

Assure Expenses | Submitting a Claim for Approval

Last Modified on 19/10/2026 2:20 pm BST

Submitting a Claim for Approval

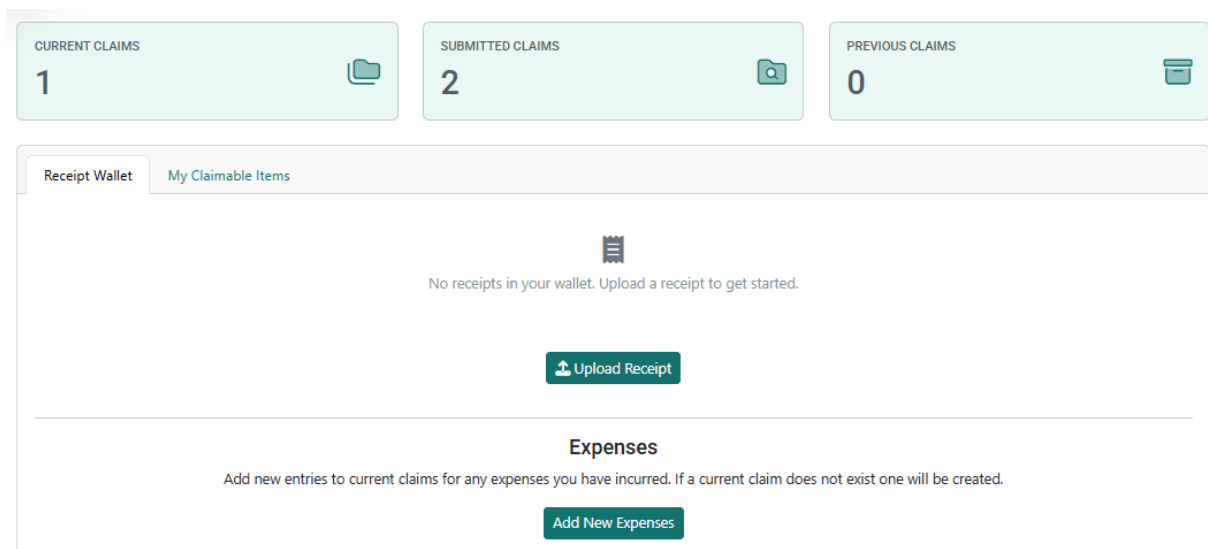
Towards the end of October 2026, you will notice a refreshed look and feel across the Expenses pages.

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.

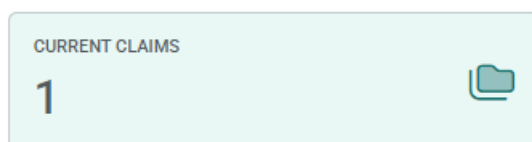
There are no changes to how you complete your usual tasks, such as creating, managing, or submitting an expense claim, except for how you navigate the menu options.

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

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.

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

Only the navigation to the Current Claims page has changed.

From here the tasks for submitting your claim will be done exactly the same as usual.

5. Select the current claim by clicking on the **Claim Name** link.

Claim Name
TClaimant3

6. You will be directed to the **Claim View** page where you will see the items you have added to the claim.

Home / My Claims / Current Claims

RLDatix
Assure Expenses

Page Options

- New Expense
- Claim List
- Change View
- Print
- Submit Claim

Claim: TClaimant3

Claim Details

General Information

Username	testclaimant	Claim Total	£132.56
Claim Name	TClaimant3	Amount Payable	£132.56
Claim Description		Number of Items	2

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
		17/09/2026	Evening Meal			£120.00	Pound Sterling	£120.00
		17/09/2026	Train Ticket			£12.56	Pound Sterling	£12.56
	0					£132.56		£132.56

7. Select **Submit Claim** from the **Page Options**.

Page Options
New Expense
Claim List
Change View
Print
Submit Claim

8. Select the relevant receipts option, for example, **No need to send receipts**.



Send receipts by post

Select this option to send the receipts for this claim to the RLDatix Expedite Service Centre.



No need to send receipts

Select this option if you do not need to send receipts for Expedite services.

cancel

9. If you have items that have been flagged fill in the justification for each item.

10. Select **submit** to send your claim for approval.

Claim Summary

Claim name*

TClaimant3

Description

Expense Claim 3:17/09/2026 - 17/09/2026

submit

cancel

11. If you are required to sign a declaration, as in the following example, select the option **I Accept** and the claim will move to the approver. If instead, you select the option, **I Decline**, the claim will stay with you as a current claim, and you can submit it later.

