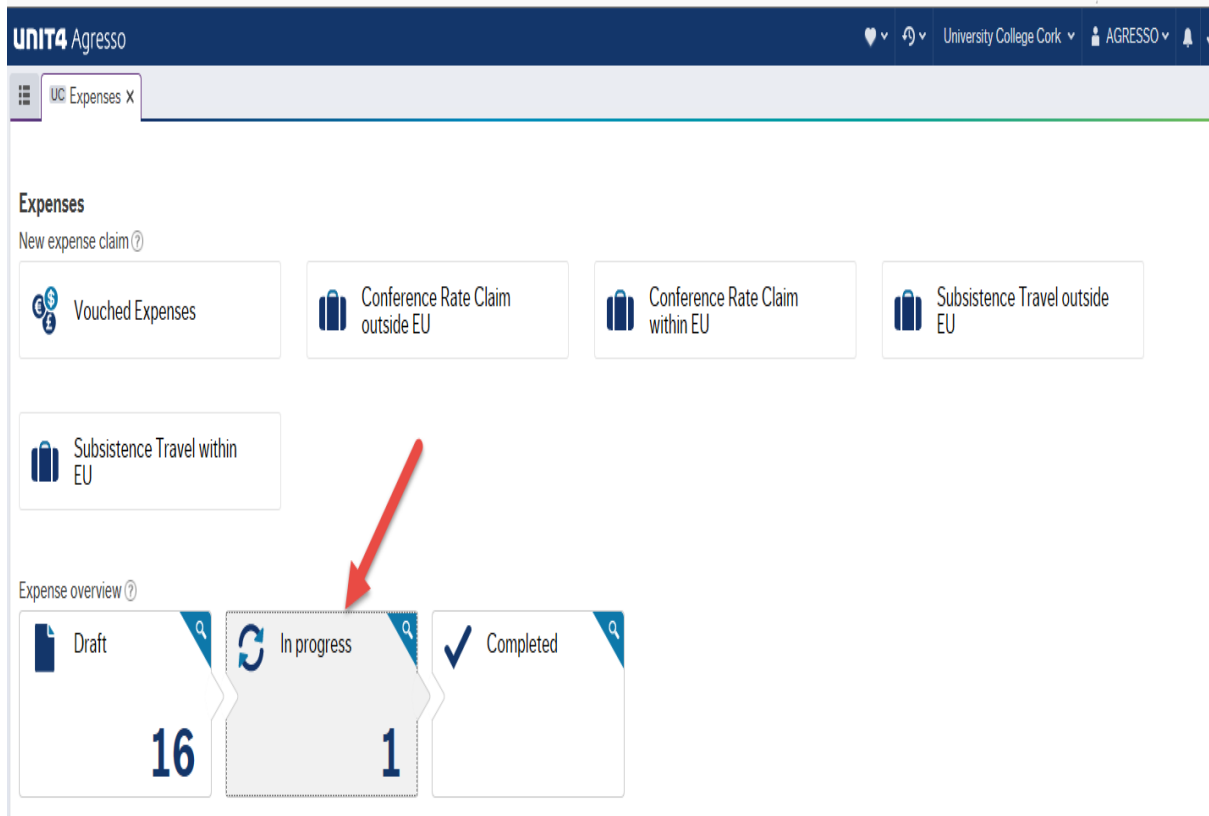


## How to Print an Expense Claim

If you have forgotten to print your Expense Claim, login to [Agresso](#) and navigate to the Expenses screen. Your submitted claim(s) may be found under the 'In progress' tab, if you need to print your claim then navigate to that tab to recall the claim, similarly you can print your Draft claims at any stage located within the 'Draft' tab.

