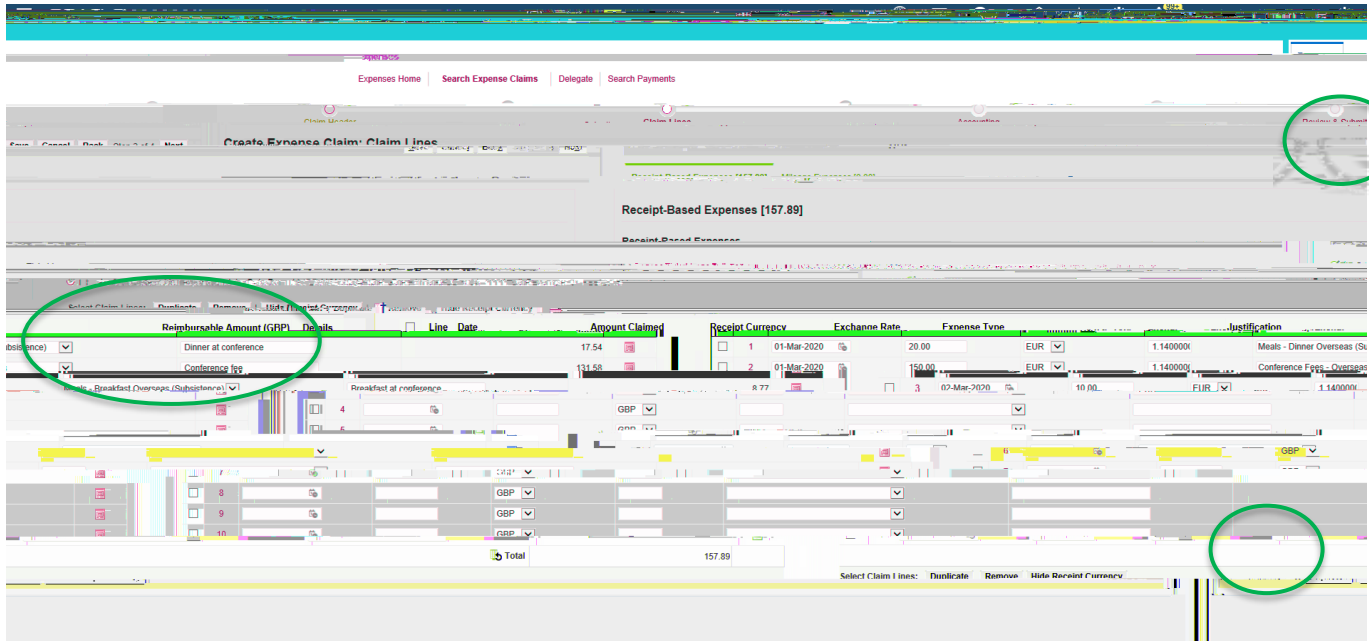




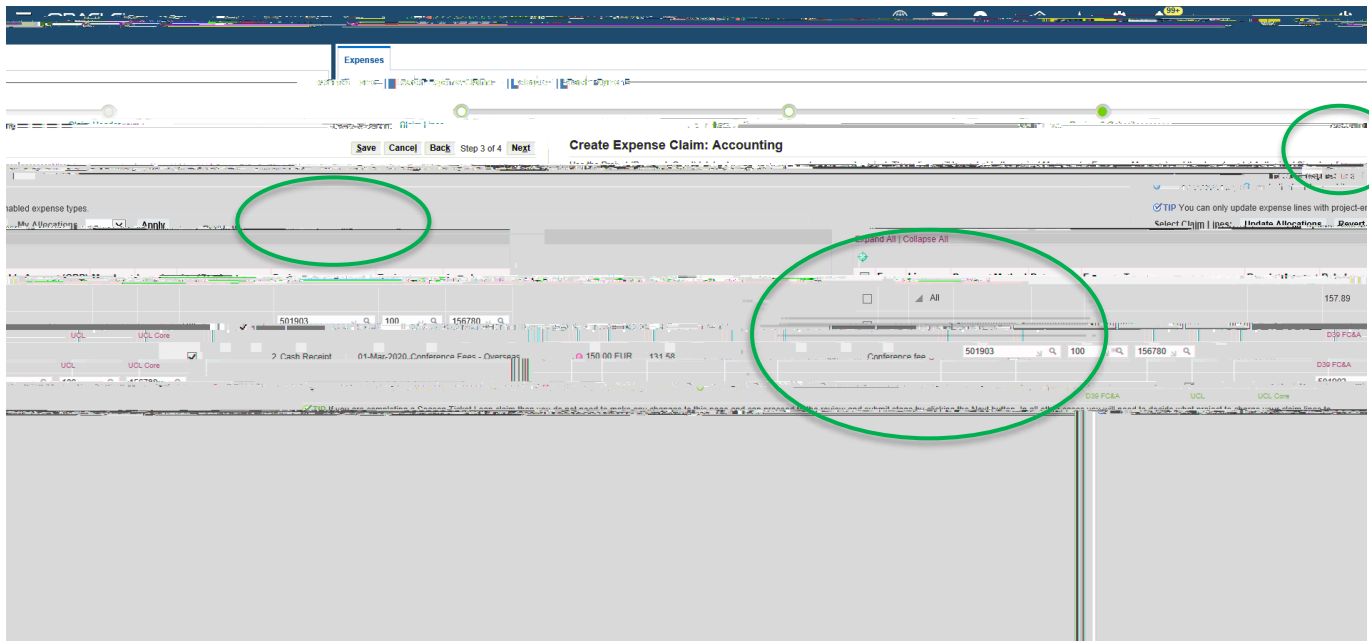
Finance Transformer
Digital Staff Expenses
General Expense Claim Guide

4. The Expenses Home screen is displayed. This screen is the starting