

Assure Expenses | Adding an Expense Item for Mileage

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

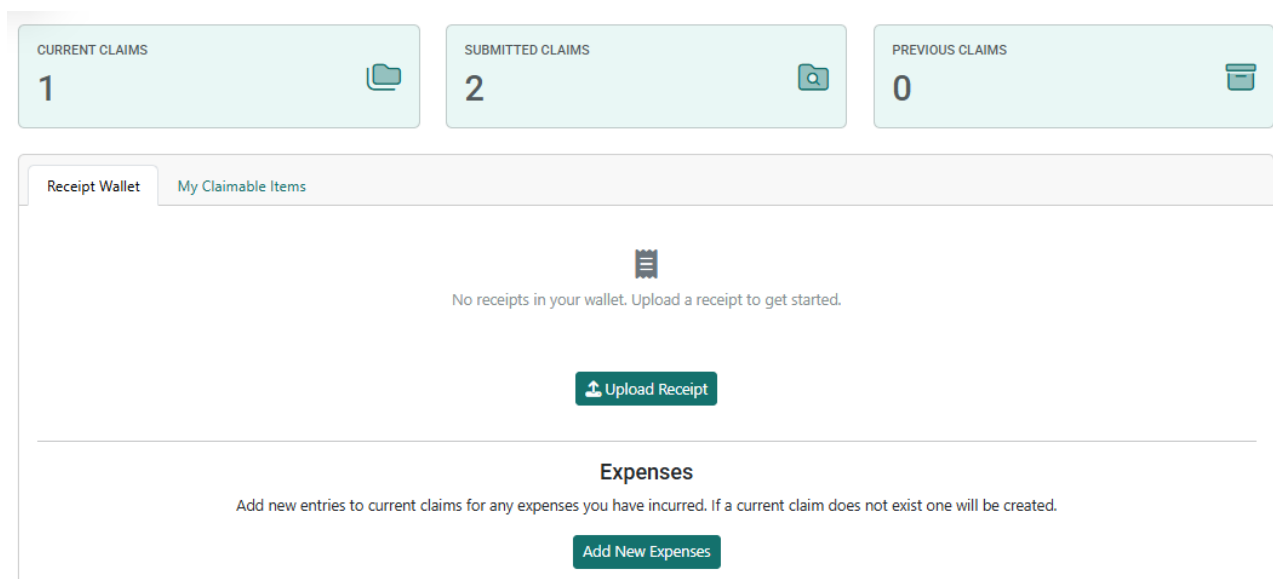
These updates are designed to make the system easier to navigate, with a cleaner, more visual, and more modern design that helps you find what you need more quickly.

There are no changes to how you complete your usual tasks, such as adding mileage to your claim, 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.

Options for Adding a New Expense

Options from the **Home Page**:



To make a claim for a mileage expense item you have 2 options as before.

- Click on the **Add New Expense** button
- Navigate to your existing **Current Claims**

Each of these options is described in more detail below.

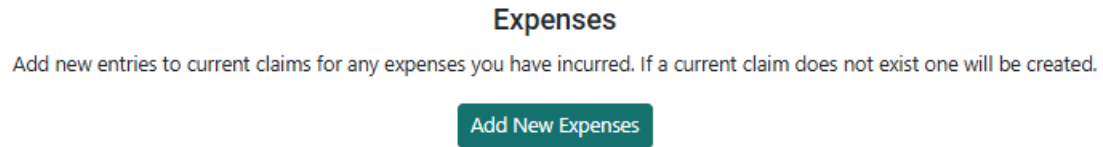
Note that if you are asked to provide receipts in support of mileage items you could also use the option:

- Use a receipt in the **Receipt Wallet**

This option is described in the separate document “Adding an Expense Item with a Receipt”.

Option 1 - Add New Expense

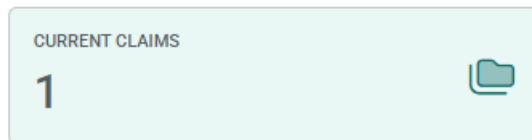
1. Select **Add New Expenses** from the **Home Page**.



