

Assure Expenses | New Design Overview

Last Modified on 16/10/2026 3:45 pm BST

Towards the end of October 2026, you will notice a refreshed look and feel across the Expenses pages when using the desktop version.

These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

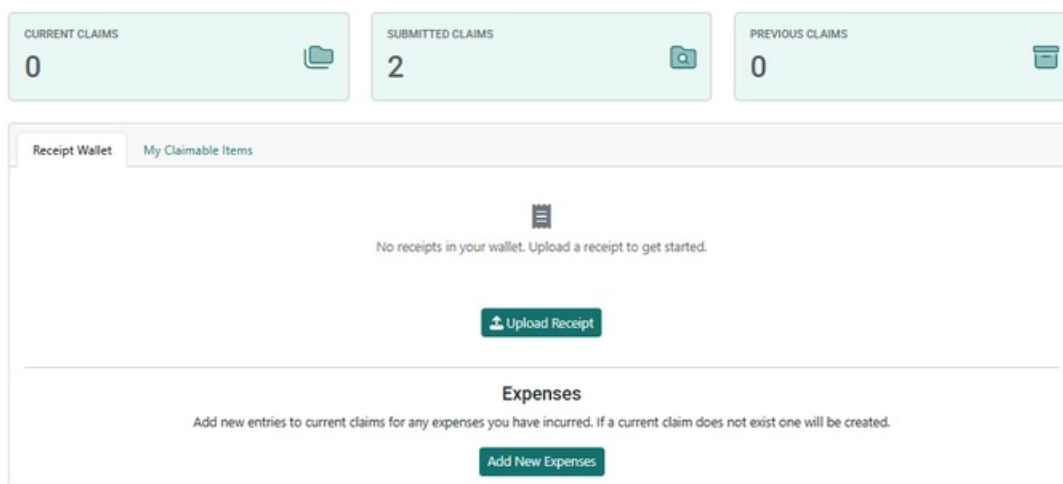
There are no changes in how you complete your usual tasks, such as creating, managing, or submitting an expense claim, except for how you navigate the menu options.

The design changes apply only to the desktop version of Expenses. The mobile app is not being changed.

Home Page New Design

On the **Home Page** all your claim options have been brought together at the top of the page instead of them being dispersed across different menu options.

This makes all the options easier for you to find, reduces the amount of clicks you will need to make to navigate to claim areas, and gives you better visibility of your claims in the system.



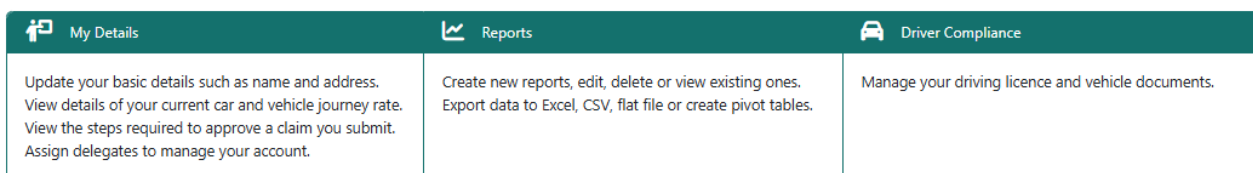
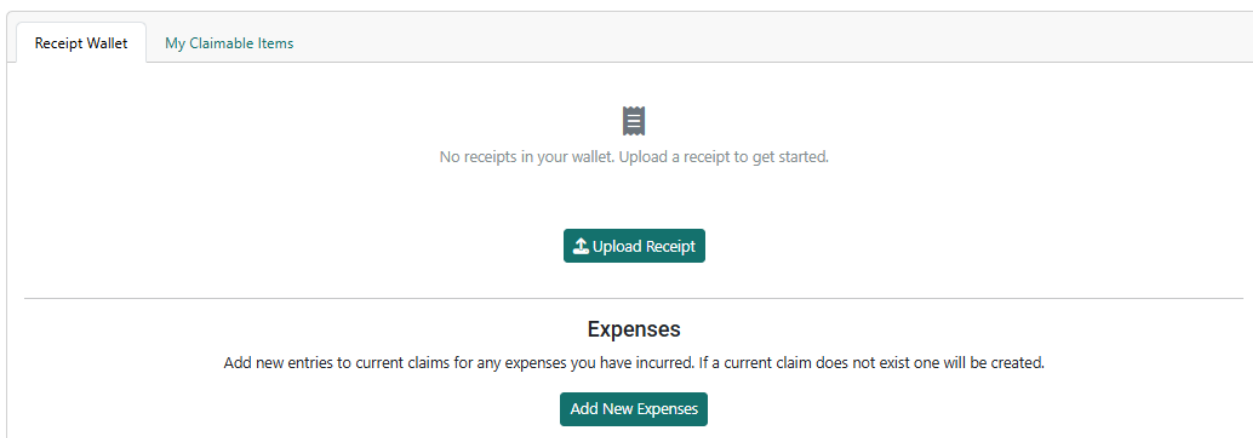
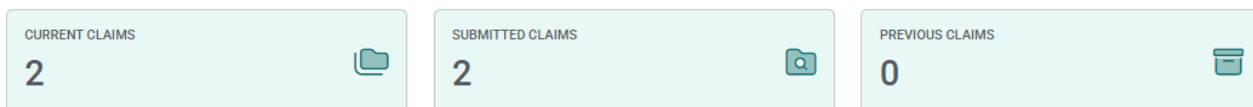
The Receipt Wallet has been added to the new version to provide you with consistency with the mobile app that you are already familiar with.