point for all iExpenses-related tasks.

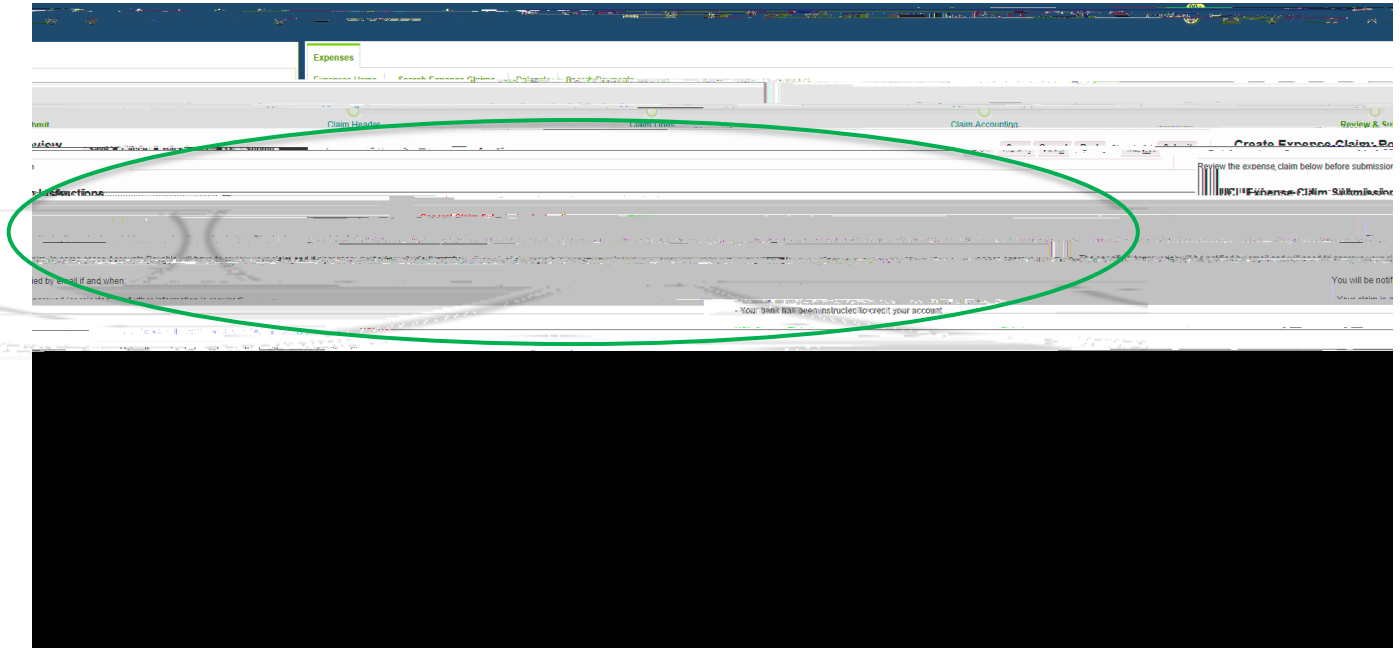
12. This returns to the Claim Lines screen. The reimbursable amount following currency conversion (if applicable) will be displayed. Click Next:



