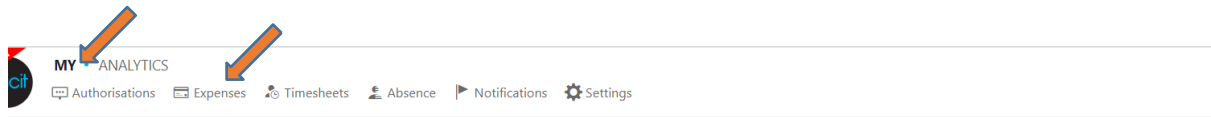


## Create a Staff Expense Claim

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



4. Select *Expense - Personal* option

### Create document

	Description	Code	Class
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Expense - Personal	EXPP	Expense
<input checked="" type="checkbox"/>	Expense - Credit card	EXPCC	Expense

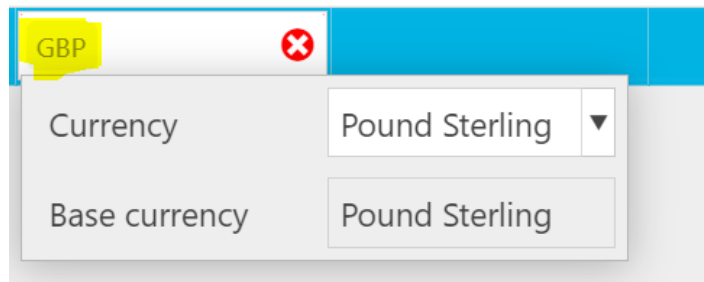
*Hint:* please speak to your finance staff representative for direction if you need to submit a monthly *corporate credit card* expense upload

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

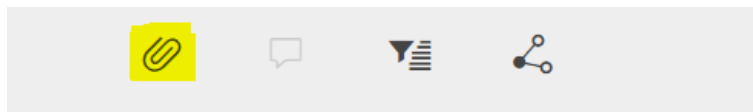
Date	Product	Account	Description	Project	Tax band	Non recoverable	Tax rec. (%)	Partial tax ignore	Unit	C
09/03/2021	International Travel	200005: International Travel & ...	Air ticket	EC Civic0001	Not applicable		100.00		Each	1.00
10/04/2021	International Travel	200005: International Travel & ...	Hotel	EDC HD#Hugul	Not applicable		100.00		Each	1.00

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.



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



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.