2. You will be directed to **Add Expense** page for your current claim to allow you to record the specific details of the expense you have incurred.
3. Skip down to the Expense Item General Details section below.

Option 2 - Navigate to Existing Current Claim

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



5. Click on the **Current Claims** tile.
6. You will be directed to the **Current Claims** screen.

Current Claims

Columns -

	Claim Number	Claim Name	Claim Description	Number of Items	Claim Total
	3	I Claimant3		0	

Close

7. Select the current claim you would like to add your expenses to by clicking on the **Claim Name** link.



8. You will be directed to the **Claim View** page where you can add your expense item details.

Home / My Claims / Claim Viewer

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
There are no expense items to display.									
0					£0.00	£0.00	£0.00		£0.00

9. Select **New Expense** from the **Page Options** menu.

Page Options

New Expense

Claim List

Change View

Print

Submit Claim

10. You will be directed to Add Expense page for your current claim to allow you to record the specific details of the expense you have incurred.

11. Skip down to the Expense Item General Details section below.

Expense Item General Details

Add Expense

General Details

Date of Expense:	17/09/2026	?	Claim:	TClaimant3	?
Address Name / Company Visited:					
Reason:		?	Country:	United Kingdom	?
Currency:	Pound Sterling	?			
Other Details:					?

Department / Cost Code / Project Code Breakdown

Department	Cost Code	Project Code	Percentage
ABC123	Search	[None]	100

Your system configuration will determine whether or not you need to provide information in each of the following fields.

If you do not see one or more of the fields described below don't worry, your organisation has determined that they do not need you to enter the information and, in this case, the fields do not display.

Field	Description
Date of Expense	Enter the date that the expense was incurred. This is a mandatory field.
Organisation / Address Name / Company Visited	Specify the organisation that the expense was incurred for. For example, if you are adding a parking receipt expense for visiting another company or organisation, enter the details of where you visited. Click in the field and type the organisation that you want to add. If the organisation you have typed is not present within your system, a pop-up will appear asking you if you'd like to save. Alternatively, click the magnifying glass to search all existing saved organisations within your system.
Reason	Select the reason for incurring the expense by selecting an option from the list of available reasons.
Country	Select the country that the expense was incurred in. This will default to your Primary Country or residence set within your employee record.
Currency	Select the currency that was used to pay for the expense. This will default to the Primary Currency set within your employee record. If you select another currency, the exchange rate will display against your Primary Currency. Your system configuration will determine whether or not you can edit this exchange rate.
Department	If required, select a department to assign the expense to.
Cost Code	If required, search for a cost code to assign the expense to.
Project Code	If required, select a project code to assign the expense to.
Other Details	Provide any other details such as a brief explanation of the claim.

12. Complete the details for your claim in the **General Details** section at the top of the **Add Expenses** page.

Mileage Expense Item Specific Details

If you already claim mileage expenses the process will already be familiar to you, but we have

included a brief summary with updated screen displays for you below.

13. Select the type of expense you want to claim by typing in the **Expense Item** box, for example, "Mileage".

Specific Details

Expense Item:

Select an expense item to add it to the claim.

This way of specifying your expense item has been implemented to enable the expense to be added from the receipt wallet image whilst also allowing the two original methods of adding an expense to the claim.

This is now aligned with how you select your expense item via the mobile app giving you a consistent approach no matter whether you use the app or the desktop version.

You can make a selection by searching by item or category, for example, "Mileage" or "Travel".

14. If you selected a mileage type item that requires you to provide details of your journey, a journey step grid may appear allowing you to record your journey details.

Ford Focus (EX59 MTN) Medium [+ Add new vehicle](#)

Enter the Postcode or if permitted, any part of the address where the journey step started from then pick the address from the results.

