

Assure Expenses | Creating a New Claim

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

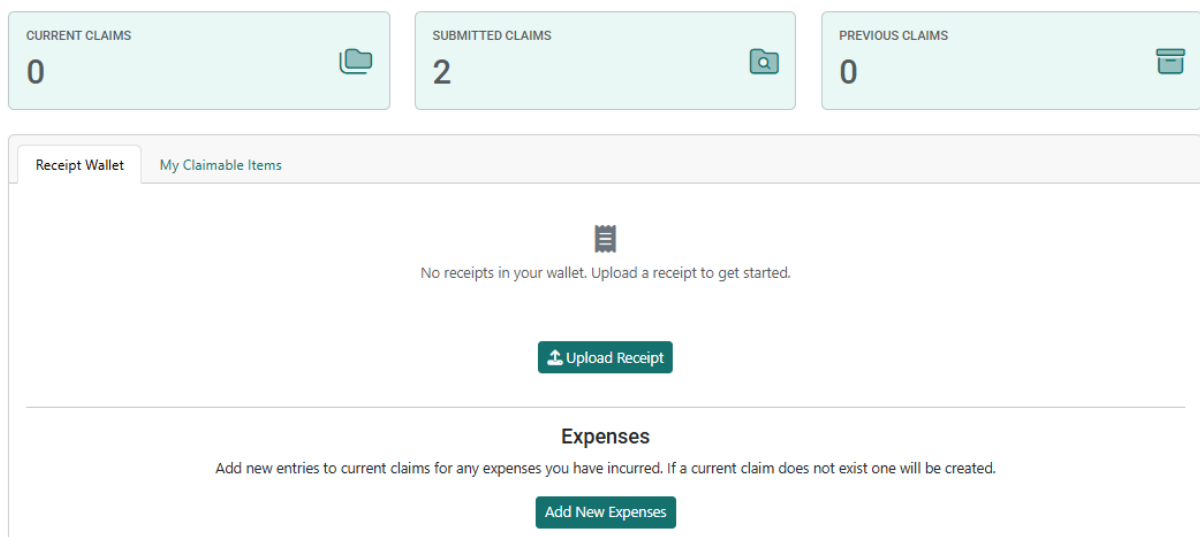
These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

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.

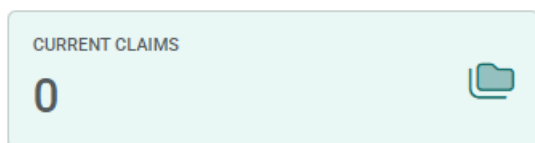
The design changes apply only to the desktop version of Expenses. The mobile app is not being changed.

Creating a New Claim

1. From the Homepage:



2. Notice the new **Current Claims** tile at the top of the page.



The number of current claims you have is displayed in the tile.

You can click on any of the tiles for navigation.

When you do not have a current claim in the system, the tile will display with number 0 as shown above.

If you already have a current claim this will appear as 1 (or more) and you can navigate to that current claim by clicking on the tile. There is a separate document - “Navigating to an Existing Claim”.

- 3. Click on the **Current Claims** tile.
- 4. Select **New Claim** from the **Page Options** menu.



Depending upon your system configuration you may only be allowed one current claim at a time.

If this is the case, the New Claim option will not be displayed within the Page Options menu, and you will be directed to the page to add your expenses to your current claim. This is controlled within the system configuration by your system administrator.

- 5. Complete the details for your new claim in the **Add/Edit Claim** Page:

Add / Edit Claim

General Details

Claim Name:

Description:

- A default claim name is provided so you do not need to enter anything here.
- The claim description can also be left blank, and this will then be filled in for you when you submit your claim for approval.

- 6. Click **Save** and your claim will be created, and you will then be directed to the **Current Claims** screen.

Current Claims

		Claim Number ▲	Claim Name	Claim Description	Number of Items	Claim Total
		3	TClaimant3		0	

- 7. To add expenses to the current claim, click on the **Claim Name** link.



Refer to the separate guidance document for adding an expense item to your claim.

The steps you follow to create a new claim are not being changed.

The only change is how you navigate to the claims section as noted in the steps above.

The remainder of the steps are included here only for reference, and to provide you with visibility of the updated screen designs.