To further aid ease of use, the page is now de-cluttered to contain the options you are most likely to use, with remaining menu options that you may use less frequently now moved to the side menu.

Where menu options remain on the **Home Page**, the design and icons have been updated and modernised, inline with other apps you may use, and there is a more prominent colour change as you hover over the menus.

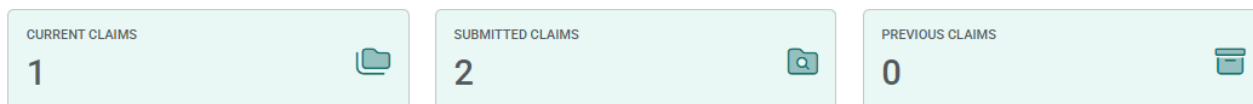
Themes have been introduced to allow you with a personal choice on how Expenses displays for

you. The image above is shown in light theme, but the other options are described further below.



Claim Details

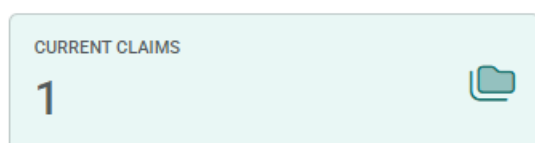
The original My Claims menu, and separate submenus, are now replaced by tiles giving you a visual display of your claims in the system.



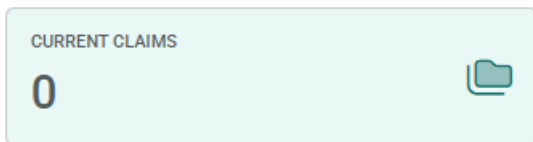
As well as the visual benefit, these tiles provide navigation to the area you want to go to and now reduce the number of menu options you need to choose to get there.

Current Claims

Clicking on the **Current Claims** tile will navigate you to the current claims section where you can add further expense items onto your claim before submitting it for approval.



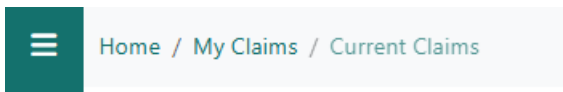
If you do not currently have a current claim the tile will show with 0 as shown below.



Clicking on the Current Claims tile when the number is shown as **0** will allow you to create a new claim in the system to which you can then add your expense items.

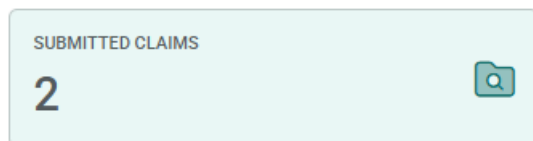
Clicking on the Current Claims tile when the number is shown as **1** (or more) will navigate you to your current claim to which you can then add your expense items.