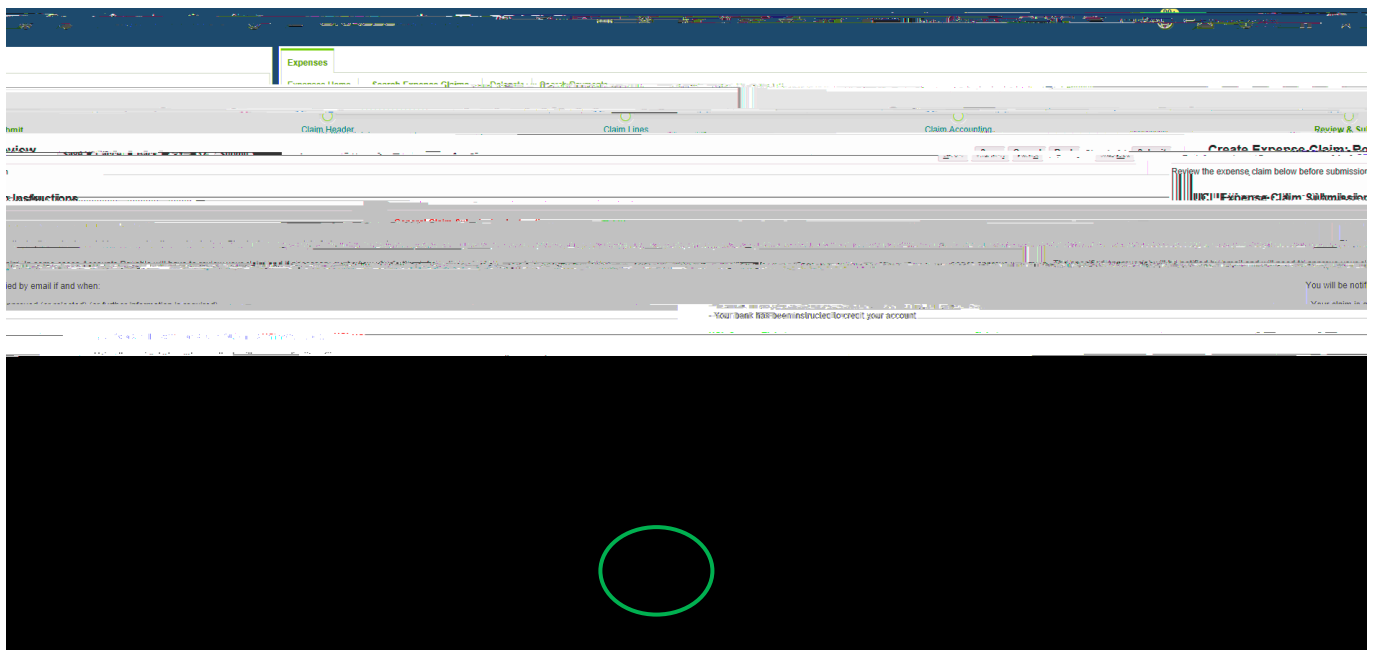
13. From the Accounting screen, enter the Project, Task and Award to be charged. Or use favourite project code(s) set up under preferences using My Allocations. To set up and use favourite code(s), see guidance at [Setting up Favourite Projects in iExpenses](#) and [Using Favourite Projects in iExpenses](#). Click Next.



14. Review the claim submission instructions relating to general expense claims:



15. Click the + sign to attach the receipt images required for your claim detailed in the instructions. Please see [Creating Receipt Images - OneDrive for Business Guide](#) for best ways to create files to attach to claims:



16. Enter a description of the document and click Browse to find the file within your desktop documents. Prior to attaching receipt images, please ensure they are of itemised receipts, not credit card slips and that they are legible:

