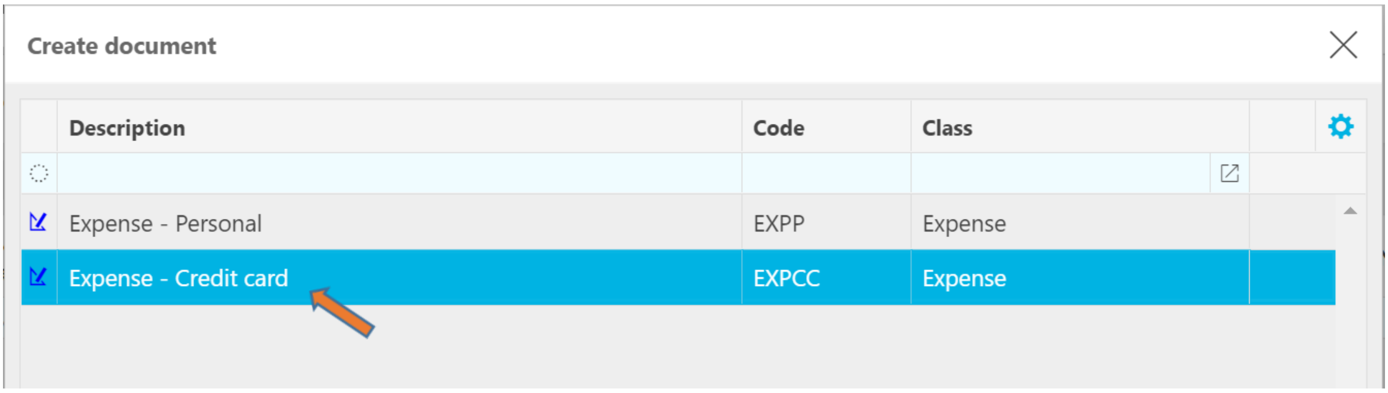
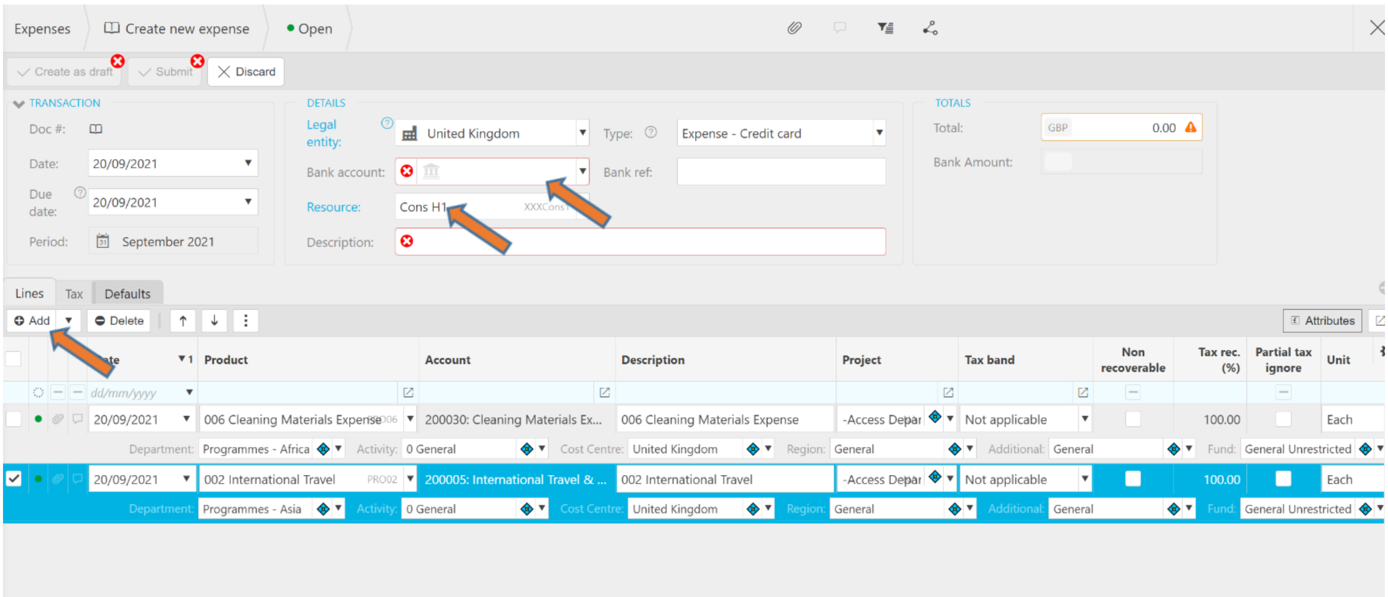
Create a Corporate Credit Card Expense Claim For A Staff Member

Highlight: This is only to be used for monthly corporate credit card statement coding and not for "out of pocket" expenses

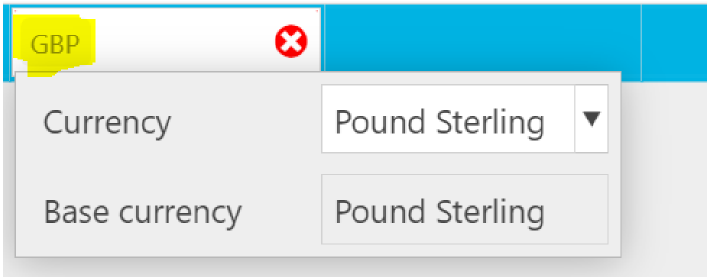
1. Click on *My*
2. Click on *Expenses*
3. Click on *New*
4. Select *Expense – Credit card*



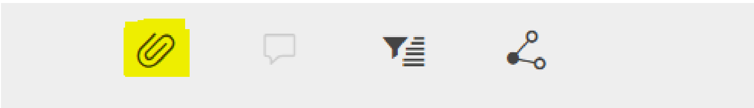
5. Enter the staff member's name in the *Resource* field
6. Enter the credit card account in the Bank account field (after entering the legal entity)
7. Enter the date of the credit card statement in the top header section (the due date and period will auto-update)
8. Give a description of the monthly credit card statement in the *Description* field



9. 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



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