From Current Claims, you will still be able to navigate back through the menus via the breadcrumbs at the top of the page:

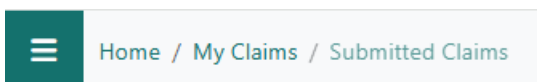


Submitted Claims

Clicking on the tile will navigate you to the submitted claims section where you can check on the progress of the claim(s) you have submitted for approval.

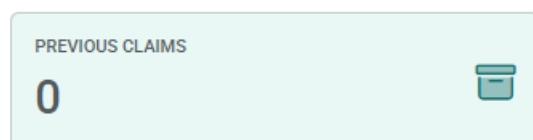


From Submitted Claims, you will still be able to navigate back through the menus via the breadcrumbs at the top of the page:

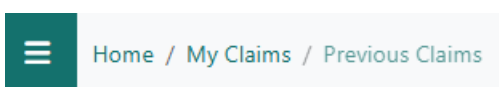


Previous Claims

Clicking on the tile will navigate you to the previous claims section where you can check on the claims you have previously made that have been fully approved for reimbursement back to you.

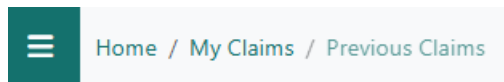
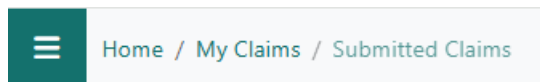
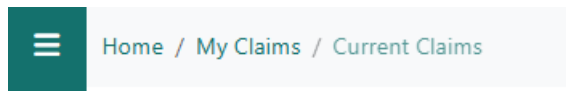


From Previous Claims, you will still be able to navigate back through the menus via the breadcrumbs at the top of the page:



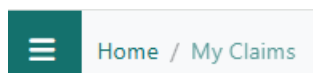
Breadcrumbs and Navigation

The breadcrumbs at the top of the page indicate where you have navigated to (where you currently are) in the system.



Clicking on any menu option within the breadcrumbs will navigate you back through the system.

Navigating back to **My Claims** using the breadcrumbs directs you to the menu options for claims:



 Current Claims (2)	 Submitted Claims (4)	 Previous Claims (0)
Claims that have yet to be submitted into the approval process. Add, edit or delete expense items and claims. Submit a claim for approval.	Claims that are currently being approved. View the status of these claims or amend any returned items.	Historical claims that have been approved.

Navigating back to **Home** using the breadcrumbs directs you back to the home page:



CURRENT CLAIMS	SUBMITTED CLAIMS	PREVIOUS CLAIMS
1 	2 	0 

Viewing Your Claimable Items

The option is moved nearer the top of the page to make it easier to find.

Receipt Wallet

My Claimable Items


No receipts in your wallet. Upload a receipt to get started.

Upload Receipt

Expenses

Add new entries to current claims for any expenses you have incurred. If a current claim does not exist one will be created.

Add New Expenses

Click on the **My Claimable Items** tab:

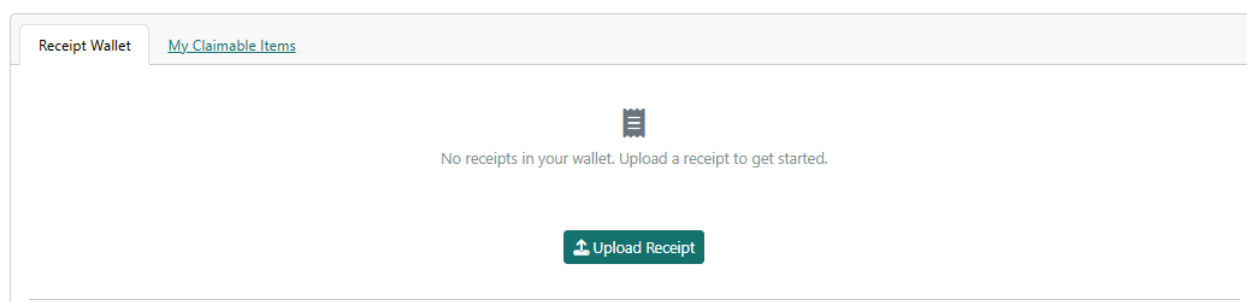
[My Claimable Items](#)

A summary of the items you are entitled to claim will display with any limits that apply.

