



Purpose of the Claim

You now need to provide the overall information for the claim. Enter a description in the **Purpose of Expenditure** field (this needs to be reasonably detailed; "Travel" or "Conference" would not be sufficient and your claim will be rejected).

Enter the **Date** of the expenditure (you can use the calendar button to the right of the field to locate the date, if you wish) and enter your **Project code**.

The **Project code** field will autofill as you type, and so you do not need to know the exact code (typing "Chemistry", for example, will bring up all available Chemistry codes in a list - just select the appropriate one). You can use "Apply to all" to enter the same project code cross all expenses lines.


 UB Expenses 31/01/2018 x

 Expenses > Expenses 31/01/2018

Expenses: Enter an Expense Claim (Staff)

What was the purpose?

Purpose of Expenditure*
Agresso Conference April 2018 - travel to London and back

Date*
31/01/2018 

Cost categories
Project code
FINANCE OFFICE (▼)
CA FN1GEN

Apply to all ?