

# Create a Copy of an Expense

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This feature allows you to copy the details of an expense which you have already created, saving time when adding multiple expenses of a similar nature. In order to create a copy of an expense, you will need a current claim with an existing expense that you will use as the template.

1. Navigate from the **Home** page to **My Claims | Current Claims**. Within the Current Claims page, you will see a list of your claims which have yet to be submitted.

Current Claims					
 	Claim Number ▲	Claim Name	Claim Description	Number of Items	Claim Total
 	3	<a href="#">Claim1</a>		2	£85.03
 	5	<a href="#">Claim3</a>		1	£150.00

2. Click on a current claim that includes the expense that you would like to create a copy of. This will open the Claim Details page and display all of the expenses that have been added to the claim.

Expense Items												
     	Number of Miles ▲	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable			
     		05/10/2023	Food	Site Visit - Mobile		£85.00	£0.00	£85.00	£85.00			
	0					£85.00	£0.00	£85.00	£85.00			

3. Click  against the expense that you would like to copy. This will open the **Copy Expense** page and will automatically populate the details of the copied expense, however, all fields can still be edited.

**Note:** Receipts from the original expense will not be copied to the new expense and date of the new expense will follow default date settings and will therefore not be copied.

4. Modify any details as necessary or complete any additional fields that are required for the new expense.
5. When you have confirmed that all of the details are correct, click **Save Copy** to add the expense to your claim and return to the Claim Details page.

**Expense Items**

						Number of Miles ▲	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
							05/10/2023	Food	Site Visit - Mobile		£85.00	£0.00	£85.00	£85.00
							05/10/2023	Hotel Accommodation (demo)	Site Visit - Mobile		£0.03	£0.00	£0.03	£0.03
						0					£85.03	£0.00	£85.03	£85.03

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