

## Making a Claim

1. Go to 'Expenses' in the app and select '+' (for Android) or 'New' (for iOS).
2. Select the student group that you are claiming from.
3. Go to 'Expenses' at the bottom of the screen and as before, select '+' or 'New'.
4. Under 'Type', choose which account you are claiming from, and fill in the description below.
5. Enter the total cost under 'Amount Inc. VAT' and select 'Save.' You can add multiple expenses to the same claim.
6. Go to 'Receipts' and select '+' or 'New'. Write your name and the date on your receipt, take a photo and upload it to the app. Add a description and select 'Save'.
7. If you have more than one receipt you will need to add them separately. You can add as many receipts as you need to.
8. Once you've uploaded all of your receipts, go to the 'Claim' tab, and select 'Save.'
9. For android, tap the three dots in the top right hand corner and select 'Submit for Approval'. For iOS tap the upload symbol in the top right hand corner and select 'Submit for Approval'.
10. Submit the claim to your treasurer. If you are a treasurer and want to make a claim, submit the request to your president. If your claim is approved it will be sent on to the ARC staff team, and then on to SU finance for final approval and payment.
11. You will get a notification in the 'Notifications' section of the app once your president/treasurer and the ARC staff team approve your expense. If it is rejected there will be a reason why. Go back in to the 'Expenses' section, update your claim and resubmit if it is appropriate to do so.