

Top Tips

- All club and society members can submit payment requests through the app or continue to use paper forms. Presidents and treasurers can also use the app to authorise or decline payment requests, and check club or society accounts.
- The app **cannot** be used for international bank accounts, invoices or Annual Fund claims.
- All members should submit payment requests to their treasurer. If treasurers are claiming money for themselves they should submit requests to their president.
- Make sure the correct person is set up as treasurer for your club or society on the LSESU website. Committee members with admin rights on the website can change this.
- If you don't have a phone which supports eXpense365: download [BlueStacks](https://www.bluestacks.com) from www.bluestacks.com. This app is a virtual version of an android mobile device, and emulates the use of apps on a computer. When you've logged in to BlueStacks head to the Play Store and download eXpense365.

Approving or Rejecting a Payment Request

You can approve, reject or delegate payment requests under notifications in the app. If you reject a request the student making the claim will be notified and can amend their payment request, so provide details of the reason for rejecting the claim. Reasons could include:

- No receipt attached.
- A claim for a larger amount than the receipts show.
- A claim that the president/treasurer doesn't think should be coming out of the club or society account.
- Insufficient funds in the club or society account.

If you select approve, the claim will be sent over to the ARC staff team for approval. If the ARC staff team approve the request, it will be sent on to SU finance to transfer the funds. The student submitting the request will receive a notification that their expense has been approved once the ARC staff team approve the request.