Mobile - View an Approved Claim

Last Modified on 02/02/2021 11:47 am GMT
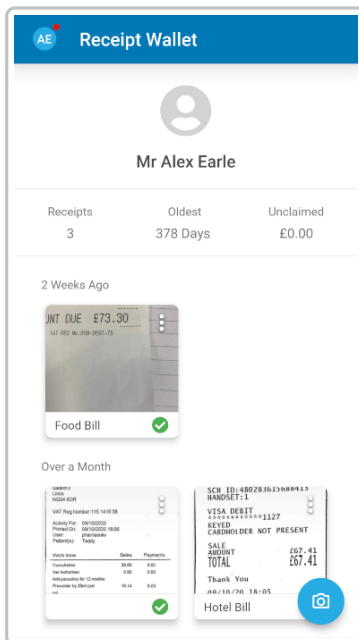
Permissions

You will require the following permissions:
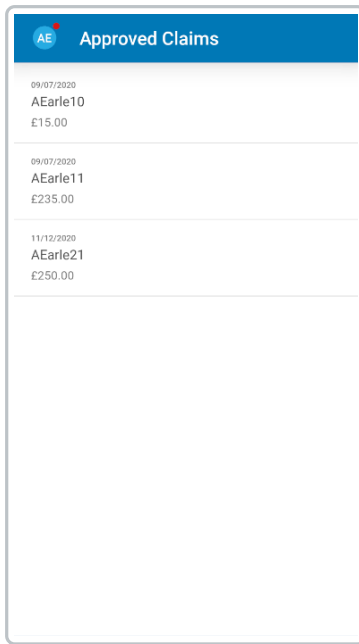
- No permissions required

> This guide will show you how to view your approved claims.

1. Tap the **Navigation Menu** 🔵 and then tap **Approved Claims**. A list of your approved claims will be shown.
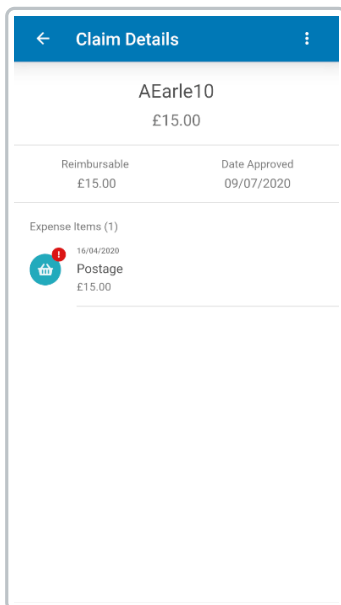

2. Tap the approved claim you want to view.

3. All of your claim information will be displayed. This includes the claim amount, the reimbursable amount, the date of submission, and any expense items (flagged expenses will display with 🔴).

- Tap an expense to view more details.

- You can view the claim history by tapping the menu ⋮ at the top of the page and then tapping Claim History.

AEarle10

£15.00

Reimbursable	Date Approved
£15.00	09/07/2020

Expense Items (1)

16/04/2020
Postage
£15.00