

Submitting an Expense Claim – 4. Foreign Travel Overnight Sub & Receipted Expenses

Select Expense Type by clicking the button



For this example, we are claiming for expenses incurred from travelling overnight to Paris France:

Details of this exercise: Conference dates 16th to 18th February 2026, claiming overnight subsistence in Paris France.

1. Conference agenda
2. Registration receipt Conference registration fee 603 euros Receipt date 1st of Feb 2026
3. Flights receipt flights cost €236.68 Receipt date 2nd of Feb 2026
4. Bus Receipt return bus ticket from Galway to Dublin Airport booked and paid for on Feb 15th
5. Receipted Meal Dublin Airport

Travel Dublin, Paris landing 15th Feb at 16.30 Paris. Return Departure flight 18th Feb 20:30 PM

Select Destination – if on laptop you may need to use the scroll bar upwards to view this

Enter Travel Purpose include dates

Enter Start & end time

Cost Centre defaults to home cost centre, amend if necessary

Travel expense: 4. Foreign Travel (inc NI) - Overnight Subsistence & Receipted Exp

Where did you go?

Destination
France - Paris

Travel Purpose (please enter details of travel)*
ABC Conference Paris dates 16th to 18th February 2026

Start time* 15/02/2026 16:30 → End time* 18/02/2026 20:30

Cost categories
Subacc: ACCOUNTS OFF... ***
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Select from drop down eg. Attach Agenda/Overnight Pre approval form . The value will always be zero.

Add Document, click show receipt. You can upload receipts here.

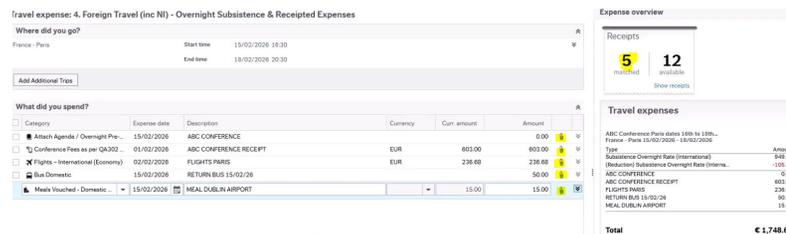
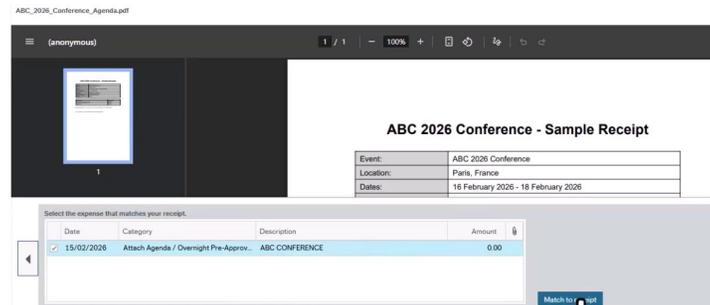
Upload Receipts, search for document, PDF format is preferable.

Now you need to match the receipt & expense line.

Exit to receipt box and click show receipts again. Select the expense line. Click match to receipt

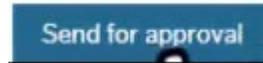
A receipt is mandatory for all vouched expenses.

The paperclip on the expense line & the receipt box show the receipt was matched.



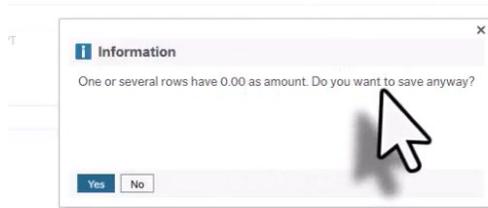
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Add additional Expenses, repeat the steps to upload and match receipts



Click send for Approval

You receive a pop up saying a row has 0.00 value, click yes



Claim is now sent for approval

