Assure Expenses Expedite - Example Receipt Types

Last Modified on 05/01/2023 11:08 am GMT

| Expedite Example Receipt Types | Travel | Oyster & Toll | Hotel & Parking | Other |

Permissions

You will require the following permissions:

- The relevant item role that allows you to claim these expense types.

The receipt types covered in this guide are:

Travel

- Train tickets (non VAT)
- Fuel receipts (VAT)

Oyster & Toll

- Oyster Card & Toll statements (non VAT)
- Toll receipts (VAT)

Hotel & Parking

- Parking receipts off road (VAT)
- Parking receipts on road (non VAT)
- Hotel invoices (VAT)

Other

- Subscriptions (non VAT)
- Multiple images on one claim.