My Claimable Items				×
These are the expense items available for you to claim.				
Expense Item	Description	Limit (No Receipt)	Maximum Limit	
Accommodation				
Hotel Accommodation	Maximum room rates are £90 per night inclusive of VAT. If you exceed this, please justify your reasons in the other details box at the top of the form.	£0.01	£90.00	
Hotel Outside London	Maximum room rates of £75 per night inclusive of VAT. If you exceed this, please justify your reasons in the other details box at the top of the form	£0.01	£75.00	

Receipt Wallet

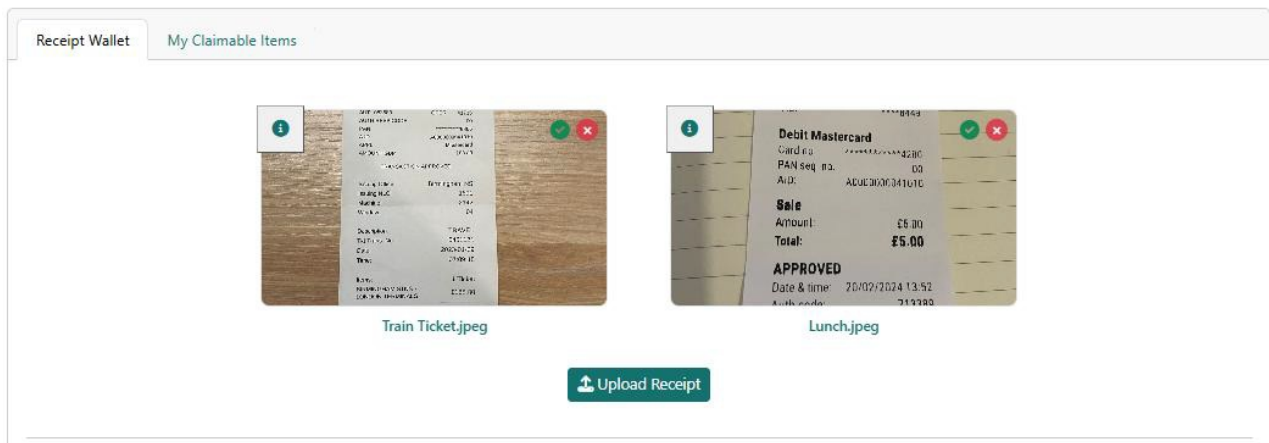
The Receipt Wallet has been added to the new version to provide you with consistency with the mobile app that you are already familiar with.



You are already able to add receipts using the mobile app by capturing images with the device, or uploading an image from the gallery, but you now also have the option to upload a receipt image to the wallet using the desktop version of Expenses.

 Upload Receipt

If you add an image using the mobile app it will appear in the desktop version of your Receipt Wallet, and similarly, vice-versa, if you upload a receipt into the wallet via the desktop version it will appear in the mobile app.



Optical Character Recognition (OCR) Processing

OCR provides automatic recognition of details contained within your receipt.

OCR processing has always been part of the mobile app receipt wallet, but now that the receipt wallet has been added to the new desktop version of Expenses, OCR is also used here too. This brings you a consistency across both systems so that you are now able to use either the mobile app or the desktop in the same way.

When you upload your receipt into the wallet, the system will determine the date you incurred the expense, the currency, the total, and the amount of VAT, and this now occurs automatically for desktop as well as the mobile app.

You can also add an expense to your current claim directly from a receipt in the wallet and any detail determined from OCR processing will carry through so that you don't have to enter these details for the expense item.

Menu Options

To further aid ease of use, the **Home Page** is now de-cluttered to contain the options you are most likely to use, with remaining menu options that you may use less frequently now moved to the side menu.

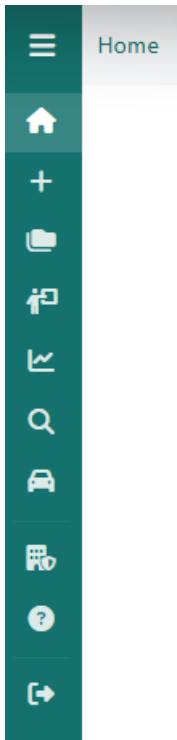
Where menus show on the page, the design is updated and the icons modernised, and there is a more prominent colour change as you hover over the menus.

