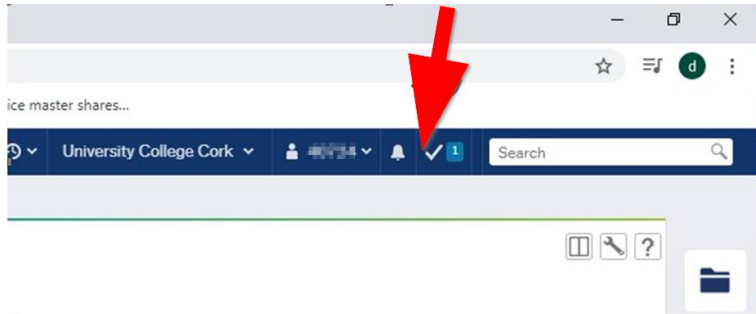


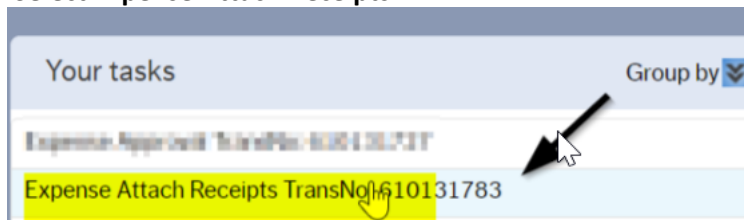
## Select Task Complete through Task List

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



select **"Task Complete"** (on the bottom left hand side of you screen). The expense will now workflow back to the Finance Office for payment

