# My Expenses Online

How to make a claim – Suspense code

| Overview			Pages
Claim reference ID	**MEO13195**		🔵 Overview
Current status	**Draft**		🟡 Claim lines (1)
Created on	**14 Oct 2019**		🟡 Attachments
Created by	**Sarah Cheese**		🟡 Notes
Purpose of claim	**London Spring conference 24/04/19** ✏️		🟡 History
		Add a claim line	

Please enter the purpose of the claim, e.g. London Spring conference 24/04/19. Then click "Add a claim line"
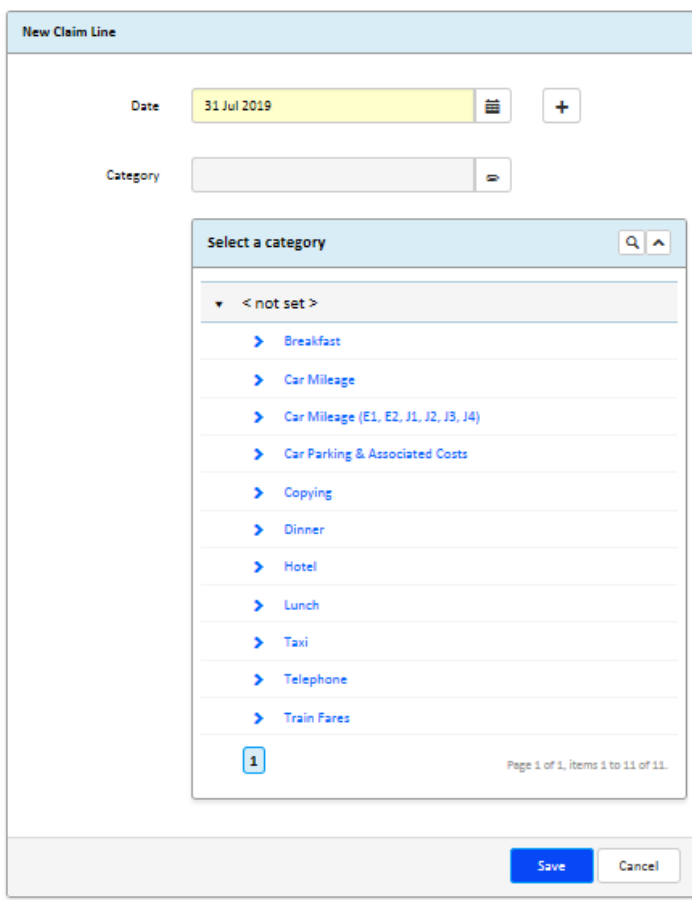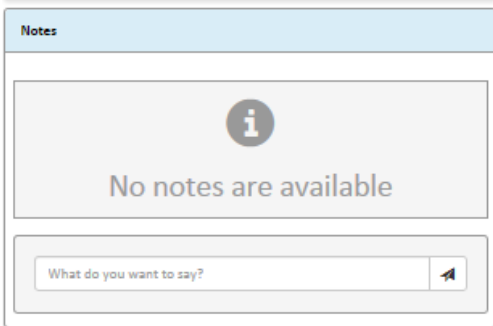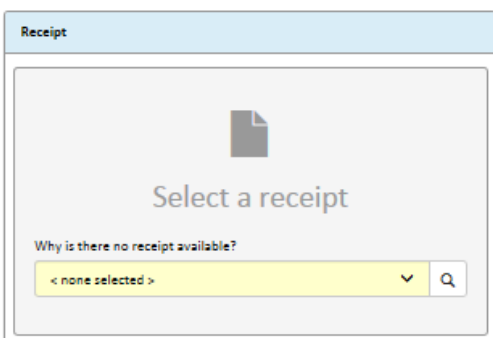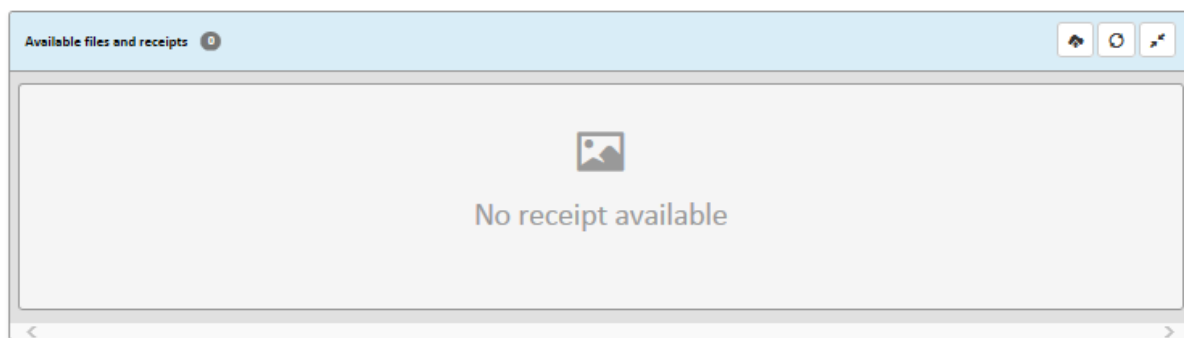
The date in the "New Claim Line" field, should be the date of the meeting/review/event that you attended.

Select one category expense e.g. Breakfast, Taxi etc.