Current Claims (2)	Submitted Claims (4)	Previous Claims (0)
Claims that have yet to be submitted into the approval process. Add, edit or delete expense items and claims. Submit a claim for approval.	Claims that are currently being approved. View the status of these claims or amend any returned items.	Historical claims that have been approved.

Current Claims (1)	Submitted Claims (2)	Previous Claims (0)
Claims that have yet to be submitted into the approval process. Add, edit or delete expense items and claims. Submit a claim for approval.	Claims that are currently being approved. View the status of these claims or amend any returned items.	Historical claims that have been approved.

Side Menu

The side menu includes options that you may use less frequently.

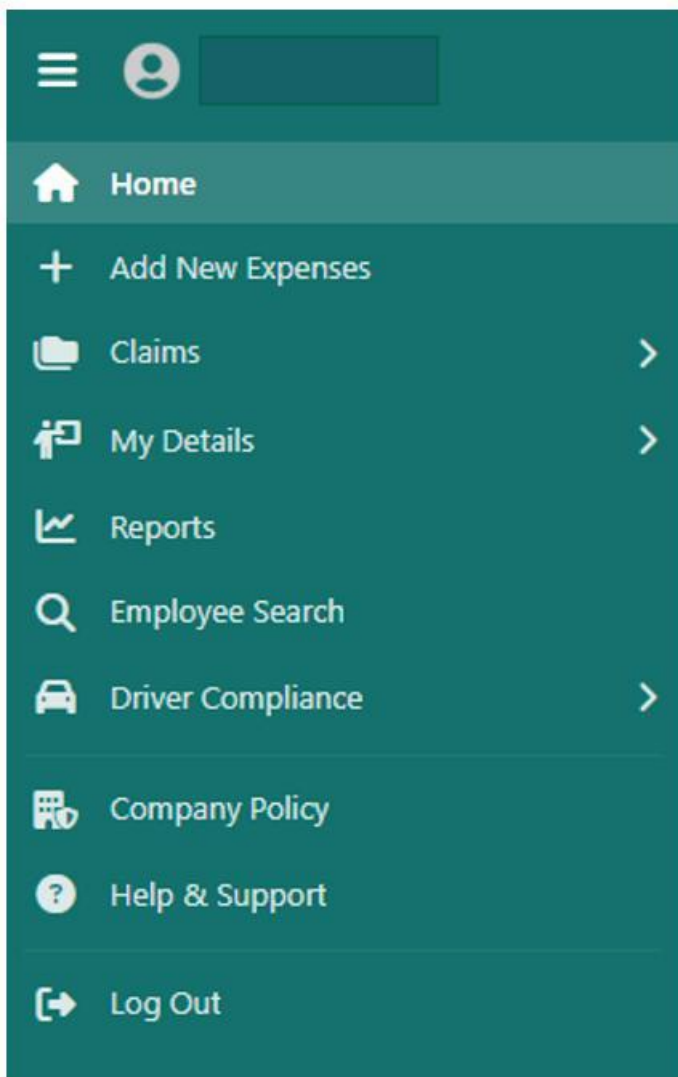


The side menu will appear closed, and you can navigate to the areas of the system directly using the icons.

Or you may choose to open the menu for a more detailed view by clicking on the icon.



Opened side menu example:



