

Assure Expenses | Copying an Expense Item

Last Modified on 19/10/2026 2:07 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.

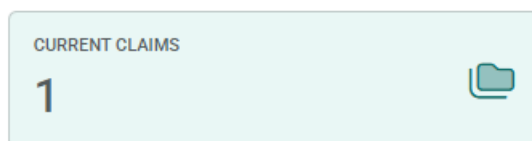
If you have a recurring expense that you claim more than once over the course of the claim period (week or month), you can copy the expense item instead of re-entering all the details for each day you wish to claim the item.

This is described below in this article.

The process is the same as before and not changed as part of the design changes, but we've provided this guidance to show you the updated screen pages.

Navigate to an Existing Current Claim

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



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

Current Claims

Columns -

 	Claim Number	Claim Name	Number of Items	Claim Total ▲
 	4	IClaimant4	0	

Close

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

Claim Name

TClaimant4

5. You will be directed to the **Claim Details** page.

Claim: TClaimant4

Claim Details

General Information

Username	testclaimant	Claim Total	£22.50
Claim Name	TClaimant4	Amount Payable	£22.50
Claim Description	Number of Items 1		

- 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	Total	Currency	Amount Payable
	50.00	01/09/2026	Fixed Excess Mileage			£22.50	Pound Sterling	£22.50
	50.00					£22.50		£22.50

6. Check the items already entered in the **Expense Items** summary section.

Expense Items

Columns

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	Total	Currency	Amount Payable
	50.00	01/09/2026	Fixed Excess Mileage			£22.50	Pound Sterling	£22.50
	50.00					£22.50		£22.50

7. Select the **Copy Expense** icon.



8. You will be directed to **Copy Expense** where a copy of the expense item you chose can be added to your current claim.

9. When you are directed to **Copy Expense** page, the date will default to a new date, but all the other details (General Details and Specific Details) will be pre-populated from the expense item you copied.

Copy Expense

General Details

Date of Expense:	23/09/2026	?	Claim:	TClaimant4	?
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

Specific Details

Expense Item:

You are permitted to claim 25 excess miles on each applicable journey.

[+ Add new vehicle](#)

Claim Fixed Excess

Mileage:

Number of Journeys:

10. If required, update the date for your copied expense item in the **General Details** section at the top of the **Copy Expenses** page so that it reflects the date that you incurred the expense.

Note that you can only ever claim for items you have already incurred and therefore cannot future date the expense.

When making the copy of an item you must have already incurred the expense, and so the date you enter can only be Today or any date in the past.

11. Update any of the pre-populated details that you wish to change in the **General Details** section at the top of the **Copy Expenses** page.
12. The expense item Specific Details will be same as the item you copied with all the fields copied and pre-populated, but you can also update the information in the **Specific Details** section.

Copy Expense

General Details

Date of Expense:	23/09/2026	?	Claim:	TClaimant4	?
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

Specific Details

Expense Item:

You are permitted to claim 25 excess miles on each applicable journey.

[+ Add new vehicle](#)

Claim Fixed Excess Mileage: ☒

Number of Journeys: ?

13. Click on **Save Copy** to add the copied item on your current claim.

14. The **Claim Details** page provides you with a summary of all the items you now have added to your Current Claim, including the copied item.

Expense Items

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	Total	Currency	Amount Payable
☒	50.00	01/09/2026	Fixed Excess Mileage			£22.50	Pound Sterling	£22.50
☒	50.00	23/09/2026	Fixed Excess Mileage			£22.50	Pound Sterling	£22.50
	100.00					£45.00		£45.00

15. Repeat these steps until you have a copy for each occurrence of the item for the claim period.

The steps you follow to copy an expense are not being changed.

The only change is how you navigate to your claim expenses 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.