

Unsubmit a Claim

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Permissions

You will require the following permissions:

- You must have a Signoff Group assigned to you in order to submit your claim
1. Log in to Assure Expenses and navigate from the **Homepage** to **My Claims | Submitted Claims**. This will list all of your claims which are currently in the approval process.
 2. Click on the claim that you want to unsubmit.
 3. From the 'Page Options' menu, click **Unsubmit Claim**. This will move your claim back into the Current Claims section and refresh the page, allowing you to amend items or re-submit the claim.