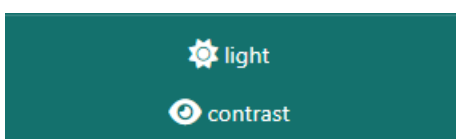
Themes

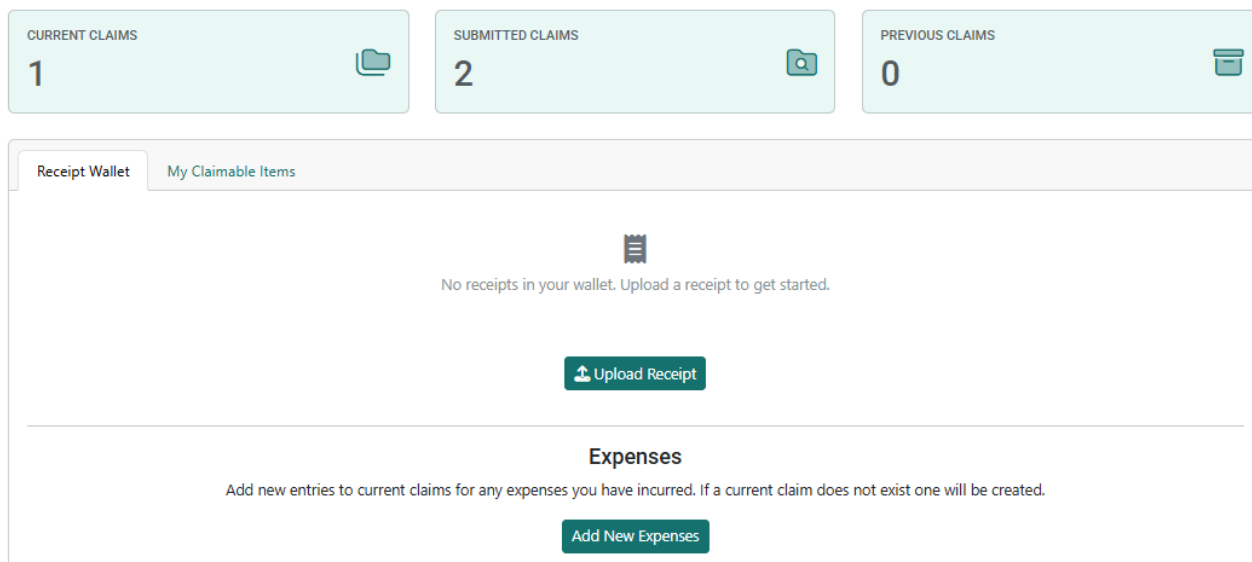
Themes have been introduced to allow you with a personal choice on how you want the Expenses pages to display for you.

This also aligns with the mobile app that has always used themes and will allow us to continue work towards higher accessibility standard compliance.

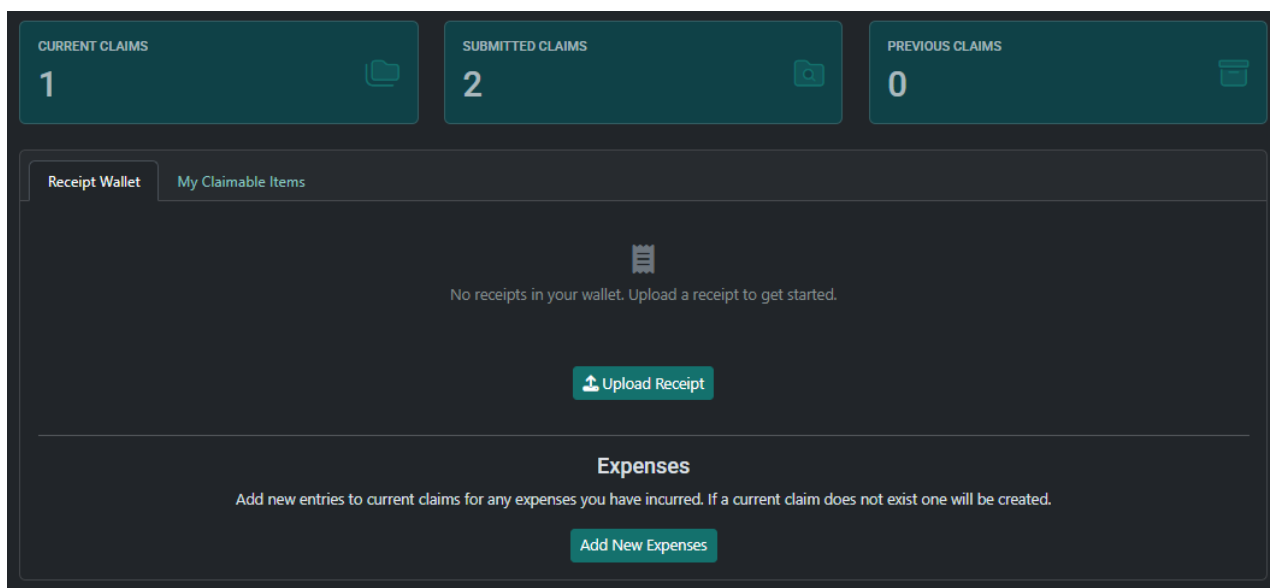
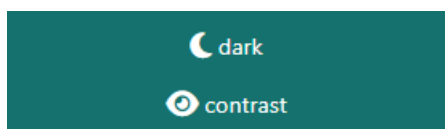
Changing theme can be done at any time, and from any page in the system, by using the icons at the bottom of the side menu to toggle to your required choices.

