Create a Staff Expense Claim

1. Click on My
2. Click on Expenses
3. Click on New

4. Select Expense - Personal option

Hint: please speak to your finance staff representative for direction if you need to submit a monthly corporate credit card expense upload

5. Enter the date of the expense claim in the top header section (the due date and period will auto-update)
6. Give a description of the expense in the Description field in the top header section

7. Enter your detailed expenses line-by-line
   a. Additional lines can be added by utilising the Add button. Hint: you can copy another line by using the drop-down arrow next to the Add button and click copy
   b. An expense type must be selected via the Product drop-down. Then provide project or department coding as required
c. Some currencies can be entered in the system by clicking on the line-item currency symbol. Different lines can have different currencies.

![Currency Screenshot]

- **GBP**
  - Currency: Pound Sterling
  - Base currency: Pound Sterling

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d. Attachments such as scanned copies of receipts **must** be added line-by-line by clicking on the Attachment (paper-clip) button.

![Attachment Screenshot]

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8. Click Submit when the expense claim is complete and all receipts and other documents have been attached. The expense claim will then be checked by an authoriser.