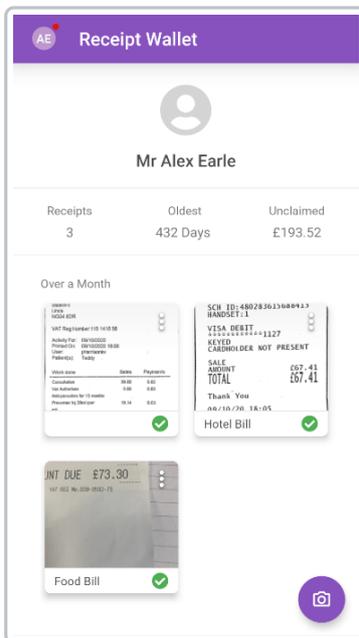# Mobile - View My Company Policy

Permissions

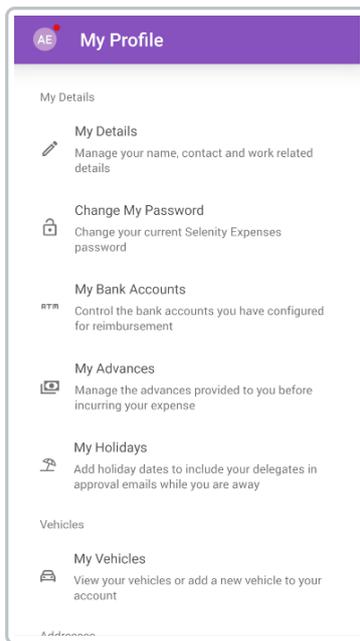You will require the following permissions:

- No permission required

> Making sure the expenses your claiming for are following all your company's rules and regulations is vital. We'll show you how to view your company policy.

1. Tap the **Navigation Menu** and then tap **My Profile**.

2. Within the 'Expense Policy', section, tap **My Company Policy**.

3. There are 3 types of company policy based on the format it was uploaded in.

- If your company has uploaded your policy in a plain text format, it will be available to view on your device.

- If your company has uploaded your policy in a pdf format, you will need to download it. Tap **Download** to view your policy.

- If your company has uploaded your policy in a html format, you will be required to use the web version of Assure Expenses to view it.