

Submit a Claim

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Submit a Claim

Select an Approver

Split a Claim

Odometer
Readings

Permissions

You will require the following permissions:

- You must have a Signoff Group assigned to you in order to submit your claim

Before submitting your claim, if you have additional expenses you need to add, view [Add an Expense](#). If you require more information on how to add a receipt, view [Add a Receipt](#).

When are ready to submit your claim, follow the steps below:

- Navigate from the **Home** page to **My Claims | Current Claims** to display a list of your existing claims.
- From the Current Claims page, locate the claim that you want to submit and then click on the **Claim Name**. This will direct you to the Claim Details page.

Claim: AEarle12													
Claim Details													
General Information													
Claim Name	AEarle12			Claim Total	£54.00								
Claim Description	Expense Claim 12:19/05/2020 - 19/05/2020												
Number of Items	2			Amount Payable	£54.00								
Expense Items													
					Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
						21/02/2021	Photocopying			£45.00	£9.00	£54.00	£54.00
					107.87	21/02/2021	Working Mileage			£0.00	£0.00	£0.00	£0.00
					107.87					£45.00	£9.00	£54.00	£54.00

- Click **Submit Claim** from the Page Options menu. This will display the Submit Claim window which allows you to make amendments to the Claim Name or Description before the claim is submitted into the approval process.

Note: If your organisation is licenced for Expedite services, you will first be presented with a window to confirm if you want to send receipts to RLDatix or not. For more information, view [Expedite - Scan](#).

Submit Claim

One or more of your claimed items is outside policy. Please ensure you have supplied sufficient detail in the "Other Details" section to justify going out of policy to your approver.

Claim Summary

Claim name*

Description

save cancel

Note: If any of your Expense Items have been breached your organisation's expenses policy you will be presented with a window to warn you that flags have been set on certain Expense Items. Click the Cancel button to return to your claim to make any necessary amendments. You may also be permitted to enter a justification for the breach of policy. For more information on flags, view [View Flag Information](#).

4. Depending on your organisation's system options, you may be required to complete additional fields which will appear within the Submit Claim window. Further information on these options are available in the tabs at the top of this article:
 - Submit a Claim - Select an Approver
 - Submit a Claim - Split a Claim
 - Submit a Claim - Odometer Readings

5. Once all required information has been completed, click **Save**.
 - (Optional) You may be required to agree to a declaration in order to submit the claim. If a declaration appears:
 - Click **I Agree** to submit the claim.
 - Click **I Disagree** to return to the Claim Summary page.

Declaration ✕

I CERTIFY THAT:

1. The travelling expenses and subsistence allowances claimed are in accordance with the regulations stated in the Company Policy and are in respect of journeys actually and necessarily incurred whilst engaged on the business stated.
2. Where a claim for mileage allowance is made:
 - a. The journeys detailed on this expenses claim form were undertaken in the vehicle of make cc and registration shown and were necessarily incurred by me on the business of the company.
 - b. The insurance policy in respect of this vehicle is currently in force and provides cover while the vehicle is used on the official business of the company including the journeys overleaf for full third party insurance risk or injury to or death of passengers and damage to property.

[I accept](#) [I decline](#)

6. This claim will now be available to view at the following location:**My Claims | Submitted Claims.**