	From	To	Distance Details	
1	from	to	miles	
2	from	to	miles	

[Return to start address](#)

15. The journey details work as normal, first select the vehicle used for the journey from the drop-down list.

16. Click in the **From** field, within the journey grid, to enter the location where the journey began.



Type the first 3 characters of your search term to see your results here.



17. Enter your start location by clicking on the home or workplace icon or start to type the address from where you started.

If your Expenses system has been configured for use in different countries, you can click on the country flag to change to the country in which you made the journey.

18. After entering the start location, click in the **To** field, within the journey grid, to complete the details of your journey step destination. This will automatically populate the **Distance Details** with the recommended distance between both locations.
19. Below is a list of additional fields that may be available for you to complete for each journey step, depending upon your system set:

Features	Descriptions
Passenger	You may be able to enter passengers who were travelling with you on that specific journey step; this is required if you receive a higher rate of reimbursement for vehicle sharing. Depending on your system setup, you can add passengers using the following methods: ◦ Name of Passengers - Click the Add Passenger link and then search for the Assure Expenses user who was a passenger on this step of the journey. Click the user to add them as a passenger. You can then repeat this process for each passenger present on this step of the journey. ◦ Number of Passengers - Enter the number of passengers who were present on this step of the journey (not including the driver).
Return to Start Address	Click this option to create a journey step that returns to your original location from your last entered location.
Heavy/Bulky Equipment	You may be able to tick the Heavy/Bulky Equipment checkbox. Click this option if you transported heavy or bulky equipment during the journey step. This will calculate the amount reimbursed based upon the journey steps it has been selected against.

20. When you click in the **To** field in the row below the **From** field is automatically populated.
21. Continue to click in the next **To** field in subsequent rows within the journey grid, to add additional steps to your journey until your journey details are complete.
22. Upon completing your Journey details.

Ford Focus (EX59 MTN) Medium [+ Add new vehicle](#)

Enter the Postcode or if permitted, any part of the address where the journey step started from then pick the address from the results.

	From	To	Distance Details
1	From	to	miles
2			miles

Save

Type the first 3 characters of your search term to see your results here.

23. If you want to add another expense item for the same day select this in the **Expense Item** box in the same way as described above.
24. The first item container for your mileage journey will close, and the new one will be open ready for you to enter your details.
25. When you have entered all your items for the claim date showing at the top of the page, click on **Save** to add the mileage and any other item(s) to your current claim.
26. Alternatively, click **Cancel** to discard the unsaved changes.
27. If you have not completed a mandatory field, or if you have not entered a value for the item you selected, a message will be displayed to allow you to correct this.
28. Once all the details are provided, the **Save** option will add your mileage and any other item(s) to your current claim and return to the **Claim Details** page.
29. The **Claim Details** page provides you with a summary of all the items you have added to your Current Claim for which you want to be reimbursed.

Expense Items

Columns -

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Currency	Amount Payable
						£100.00	£20.00	£120.00	Pound Sterling	£120.00
						£12.56	£0.00	£12.56	Pound Sterling	£12.56
	0					£112.56	£20.00	£132.56		£132.56

30. Note that if your organisation does not require you to provide VAT details your display may not include Net or VAT columns, for example:

Expense Items

Columns -

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	Total	Currency	Amount Payable
						£120.00	Pound Sterling	£120.00
						£12.56	Pound Sterling	£12.56
	0					£132.56		£132.56

This guide describes adding a mileage item for which you need to record the journey steps.

There may be other mileage type items configured in your Expenses system that only require you

to provide a total number of miles, for example on an emergency call out, or for an out of hours return to duty.

There may be other mileage type items that allow you to claim a mileage allowance, for example a fixed allowance, or a workplace relocation mileage (excess mileage) for reimbursement of the additional home to new base mileage distance.

You will already be familiar with these types of mileage if they are configured in your Expenses system and you are entitled to be reimbursed.

In all cases, the same steps can be followed as described above but where you are required to claim a fixed number of miles, or an allowance, the journey steps grid will not then appear.

Please also refer to the separate guide describing adding an expense item with a receipt for non-mileage expense items.