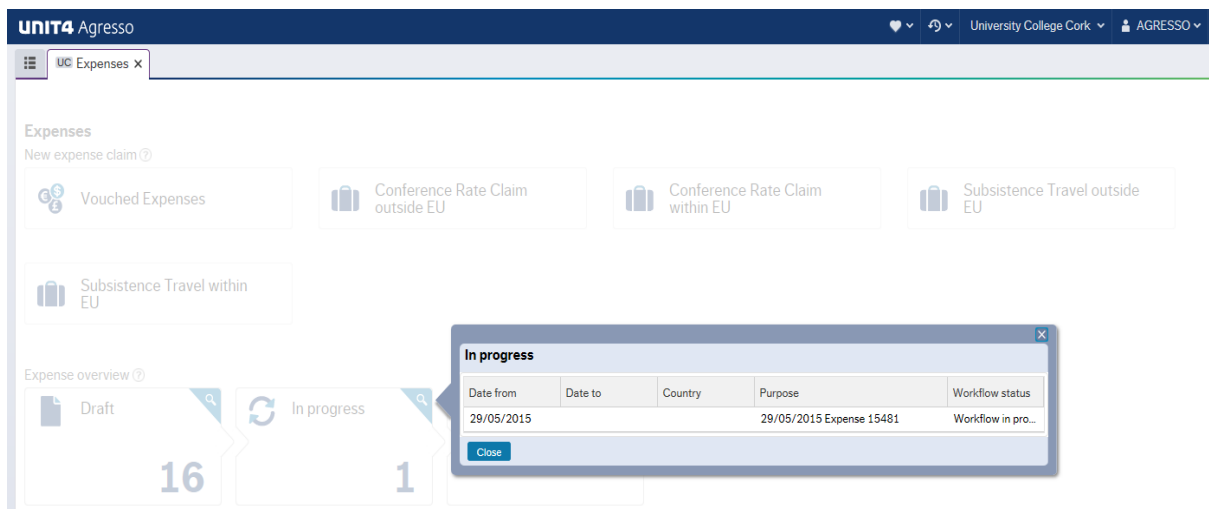
To print a submitted claim, click on the 'In progress' tab (i) and select your claim (ii)

i.



The screenshot shows the Agresso Expenses interface. At the top, there is a navigation bar with 'UNIT4 Agresso' and user information for 'University College Cork' and 'AGRESSO'. Below this, a breadcrumb trail shows 'UC Expenses X'. The main content area is titled 'Expenses' and includes a 'New expense claim?' section with buttons for 'Vouched Expenses', 'Conference Rate Claim outside EU', 'Conference Rate Claim within EU', and 'Subsistence Travel outside EU'. Below this is another button for 'Subsistence Travel within EU'. The 'Expense overview?' section shows three tabs: 'Draft' (16), 'In progress' (1), and 'Completed'. A red arrow points to the 'In progress' tab, which is highlighted with a dashed border.

ii.



This screenshot shows the same Agresso Expenses interface as the previous one, but with a modal window open over the 'In progress' tab. The modal window is titled 'In progress' and contains a table with the following data:

Date from	Date to	Country	Purpose	Workflow status
29/05/2015			29/05/2015 Expense 15481	Workflow in pro...

At the bottom of the modal window, there is a 'Close' button.

## How to Print an Expense Claim

After retrieving the claim, click on the Print Preview button at the end of the screen

The screenshot shows the Agresso web interface for an expense claim. The main area displays the claim details for 'Air Travel - within EU' on 25/07/2016, with a total amount of € 350.00. A green box highlights the 'Print preview' button in the bottom navigation bar. Other buttons include 'Send for approval', 'Save as draft', 'Delete', and 'Add information'.

Depending on the browser you are using select File & print or right click with your mouse and Print.

The screenshot shows a browser window displaying the printed expense claim form. A red box highlights the 'File & Print' menu option in the browser's top bar. The form includes the following information:

**Expense Claim**  
University College Cork

Name and address	Expense reference	Claim No.
ROSEANNE KELLY FINANCE OFFICE	25/07/2016 Expense 15481 25/07/2016 Expense 15481	610080667 201610 25/07/2016 15481

Date	Expense Type	Expense items	Cost centre	Project	Amount/Km	Rate	Cur	Amt	Euro
25/07/2016	Air Travel - within EU (E)	[Please enter details of journey]	764 AGR350-PLUS Support and Development	NSA Departmental	0.00	0.00	EUR	0.00	0.00

**Gross amount** 0.00

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Checked By: ROSEANNE KELLY

Tick here if you have received an Advance for this Claim

This claim is in respect of expenses incurred wholly and exclusively on UCC business and the amount claimed is correctly chargeable to the charge code indicated. [FOR FINANCE OFFICE USE ONLY]