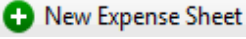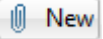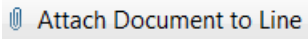## EXPENSE ENTRY

ENTERING YOUR EXPENSES

- Select **Expenses** from the 'Time & Expenses' Workspace
- Click on the ⊕ New Expense Sheet button
- Enter the description for the claim
- Click the **Create** button
- Enter an expense by clicking on empty line in the **Registrations** tab
- In the **Entry Date** column, enter the date of the expense
- **Find the project** you want to enter the expense against by starting to type in the name of the project in either the Customer, Project No or Project Name field and select the project (Non- client related purchases should be assigned to internal / admin projects)
- **Select the Task** from a drop-down list which best suits the type of expense this is for
- Enter the description of the expense. Use **Description** and/or **Expense Justification** fields
- In the **Unit Price** field, enter the amount of the expense
- Press Enter to save
- Repeat for a new line by clicking on a new row or on one of these buttons

WHAT ABOUT CLAIMING FOR MILEAGE?

- If you want to claim mileage, follow the steps above but select the task "Mileage"
- In the **Quantity** field, enter the number of miles the claim is for
- Press Enter and the amount in the unit price field for the number of miles entered will be calculated

CAN I ATTACH MY RECEIPTS?

- To attach the scanned receipts to the whole claim, click on the **Documents** tab
- Click on the 🔗 New to attach all your receipts
- To attach to a line, select the line by clicking on it and then click on 🔗 Attach Document to Line

HOW DO I PRINT OFF MY CLAIM?

- Within your claim, click on the 🖨 icon

I HAVE EXPENSES IN ANOTHER CURRENCY?

- If you do have expenses in another currency, always enter the expenses in local currency i.e. what your bank or credit card statement

I HAVE ENTERED MY EXPENSES, WHAT NEXT? SUBMIT!

- Once you have entered all your expenses, attached receipts, the next step is to submit your expenses for approval
- Click on the 🔽 Submit button
  The expenses will be sent to the relevant approvers based on an Expense Approval Hierarchy