

Assure Expenses | Navigating to an Existing Claim

Last Modified on 19/10/2026 12:39 pm BST

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

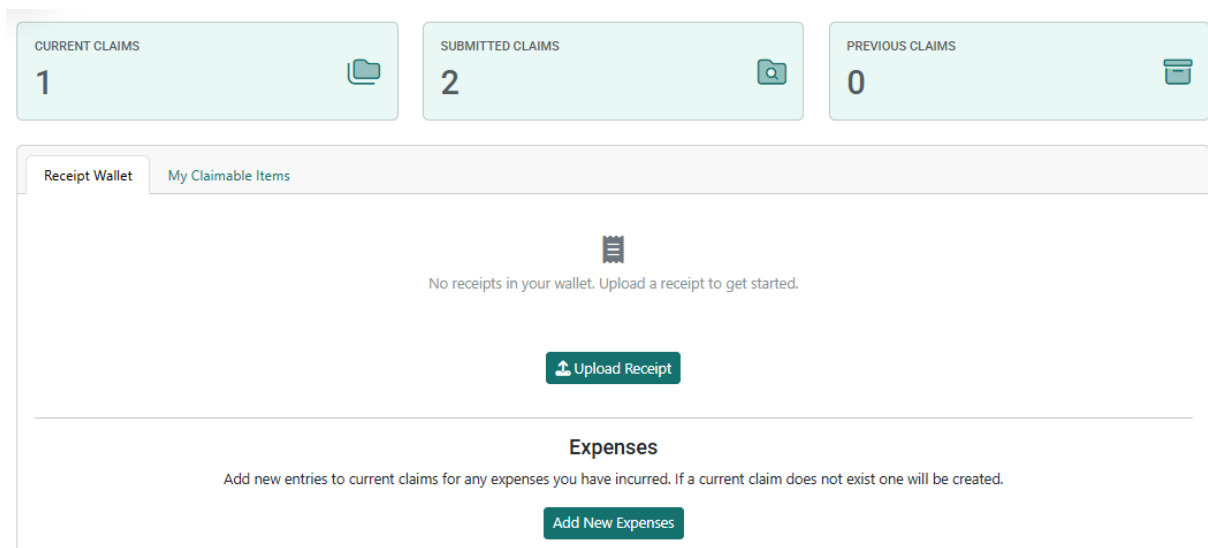
These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

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

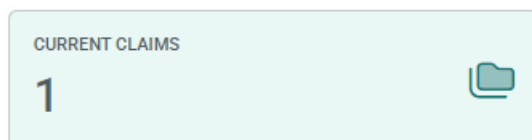
The design changes apply only to the desktop version of Expenses. The mobile app is not being changed.

Navigating to an Existing 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 already have a current claim in the system, the tile will display with the number 1 (or more) as shown above.

If you do not have a current claim this will appear as 0, and when you click on the tile you will be able to create a new current claim. For this, you can also refer to the document “Creating a New Claim”.

- 3. Click on the **Current Claims** tile.
- 4. You will be directed to the **Current Claims** screen.

Current Claims

Columns -

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

Close

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

Claim Name

TClaimant3

- 6. You will be directed to the **Claim View** page where you can start, or continue, to add your expenses in the usual way.

Home / My Claims / Claim Viewer

RLDatix
Assure Expenses

Page Options

New Expense

Claim List

Change View

Print

Submit Claim

Claim: TClaimant3

Claim Details

General Information

Username

test.claimant

Claim Total

£0.00

Claim Name

TClaimant3

Amount Payable

£0.00

Claim Description

Number of Items

0

When preparing envelopes for the scan and attach service, ensure you do the following:

- Number all your receipts using the Expense Item Reference Numbers found on your expenses
- Ensure that the Expense Item Reference Number is written on the front of the receipt
- Write any extra instructions on the back of the receipt
- Remove all staples from your receipts
- Make sure all receipts are single, and not glued to a sheet of paper
- Ensure your envelopes are not used for more than one claim

Expense Items

Columns -

Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Currency	Amount Payable
0		There are no expense items to display.				£0.00	£0.00	£0.00	£0.00

Refer to the separate guidance documents for adding and approving expenses.