Declaration

I CERTIFY THAT:

1. The travelling expenses and subsistence allowances claimed are in accordance with the regulations stated in the Company Policy and are in respect of journeys actually and necessarily incurred whilst engaged on the business stated.

2. Where a claim for mileage allowance is made:

a. The journeys detailed on this expenses claim form were undertaken in the vehicle of make cc and registration shown and were necessarily incurred by me on the business of the company.

b. The insurance policy in respect of this vehicle is currently in force and provides cover while the vehicle is used on the official business of the company including the journeys overleaf for full third party insurance risk or injury to or death of

I Accept

I Decline

The declaration wording is configured in your system in line with your organisation's Expenses policy and may therefore be different to the example shown here.

12. You will be directed to the **Submitted Claims** page where you will see the claim you have submitted. There will also be a claim history audit trail.

Home / My Claims / Submitted Claims

Page Options

Claim List

Change View

Print

Unsubmit Claim

Claim: TClaimant3

Claim Details

General Information

Username

testclaimant

Claim Total

£132.56

Claim Name

TClaimant3

Amount Payable

£132.56

Claim Description

Expense Claim 3:17/09/2026 - 17/09/2026

Number of Items

2

Current Stage

1 of 2

Date Submitted

22 September 2026

Current Approver

Approver, Mr Test

Claim History

Columns

Date Stamp

Comment

Stage

Reference Number

22/09/2026 12:57

Claim submitted

0

22/09/2026 12:57

Claim No 0 submitted. The claim has been sent to the next stage and is awaiting approval by Mr Test Approver

1

Expense Items

Columns

Number of Miles

Date of Expense

Expense Item

Reason

Other Details

Total

Currency

Amount Payable

0

17/09/2026

Train Ticket

£12.56

Pound Sterling

£12.56

0

17/09/2026

Evening Meal

£120.00

Pound Sterling

£120.00

0

£132.56

£132.56

Claim Details

Claim: TClaimant3

Claim Details

General Information

Username	test.claimant	Claim Total	£132.56
Claim Name	TClaimant3	Amount Payable	£132.56
Claim Description	Expense Claim 3:17/09/2026 - 17/09/2026	Number of Items	2
Current Stage	1 of 2	Date Submitted	22 September 2026
Current Approver	Approver, Mr Test		

Claim History Approval Audit Trail

Claim History

Columns

Date Stamp	Comment	Stage	Reference Number
22/09/2026 13:57	Claim submitted.	0	
22/09/2026 13:57	Claim No 3 submitted. The claim has been sent to the next stage and is awaiting approval by Mr Test Approver	1	

Claim Expense Item Details

Expense Items

Columns

	Number of Miles	Date of Expense	Expense Item	Reason	Other Details	Total	Currency	Amount Payable
		17/09/2026	Train Ticket			£12.56	Pound Sterling	£12.56
		17/09/2026	Evening Meal			£120.00	Pound Sterling	£120.00
	0					£132.56		£132.56

Claim Details Page

Claim: TClaimant3

Claim Details

General Information

Username	test.claimant	Claim Total	£132.56
Claim Name	TClaimant3	Amount Payable	£132.56
Claim Description	Expense Claim 3:17/09/2026 - 17/09/2026	Number of Items	2
Current Stage	1 of 2	Date Submitted	22 September 2026
Current Approver	Approver, Mr Test		

Claim History

Columns

Date Stamp	Comment	Stage	Reference Number
22/09/2026 13:57	Claim submitted.	0	
22/09/2026 13:57	Claim No 3 submitted. The claim has been sent to the next stage and is awaiting approval by Mr Test Approver	1	

Expense Items

Columns

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		17/09/2026	Train Ticket			£12.56	Pound Sterling	£12.56
		17/09/2026	Evening Meal			£120.00	Pound Sterling	£120.00
	0					£132.56		£132.56

13. You can use the breadcrumbs to navigate back to a previous menu or the **Home Page**.

Home / My Claims / Submitted Claims

The steps you follow to submit your claim for approval are not being changed.

The only change is how you navigate to your claim 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.