

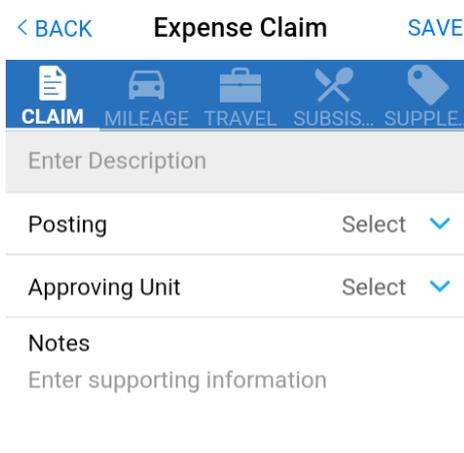
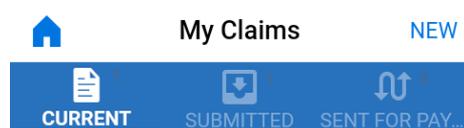


Allocate ME

Expenses User Guide

EXPENSES

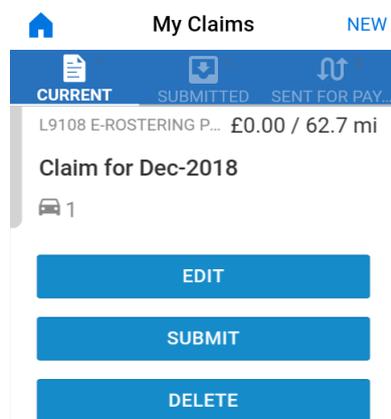
On the main **ME** page, select **Expense Claims** to go to the expenses screen.
If you haven't yet started a claim on Employee On Line, you can create claim on the ME app, which will also be available on EOL. Select the blue NEW option in the top corner



Enter a brief description (such as Claim for Nov 2018) select your Substantive Posting if it doesn't show (as you may also have a Bank Post) and then click **SAVE**.

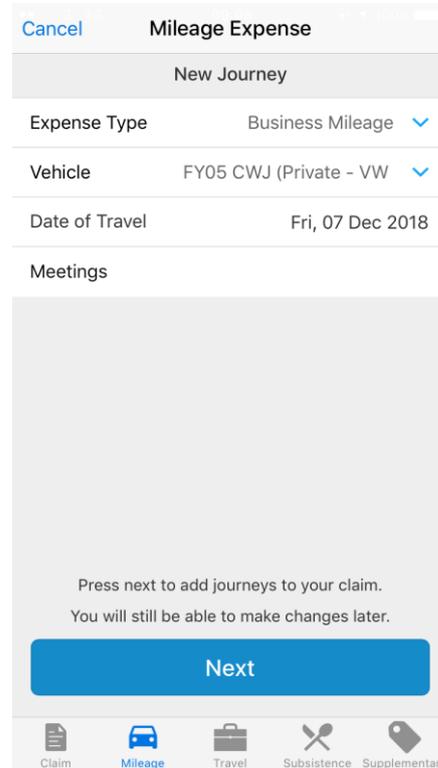
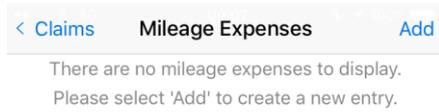
Once this has been created, or if you had started one earlier on EOL, you can use the **ME** app to add new expenses and submit the claim at the end of the month.

