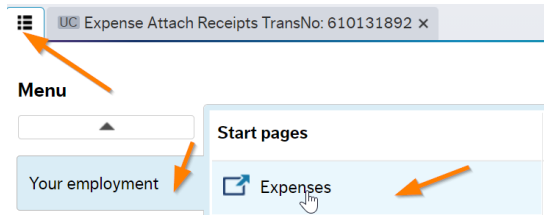


UPLOADING DOCUMENTS/RECEIPTS TO AN EXPENSE CLAIM IN PROGRESS

Open expense claim

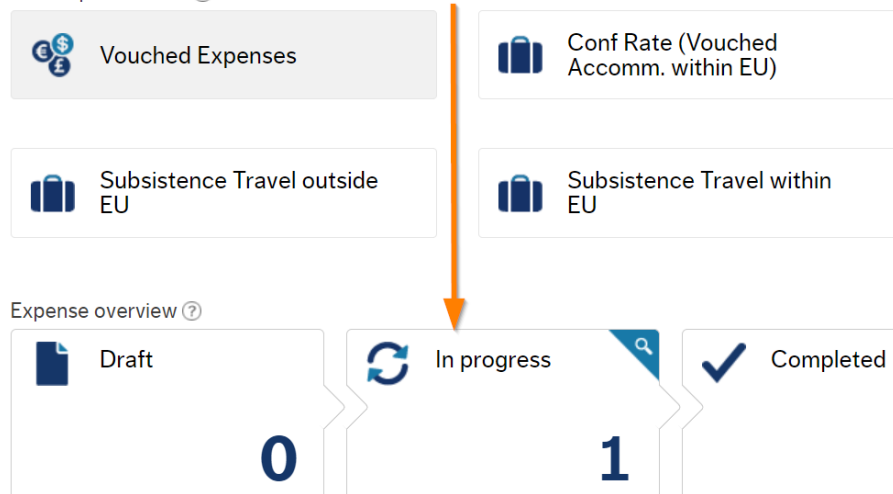
Go to Main **Menu** / Select **Your Employment/ Expenses**



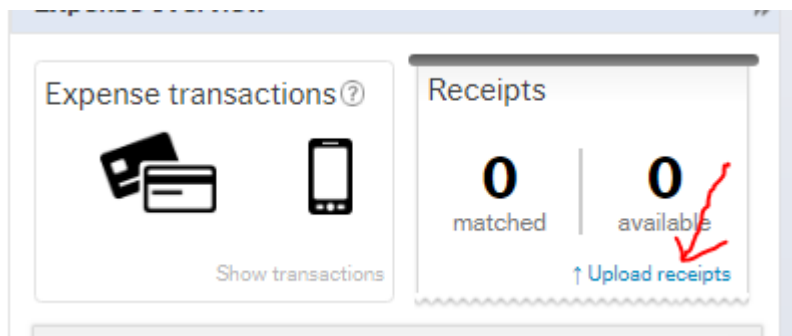
Select In progress

Expenses

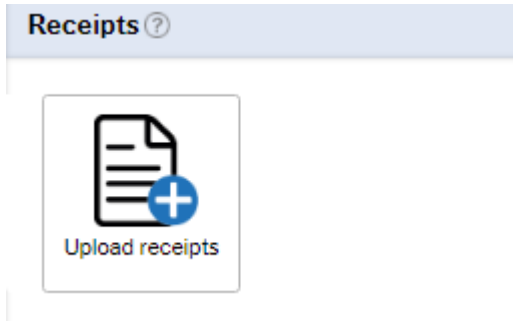
New expense claim ?