Light Theme



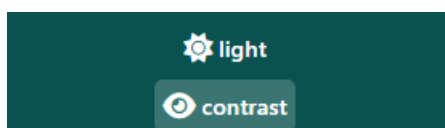


Dark Theme



Light Theme – High Contrast

If you need, or prefer high contrast this is now available to you too:



CURRENT CLAIMS1

SUBMITTED CLAIMS2

PREVIOUS CLAIMS0

Receipt WalletMy Claimable Items

No receipts in your wallet. Upload a receipt to get started.

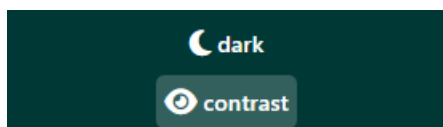
Upload Receipt

Expenses

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Add New Expenses

Dark Theme – High Contrast



CURRENT CLAIMS1

SUBMITTED CLAIMS2

PREVIOUS CLAIMS0

Receipt WalletMy Claimable Items

No receipts in your wallet. Upload a receipt to get started.

Upload Receipt

Expenses

Add new entries to current claims for any expenses you have incurred. If a current claim does not exist one will be created.

Add New Expenses

Summary Pages

With the new design you now have options for personal choices that were not there before, from choosing your theme and contrast, to how your summary pages appear.

All summary pages have been updated and modernised.

Submitted Claims

Columns -

Claim Number	Claim Name	Claim Description	Number of Items	Claim Total	Date Submitted
1	IClaimant1a	Expense Claim 1:23/09/2019 - 23/09/2019	1	£199.48	16/09/2026
2	IClaimant2	Expense Claim 2:15/09/2026 - 15/09/2026	1	£11.45	16/09/2026

Sorting a Summary Page

As before, every column in a summary page can be sorted by clicking on the column header, and where the page shows a filter option the filter works with your sorted column.

Submitted Claims

Columns

Claim Number	Claim Name	Claim Description	Number of Items	Claim Total ▲	Date Submitted
2	TClaimant2	Expense Claim 2:15/09/2026 - 15/09/2026	1	£11.45	16/09/2026
1	TClaimant1a	Expense Claim 1:23/09/2019 - 23/09/2019	1	£199.48	16/09/2026

Summary Page Columns

You also have a new option to be able to remove columns from the summary page that you do not want to see. Simply tick or untick the options to show or hide the columns so that the page appears to your preference.

Submitted Claims

Columns

- ☒ Claim Number
- ☒ Claim Name
- ☐ Claim Description
- ☒ Number of Items
- ☒ Claim Total
- ☒ Date Submitted

Submitted Claims

Columns

Claim Number	Claim Name	Number of Items	Claim Total ▲	Date Submitted
2	TClaimant2	1	£11.45	16/09/2026
1	TClaimant1a	1	£199.48	16/09/2026

You can add a column back in at any time by ticking the option you previously chose to hide.

Submitted Claims

Columns

- ☒ Claim Number
- ☒ Claim Name
- ☒ Claim Description
- ☒ Number of Items
- ☒ Claim Total
- ☒ Date Submitted

Submitted Claims

Columns

Claim Number	Claim Name	Claim Description	Number of Items	Claim Total ▲	Date Submitted
2	TClaimant2	Expense Claim 2:15/09/2026 - 15/09/2026	1	£11.45	16/09/2026
1	TClaimant1a	Expense Claim 1:23/09/2019 - 23/09/2019	1	£199.48	16/09/2026

This guide has been provided with generic details to give you general information on the changes

coming to you in October 2026.
