

Submitting an Expense Claim

Select Expense Type by clicking the button

For this example, we are claiming for expenses incurred from travelling overnight in the Republic of Ireland

Destination Auto populates

Enter Travel Purpose include dates

Enter Start & end time

Cost Centre defaults to home cost centre, amend if necessary

Select if you paid for all meals yourself YES/NO. Meals may have been provided on your trip

Yes – Subsistence auto calc

No – select which meals were provided they are then deducted from subsistence



1. Rep of Irl Travel Overnight Subsistence & Received Expenses

Travel expense: 1. Domestic Travel Overnight Subsistence Rate & Vouched

Where did you go?

Destination
IRELAND

Travel Purpose (please enter details of travel)*
Test - Cork 12th - 14th Jan 2026 Conference

Start time* 12/01/2026 07:30 → End time* 14/01/2026 21:30

Cost categories
Subacc
ACCOUNTS OFF...
00020

Apply to all ?

Did you pay for all meals yourself? Yes No

Apply to all ?

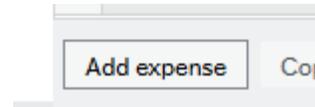
Meals and allowances

Type	Quantity	Rate	Amount
Subsistence Day Rate over 10 hours (Domestic)	1.00	46.17	46.17
Subsistence Overnight Rate (Domestic)	2.00	205.53	411.06
Total allowance:			€ 457.23

Edit free meals

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Add Expense Attach Agenda / Overnight Pre-Approval Form, zero value



What did you spend?			
Category	Expense date	Description	Amount
Attach Agenda / Overnight Pre-Approval Form	12/01/2026	Conference Cork	0.00

Add any additional expenses from the trip, click add expense

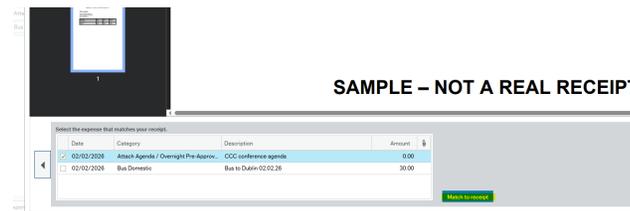
What did you spend?					
Category	Expense date	Description	Currency	Curr. amount	Amount
Bus Domestic	12/01/2026	Return ticket 12th Jan	EUR	25.00	25.00

Select from drop down eg. Bus. Enter Date, description, amount.



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

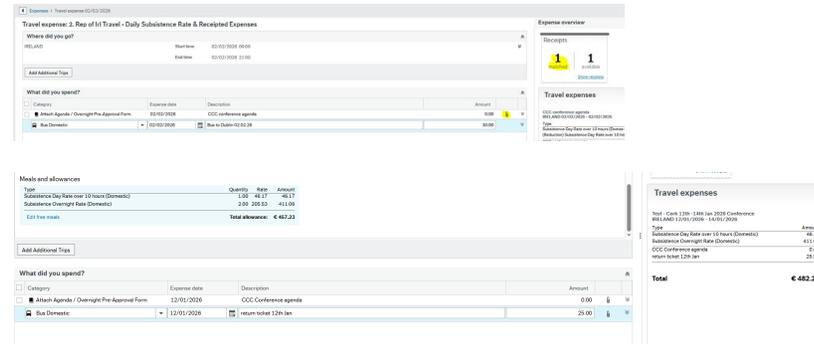


Agenda / Overnight Pre-Approval Form requires a document attached.

A receipt is mandatory for all vouched expenses.

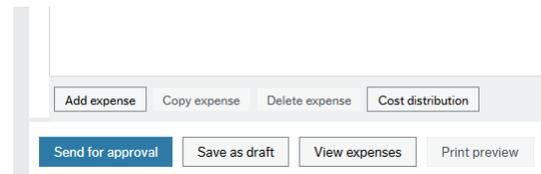
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The paperclip on the expense line & the receipt box show the receipt was matched.



A summary of the claim now appears on the right

Click send for Approval



You receive a pop up to confirm it is sent for approval



On the home screen you can see that it is now 'In Progress'



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