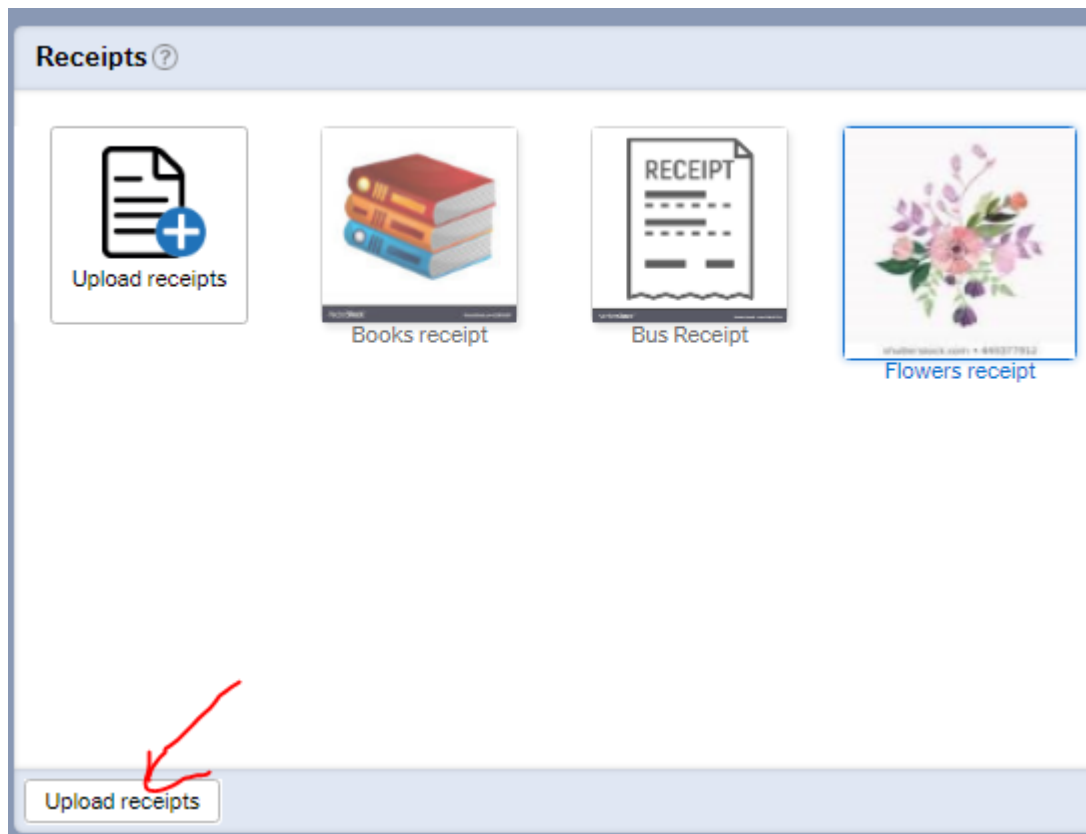
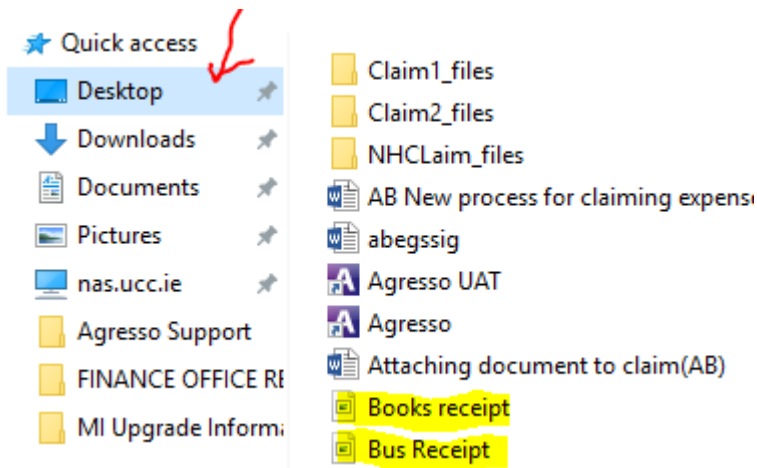
To add receipts to the expense claim click 'Upload Receipts' in the Expenses Overview section as outlined below.



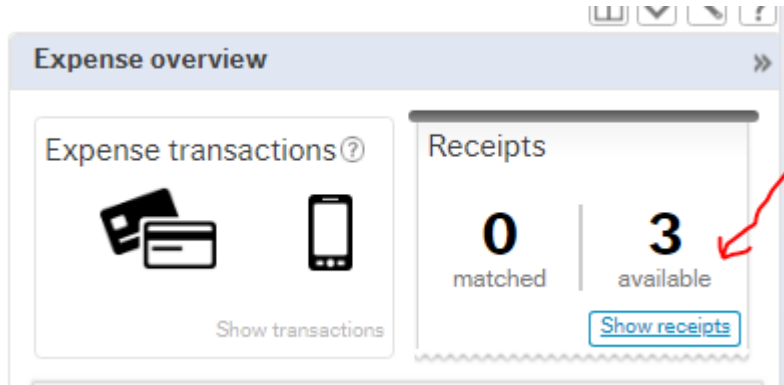
The screen will open, click on 'Upload Receipts'



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.



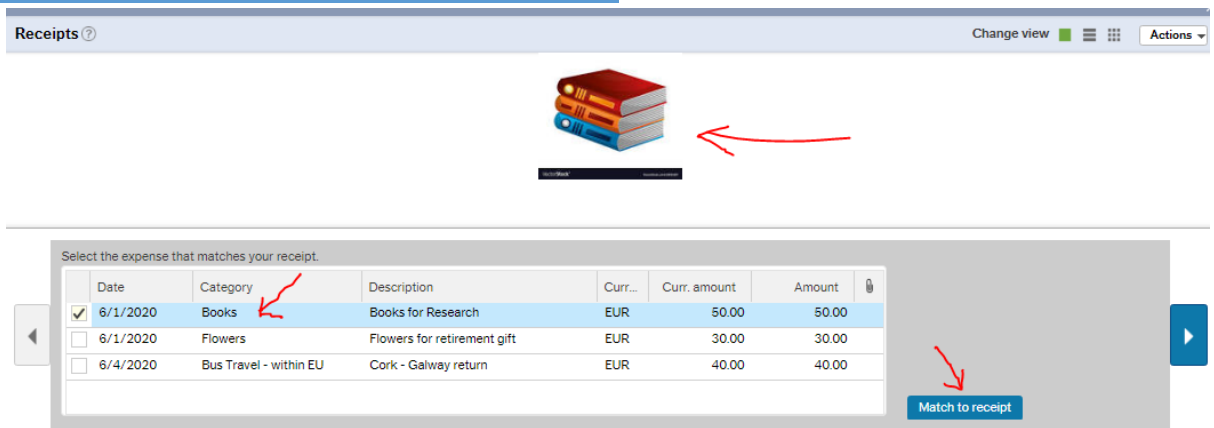
All receipts must be matched to the relevant line of your claim.



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.



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.