Mobile - View My Claimable Items

Last Modified on 02/02/2021 11:26 am GMT

Permissions

You will require the following permissions:

• No permission required

We'll show you how to view a list of the expense items which you are permitted to claim for.

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



2. Within the 'Expense Policy' section, tapMy Claimable Items.



3. This will display a list of the expense items which you can claim for. Alongside the expense item is the maximum limit that you are allowed to claim for, both with and without a receipt.

← My Claimable Items
Hotel Accommodation
Limit with receipt: £90.00
Limit without receipt: £0.00
Hotel Outside London
Limit with receipt: £75.00
Limit without receipt: £0.00
Gifts to Staff
Limit with receipt: £0.00
Limit without receipt: £0.00
Drinks
Limit with receipt: £0.00
Limit without receipt: £0.00
Breakfast
Limit with receipt: £90.00
Limit without receipt: £60.00
Dinner
Limit with receipt: £20.00
Limit without receipt: £0.00
Evening Meal