## Expenses Mobile - View My Claimable Items

Last Modified on 03/12/2019 2:45 pm GMT

## Permissions

You will require the following permissions:

- No permission required
- 1. Log into Expenses Mobile, tap the Hamburger Menu  $\equiv$  and then tap More.



2. Tap the View My Claimable Items option from the navigation menu.

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≡ More	
S My Details	>
My Holidays	>
Default Mileage Item	>
View My Claimable Items	>
My Company Policy	>
P Setup Quick Logon	>
(i) Version	>
R App Feedback	>

3. This will display a list of the Expense Items which you are able to claim against. Alongside the Expenses Item is a description (if defined) and the **Maximum Limit** you are allowed to claim, both with and without a receipt.

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<b>〈</b> More	My Claima	able Items		
without Receipt	20.01	with Receipt	20.00	
Photocopyir	ng			
Max Limit		Max Limit		
Without Receipt	£0.01	With Receipt	£0.00	
Postage				
Max Limit		Max Limit		
Without Receipt	£0.01	With Receipt	£0.00	
Printing				
Max Limit		Max Limit		
Without Receipt	£0.01	With Receipt	£0.00	
Refreshments for Meetings Please state reason for meeting, attendees & type				
Max Limit	60.01	Max Limit	50.00	
without Receipt	20.01	with Receipt	20.00	
Road Toll Ch Claims will be Max Limit Without Receipt	arge accepted v £0.01	vithout recei Max Limit With Receipt	pts if receipt £0.00	
Staff Enterta Please state s Max Limit Without Receipt	aining staff name, t £0.01	ype of enter Max Limit With Receipt	tainment, an £0.00	
Stationery II Where possib Max Limit	ems ble use Stapl	es to order s	stationery ite	