

Mobile - Quick Start Guides

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We've created this quick start menu to get you up and running with Assure Expenses Mobile. Clicking the icons will take you to the articles that we think will be most beneficial to you when you first use the app.



Learn how to add receipts to your Receipt Wallet and send them to Receipt Scan for OCR processing



Learn how to add expenses to a claim so that you can get your money back



Learn how to submit your expense claims for approval



Learn how to add a bank account to specify the location for reimbursements



Learn how to check and approve the claims that have been submitted by your claimants



Learn how to add a vehicle with the correct documentation ready for your mileage expenses



Find the answer to your FAQs about Upgrading, Features, Costs, and Security



Learn how to sign in and set up Quick Sign-in



Learn how to add your holiday time to Assure Expenses Mobile
