Expenses Mobile - Unsubmit a Claim

Last Modified on 03/12/2019 3:16 pm GMT

Permissions

You will require the following permissions:

- No permissions required
- 1. Log into Expenses Mobile and navigate to**My Claims** | **Submitted Claims**. This will list all of your currently submitted claims.



2. Navigate to the Claim Details page for the claim you want to unsubmit.

Platform	Instruction
iOS	Tap the claim that you want to view. This will direct you to the Claim Details page for this claim.

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

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く Back	October Claim	
Expense Items	(1)	
Photocopy 31 Oct 2019 Reference Nur Receipt valida configured for	NG Inher 106-000028 tion not applicable, expense validation	£5.00 > item not

3. From the Claim Details page, tap ••• and then tap **Unsubmit**. This will move the claim back into the Current Claims section and refresh the page allowing you to amend items or re-submit the claim.

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Expense Items (1)	
Photocopyir	ng	£5.00
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	Claim Overview	
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