Expenses Mobile - Amend a Returned Expense

Last Modified on 29/09/2020 10:26 am BST

Permissions

You will require the following permissions:

- No permissions required

1. Log into Expenses Mobile and navigate to **My Claims** | **Submitted Claims**. Within the Submitted Claims page you will see a list of your claims which are currently in the approval process.
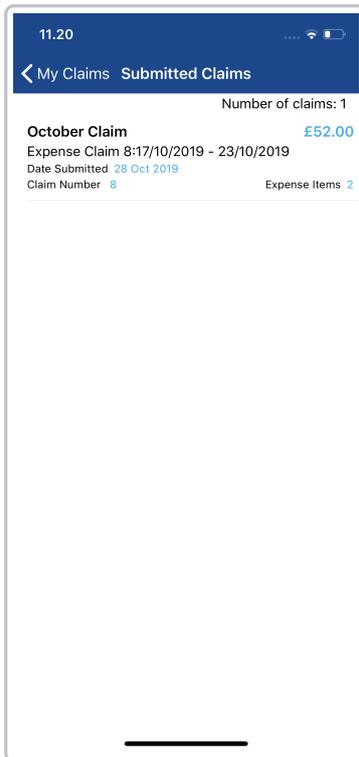
2. Navigate to the Claim Details page which will list each of the expense items contained within the claim.

Platform	Instruction
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 the Expense Items button. This will direct you to the Claim Details page for this claim.
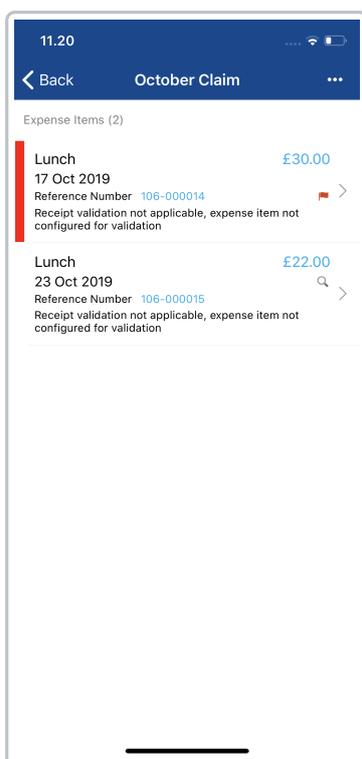
3. Expenses which have been returned by an approver are indicated in red. You can interact with a returned expense in the following ways:

Option	Description
Edit	Edit the expense so that it no longer breaches your expenses policy. This can be done by tapping on the expense.
Upload Receipts using Camera	Upload further receipts using your device camera to support the returned expense. This can be done by swiping the expense to the left and tapping **More**.
Upload Receipts from Gallery	Upload further receipts from your device gallery to support the returned expense. This can be done by swiping the expense to the left and tapping **More**.
Dispute	Enter a reason for disputing the return of the expense. Once you have entered the reason, tap save to re-submit the expense alongside the dispute reason that you have supplied, which will display in the Claim History. This can be done by swiping the expense to the left and tapping **More**.
Delete	Delete the expense if it is no longer viable to claim for that particular expense. This can be done by swiping the expense to the left and tapping **More**.

Left Screen

11.21

‹ Back   **October Claim**   •••

Expense Items (2)

£30.00

000014   ⚑ ›

olicable, expense item not

Lunch   £22.00
23 Oct 2019   🔍
Reference Number   106-000015   ›
Receipt validation not applicable, expense item not
configured for validation

More   **Delete**

Right Screen

11.20

‹ Back   **October Claim**   •••

Expense Items (2)

Lunch   £30.00
17 Oct 2019
Reference Number   106-000014   ⚑ ›
Receipt validation not applicable, expense item not
configured for validation

Lunch   £22.00
23 Oct 2019   🔍
Reference Number   106-000015   ›
Receipt validation not applicable, expense item not
configured for validation

Dispute

Flags

Receipts

Upload Receipts using Camera

Upload Receipts from Gallery

Cancel