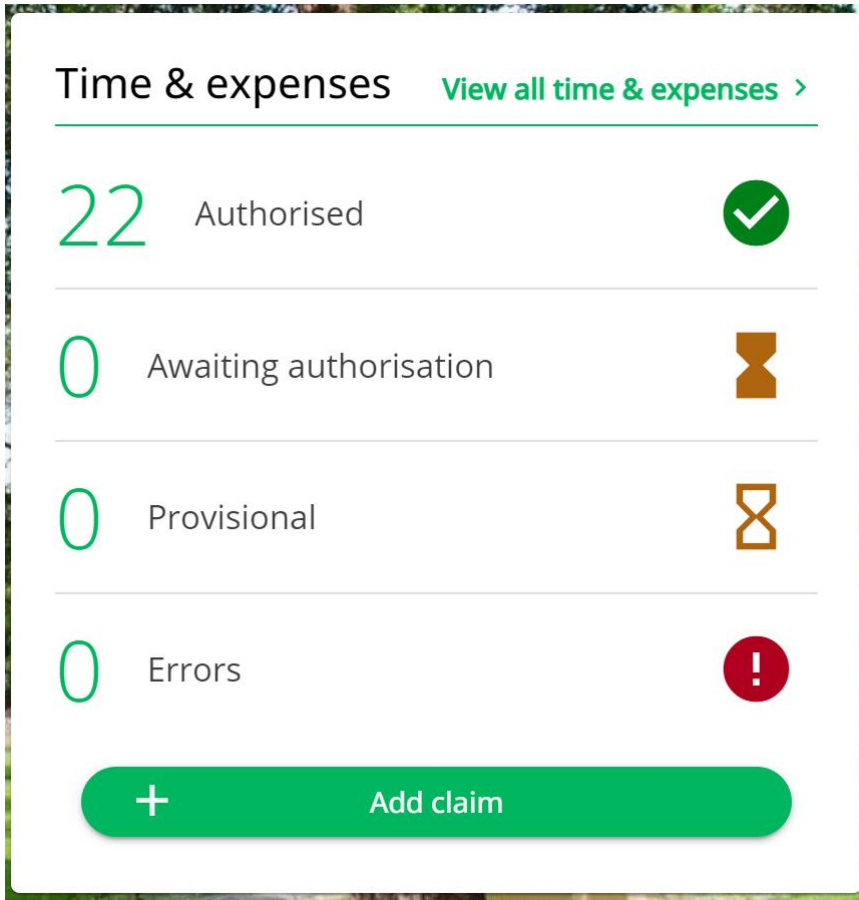


Employee expenses

From your dashboard, click [Add claim](#)




The screenshot shows a dashboard titled "Time & expenses" with a link to "View all time & expenses >". Below the title, there is a summary of claim statuses:

Status	Count	Icon
Authorised	22	Green checkmark
Awaiting authorisation	0	Hourglass
Provisional	0	Hourglass
Errors	0	Red exclamation mark


At the bottom of the dashboard is a green button with a white plus sign and the text "Add claim".

You then need to enter the start date of your claim and select the claim template (Ealing Exp & Mileage)

Start date (required)

Job title (required)

Claim template (required)

Clicking [New](#) will then open the claim form where you should complete all the fields before clicking [Submit](#).


This will open the confirmation screen where you need to enter your iTrent password and attach scanned copies of your receipts. You then click **Submit** again to send the claim to your manager for authorisation.

Password

Receipt attachments

Receipt type

Attach receipt

Submit

Once submitted, you will see the claim status moves to “Awaiting authorisation” status. Your manager will receive your claim and will need to authorise it for payment

Please note: If your claim is still displaying “Provisional” status you have not submitted the claim