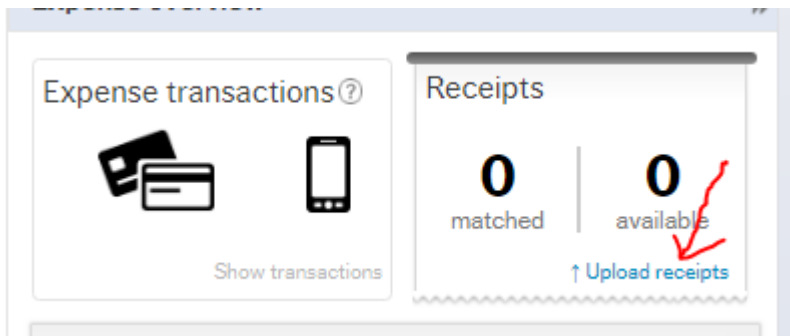


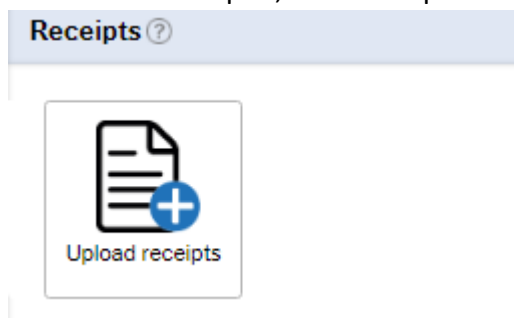
QUICK GUIDE TO ATTACHING DOCUMENTS/RECEIPTS TO EXPENSE CLAIM

Login to Agresso and enter your expense claim details.

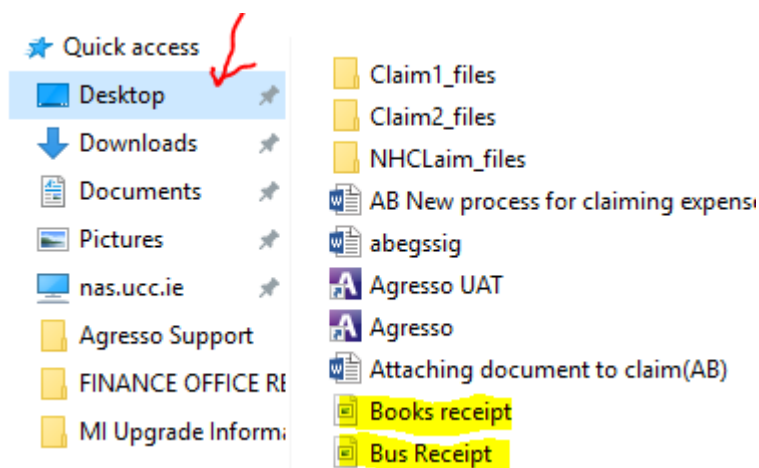
1. To add receipts to the expense claim click 'Upload Receipts' in the Expenses Overview section as outlined below.

