


## Expenses Report

**Your expenses**  
Expenses received

 **3** ▼

€, Total claims = €302

This report allows the employee to review all expenses which are Open – Not Submitted, Submitted – Not Approved, Approved and Reimbursed.

The report runs from 1<sup>st</sup> of the current calendar year up to the date the report is accessed.

These dates can be changed and pressing Search will return the updated data.

Expense report						
01.01.2020 <input type="calendar"/>		23.04.2020 <input type="calendar"/>		<input type="button" value="Search"/>		
Name	Trip End	Total Claim (EUR)	MLs KMs (EUR)	Subsistence total	Other Expenses total	Status
Colmcilla Brown	15.01.2020	139.87	134.37	0.00	5.50	Submitted-Not Approved >
Colmcilla Brown	03.02.2020	140.57	134.37	0.00	6.20	Submitted-Not Approved >
Colmcilla Brown	15.04.2020	20.75	10.75	0.00	10.00	Approved >

Columns Explained:-

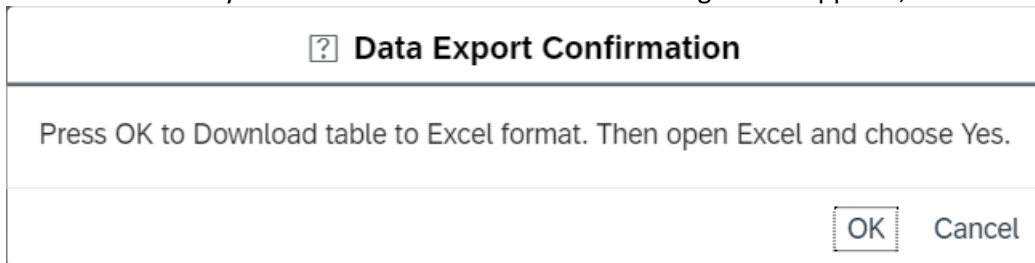
Name	Name of Employee
Trip End	End date of trip
Total Claim (EUR)	Total amount of claim
Mls KMs (EUR)	Total mileage included in claim
Subsistence Total	Total of any subsistence claimed
Other Expenses Total	Total of any other expenses claimed (excl. subsistence)
Status	Status of Claim – there are 4 categories 1. Open – Not Submitted 2. Submitted – Not Approved 3. Approved 4. Reimbursed

Pop up – Additional fields available on this e.g. Cost Centre, breakdown of totals, Vehicle Details

Expense 1700026190 for Colmcilla Brown	
Field	Value
Personnel number	30015938
Name	Colmcilla Brown
Status	Submitted-Not Approved
Cost centre	0070651103
Subsistence total	0.00
Other Expenses total	5.50
- Parking	5.50
MLs KMs	300.00
MLs KMs (EUR)	134.37
Cumulative miles	0.00
Vehicle class	1501and above motor cap
Vehicle type	Car

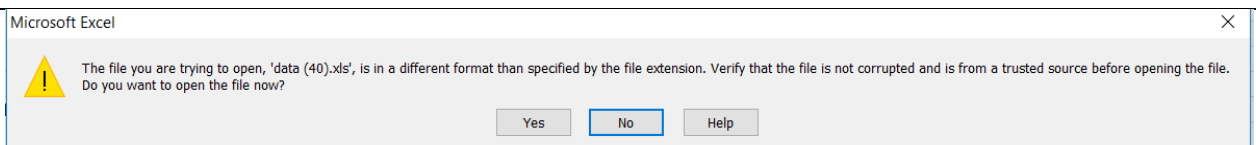
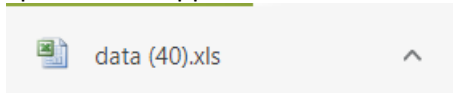
Cancel

It is possible to download the report to Excel by clicking on **Download** on the bottom right corner of the screen. When you click on the this button the following screen appears;



Click OK.

Spreadsheet appears in the bottom left corner. Click on it to open.



The report outputs with the all the columns included on this download.

**Note** *It is not possible to download the report on mobile devices or tablets.*