

Mandatory Travel Support Documents for all Travel Claims

It is now mandatory to attach a Travel Support document to Travel claims.

It must be done so using expense line '1. Attach Travel Support Doc / Pre-Approval Form Overnight'

Claims will not travel for approval without this line entered & document attached.

Examples of Supporting Documents for Travel Claims:

- Overnight Pre Approval Form
- Meeting request or meeting invite
- Email confirming the meeting or event
- Conference brochure or event programme
- Agenda (if available)
- Training/course booking confirmation
- Certificate of attendance
- Itinerary with details of meals provided
- Any document explaining **why** the trip was required

Mandatory Travel Support Documents for all Travel Claims

3 Steps Required:

1. Add expense – 1. Attach Travel Support Doc/ Pre-Approval, you will see this is fixed as zero value.

What did you spend?					
<input type="checkbox"/>	Category	Expense date	Description	Amount	Funds check
	1. Attach Travel Support Doc / Pre	06/03/2026	Example ABC Conference Agenda	0.00	
	1. Attach Travel Support Doc / Pre-Approval Form Overnight				

2. Go to Expense Overview on the right & click 'Upload Receipts', Click Upload Receipts again. Receipts need to be uploaded individually

The image shows the 'Expense overview' panel on the left with '0 matched' and '0 available' receipts. To the right, there is an 'Upload receipts' button and a PDF icon labeled 'Agenda 02.02.26'.

3. Match the Document to the Expense line, click Show receipts, highlight the expense line & click 'Match Receipt'

The image shows the 'Expense overview' panel on the left with '0 matched' and '1 available' receipts. To the right, there is a 'Show receipts' button and a sample receipt titled 'ABC 2026 Conference - Sample Receipt'. Below the receipt, there is a table with the following data:

select the expense that matches your receipt.				
Date	Category	Description	Amount	
06/03/2026	1. Attach Travel Support Doc / Pre-App...	Example ABC Conference Agenda	0.00	<input checked="" type="checkbox"/>

A 'Match to receipt' button is visible at the bottom right.

Mandatory Travel Support Documents for all Travel Claims

You can see the paperclip to show the Document Attached.

What did you spend?						
<input type="checkbox"/>	Category	Expense date	Description	Amount	Funds check	
	1. Attach Travel Support Doc / P...	06/03/2026	Example ABC Conference Agenda	0.00		

When sending your claim for approval the following pop up will appear:



This is correct as the Expense line for the Travel Support Doc has zero value. Click yes.