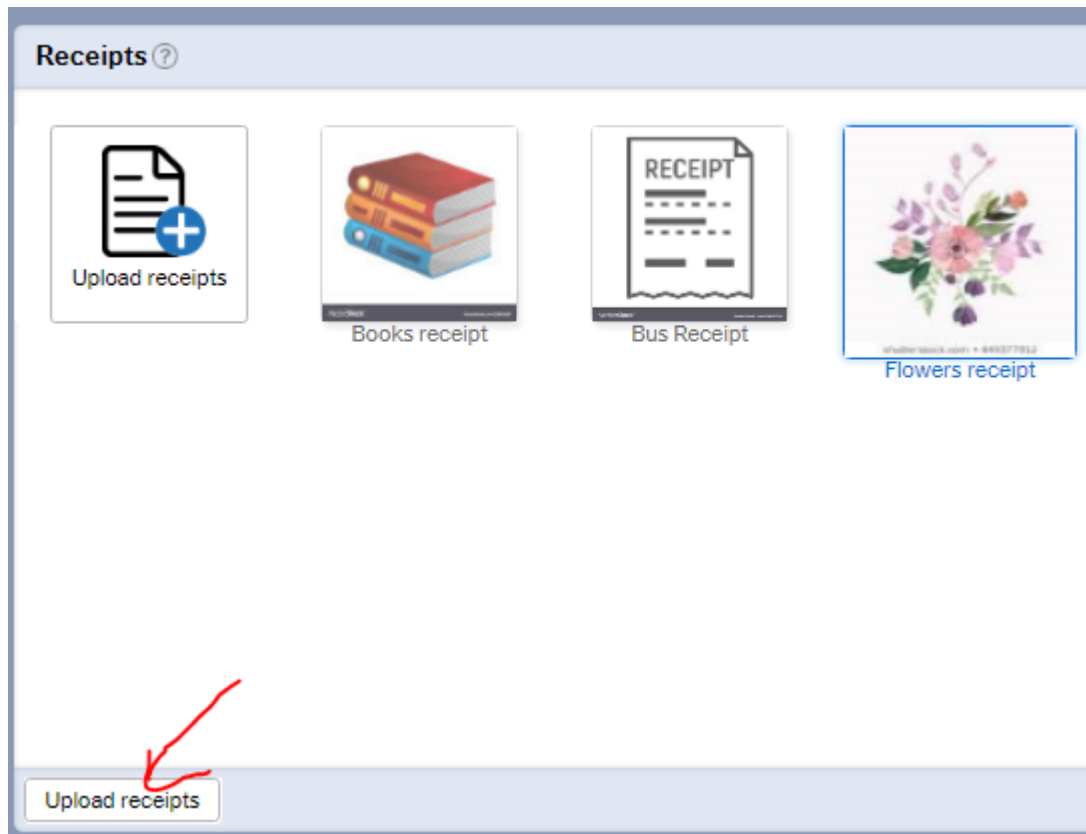


2. The screen will open, click on 'Upload Receipts'

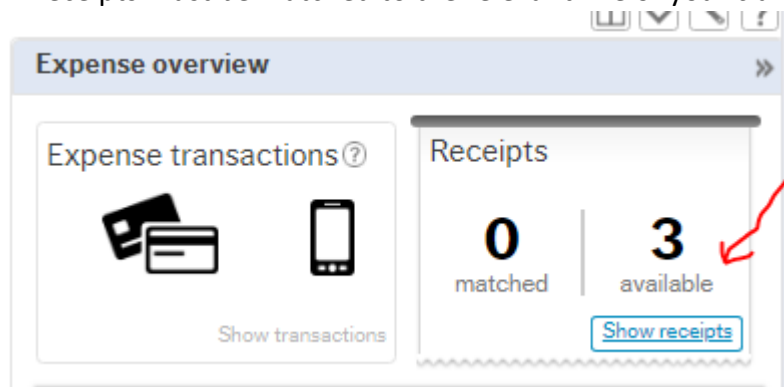


3. Your documents folder will open on your PC. Find the folder where you have saved your receipts/documents and double click on the file to move into the Expenses system folder.





4. All receipts must be matched to the relevant line of your claim.




3 receipts are now available. Click on Matched to begin attaching receipts. Scroll across

to view all receipts by clicking on the blue arrow



[NB. Receipts may not appear in the order in which they were uploaded so ensure you select and attach the correct receipt for each line.](#)

Receipts ? Change view ■ ■ ■ ■ Actions ▾


Books

Select the expense that matches your receipt.

	Date	Category	Description	Curr...	Curr. amount	Amount	
<input checked="" type="checkbox"/>	6/1/2020	Books	Books for Research	EUR	50.00	50.00	
<input type="checkbox"/>	6/1/2020	Flowers	Flowers for retirement gift	EUR	30.00	30.00	
<input type="checkbox"/>	6/4/2020	Bus Travel - within EU	Cork - Galway return	EUR	40.00	40.00	

Match to receipt

When a receipt has been matched to a line, it is indicated on that line by paperclip symbol. Attach all receipts as appropriate, review claim and 'send for approval'.

NB. If the receipts are not matched, then the approver will NOT be able to view your receipts or approve your claim.