

Add a Manual Address

Last Modified on 17/10/2023 2:16 pm BST

Permissions

The following options will need to be enabled by an administrator:

- Allow claimants to add manual addresses

If Assure Expenses doesn't recognise the address details that you have entered, a message will be displayed stating "**No addresses could be found**". Depending on your system setup, you may also see the '**Can't find what you're looking for?**' link which will allow you to enter a manual address.

Note: If you are unable to see the **Can't find what you're looking for?** link, you will need to contact your system administrator. For more information, visit [Contact Your Local Administrator](#).

Enter the Postcode or if permitted, any part of the address where the journey step started from then pick the address from the results.

	From	To	Distance Details	Passengers	Heavy/Bulky Equipment	
1	<input type="text" value="from"/>	<input type="text" value="to"/>	<input type="text" value="miles"/>	<input type="text"/>	<input type="checkbox"/>	X
2	<input type="text" value="from"/>	<input type="text" value="to"/>	<input type="text" value="miles"/>	<input type="text"/>	<input type="checkbox"/>	X

[Return to start address](#)

i [Home to office deduction rules apply](#)

Do you have a receipt: Yes No ?

Claim Allowance: ?

Number of Allowances:

Meal - Shane

Address Name / Company Visited:

From:

To:

1. Enter the address details. Fields marked with a (*) are mandatory.
2. Click **Save**.
3. You will then be able to search any part of the address name and it will display with a  which indicates that it is a manually entered address.

Enter the Postcode or if permitted, any part of the address where the journey step started from then pick the address from the results.

	From	To	Distance Details	Passengers	Heavy/Bulky Equipment
1	Example Address	to	miles	Add Passenger	<input type="checkbox"/> X
2	Example Address, NE1 3EH			Add Passenger	<input type="checkbox"/> X
	Example Address, NG33 BR5				
	Example Associates Ltd, 31 West Street, Storrington, P...				

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From:

Can't find what you're looking for?

Note: When this address is used as part of a journey step, you will be required to enter the actual distance covered as a recommended distance will not be calculated automatically. Be aware that depending on your system setup you may be restricted from overwriting the actual mileage.