To add new expenses, select EDIT

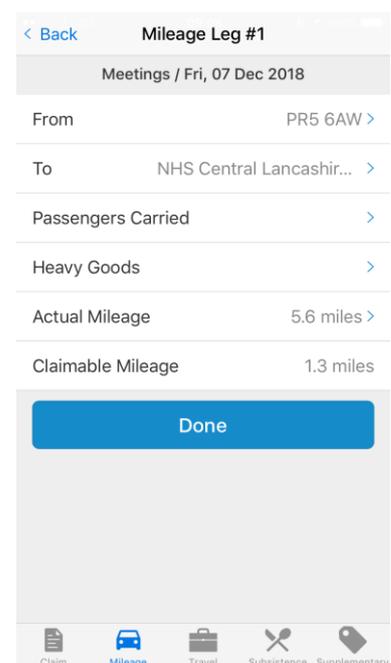
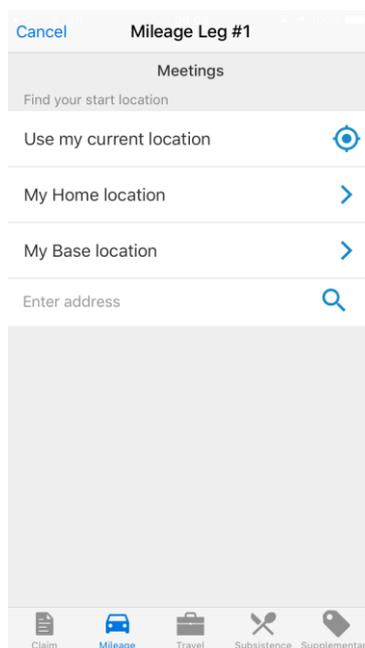
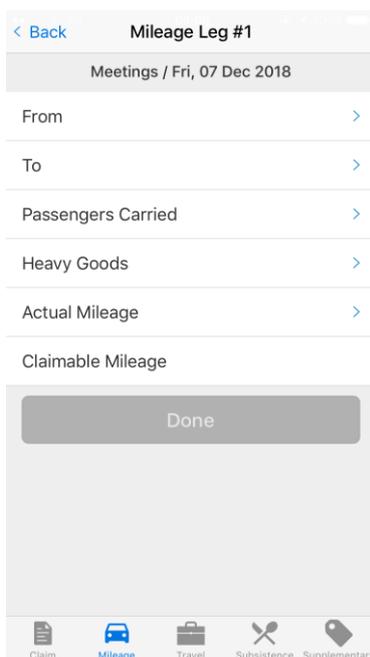




At the bottom of the screen are options for **Claim, Mileage, Travel, Subsistence** and **Supplementary**. To add a new trip, select **Mileage** and then the blue **Add** in the top corner. You will have options to fill in by selecting options from the drop down boxes. You need to remember to give your expense a description. Then click next.



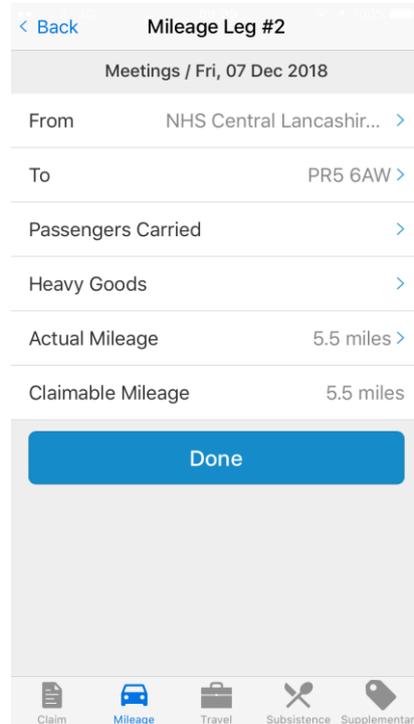
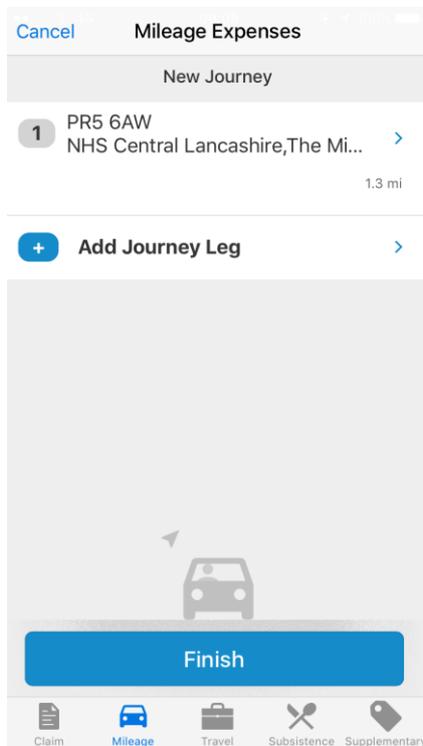
To add a starting point, select **From** and chose from the options given. If you to use **Base** or **Home**, select them and choose the postcode that appears – just like you would on EOL. You can use the enter address option by typing in the address you are going to. You can fill in the **To** part when you get to your destination by selecting **Use my current location**.





You can also add **passengers**, or **heavy equipment** by selecting those options and following the instructions. Once you have added these click **Done**.

To add a second leg, chose the **Mileage** option, select **Add Leg** and enter the details the same you did for the first leg and select **Done**. You can have more than 2 legs in each claim, but remember that **the last entry must be either Base or Home**. Once this trip has been completed, click **Finish** to save the expense.



To add a parking expense, select the **Supplementary** option in your claim and **Add**. Enter a description (such as Parking) and then enter the details you need. Remember to take a picture of the receipt and add it to the claim via the **Upload Image** option. Once you've finished this claim, select **Save**.

