Expenses Mobile - View a Previous Claim

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Permissions

You will require the following permissions:

- No permissions required

1. Log into Expenses Mobile and navigate to **My Claims | Previous Claims**. Within the **Previous Claims** page you will see a list of your claims which have been approved.
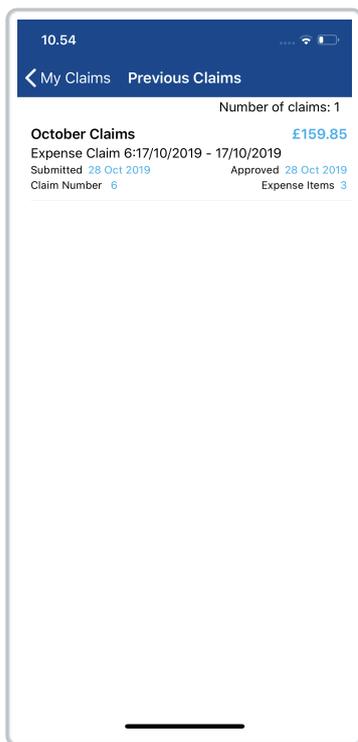
2. Navigate to the **Claim Details** page.

Platform	Instruction

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iOS	Tap the claim that you want to view. This will direct you to the **Claim Details** page for this claim.
Android	Tap the claim that you want to view and then tap **Expense Items**. This will direct you to the**Claim Details** page for this claim.

3. The **Claim Details** page displays the key information about a claim including each of the expense items which are part of the claim. The following information will be displayed:

Field	Description
Number of Items	The number of expense items in this claim.
Expense Item Name	The name of the expense item which you are reclaiming.
Expense Item Date	The date set against the expense item. This is the day that the expense item was incurred.
Expense Item Total	The total value of the expense item (gross).
Flags	The flag icons show that an expense on the claim has been flagged for breaching expense policy.
Receipts	The magnifying glass icon indicates that there are receipts attached to the expense item.
Reference Number	The unique expense item Reference Number.

Field	Description
Expense Item NET Total	The expense item total less VAT.
Expense Item VAT	The amount of VAT for the expense item.
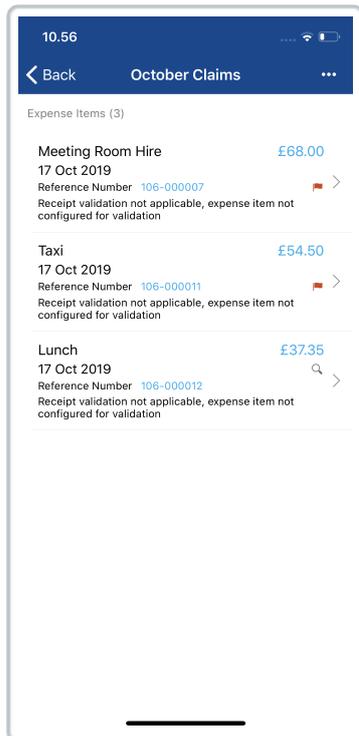
More Options

Tap the **More Options** (••• / ⋮) to access the following:

- **Claim Overview** - Provides further details about the claim.

- **Claim History** - The Claim History provides an audit trail of the status of claim as it makes its way through the approval process.