FOR GP’s – PRACTICE MANAGERS APPROVAL SIGNATURE

For Practice Managers Approval upload, once you have completed your mileage using the ‘CONSULTANT HOME TO HQ’ option, start a new expense under the same claim and click on **supplementary** and then in the Heading – **Supplementary Expense/Description.**

enter- **Practice Managers Approval or signature.**

Then in the **Expenses Type** from the drop down list choose **– ‘Minor Pre-Approved Department Expense’.**

After that, in the **date** information- enter the date of your 1st Mileage claim

then click on **Claim Amount** enter – 0.01 (as you have to enter an amount) and then tick **receipt available**

then **add image** (on the right hand corner). You can then upload an image of the Practice Managers Approval and travel info and then save.