Add either a photo or scan of your receipt, by clicking on the "Upload a file icon **"**
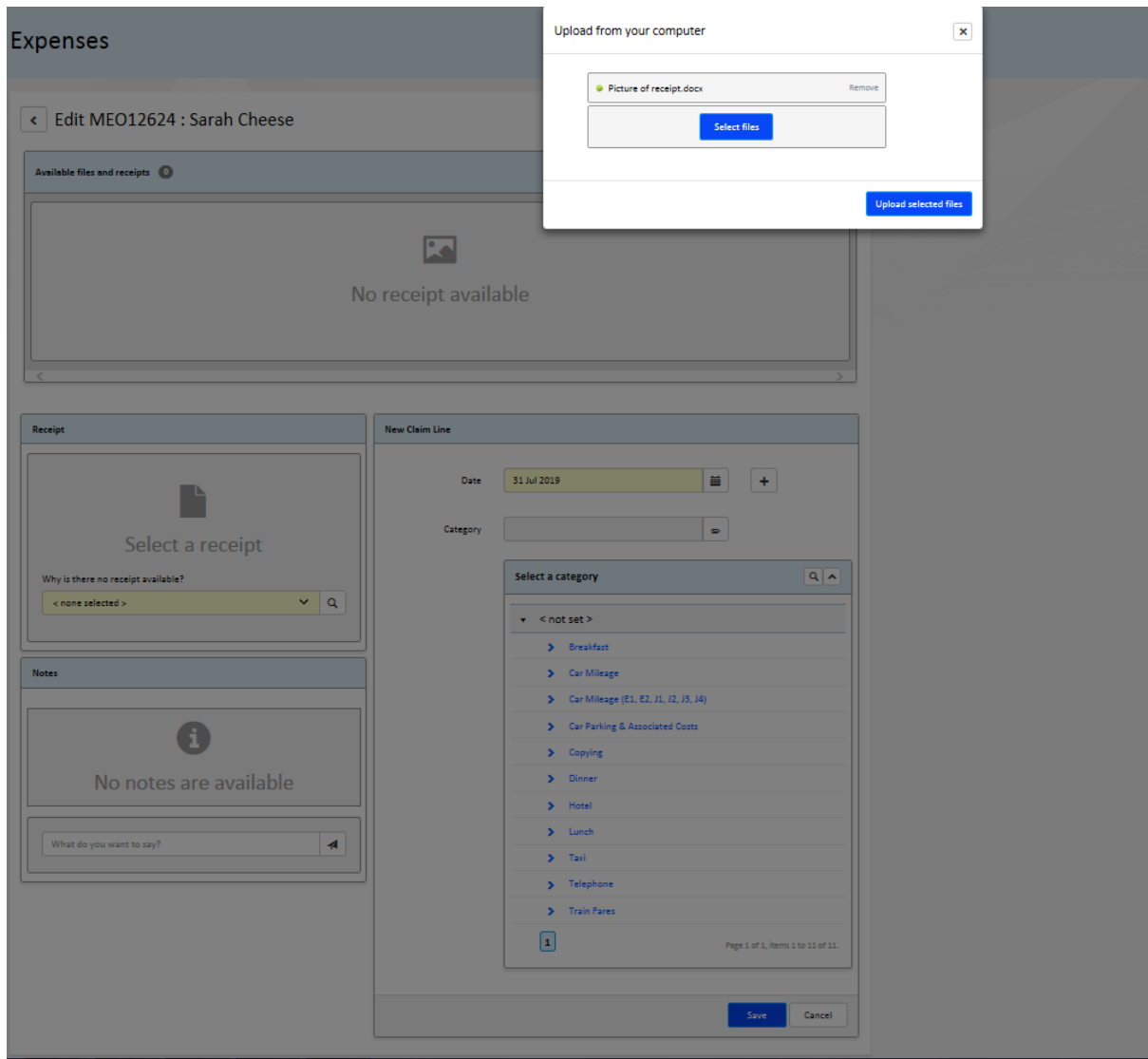
Upload the file picture.

Enter the amount that you are claiming. Please do not amend the VAT rate, the system will automatically amend the VAT.

Now select your "Cost centre" & press "Save"

If you are unsure of the cost centre, please select the College department that relates to your expense claim: "SUSPENSE *Department name*"

You can now go on to add multiple claim lines for the same event & date. Please select "Add a claim"

Once you have uploaded all the expenses and receipts, please press "SUBMIT"

Submit   ☒

Claim authorisers

The list below are the authorisers that are available to process your expense claim.

All authorisers that will be asked to view your claim are shown below, including where the claim has been escalated due to authorisation limits.

▼   SUSPENSE CCQI QN-LD - step 1 (1 authoriser required)

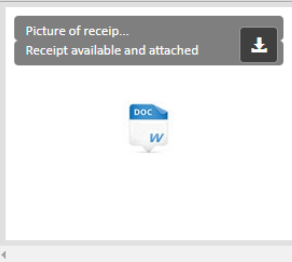|		
Amy Colwill	authorising 1 line	**Add**
Harriet Clarke	authorising 1 line	**Add**
Leyla Golparvar	authorising 1 line	**Add**

Terms and Conditions

Please Read and Confirm

By submitting this expense claim, I confirm that all details being claimed for are correct and an accurate reflection of the costs incurred through College business activity alone.

I confirm that all VAT figures have been correctly entered, and receipts that are required have been or will be sent for validation. I confirm that I have read the guidance notes before incurring expenditure.

Submit

Please "Add" one (1) manager that you wish your claim to be approved by. The College organiser should advise you beforehand which manager to choose. If unsure, please save your claim and contact your College organiser.

Once you have added the authorising manager, please submit the claim.