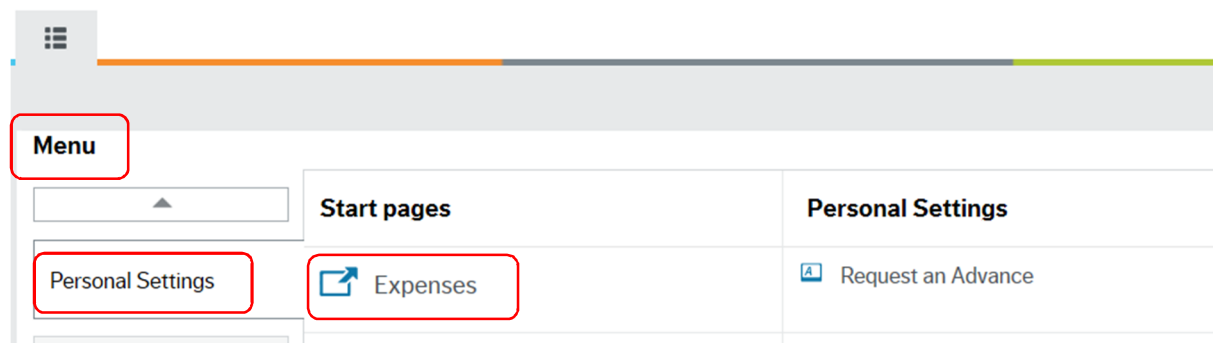


Claiming expenses as Staff

CHOOSING EXPENSE TYPE

Entering an Expenses claims as Staff is for members of staff who would like to be reimbursed for expenses incurred in the course of their work.

From the **Personal Settings** menu, select **Expenses**. Do not use the **Expenses Admin Toolkit** option; this is for proxy expenses entry only.



On the subsequent page, select **Enter an Expense Claim (Staff)**

