

Expenses Mobile - Create a Claim

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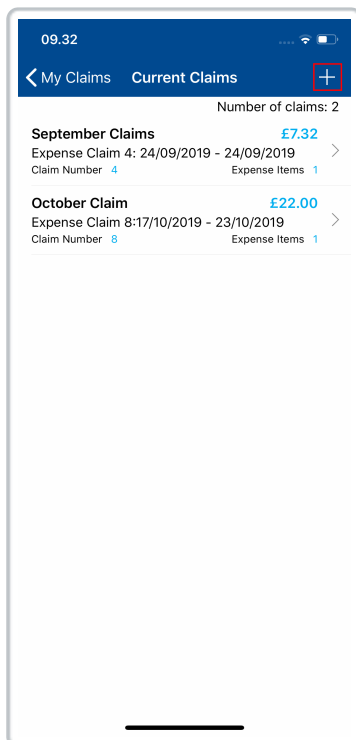
Permissions

You will require the following permissions:

- No permissions required
1. Log into Expenses Mobile and navigate to **My Claims | Current Claims**. This menu includes claims which have yet to be submitted into the approval process.

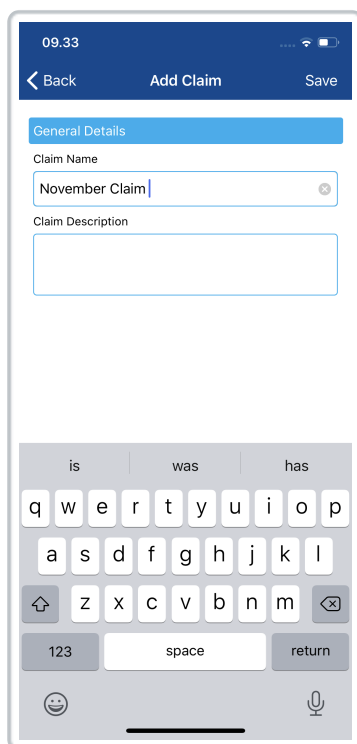
Note: Depending upon your system configuration, you may only have permission to keep one current claim at a time.

2. Tap **Add**.



3. You will be directed to the Add Claim screen where you can specify the following details:

Field	Description
Claim Name	Enter a name for the claim
Description	Enter a description so that the claim can be easily identified



Note: You may be required to complete extra fields which are not included as part of this guide. These fields have been configured specifically by your organisation and if you require guidance in regard to these fields, you should contact your local administrator.

4. Click **Save** to create the claim. This will then be visible within the Current Claims page.

For information on how to start claiming expenses, view [Mobile - Add an Expense using Receipt Scan](#) or [Mobile - Add an Expense without using Receipt Scan](#).
