

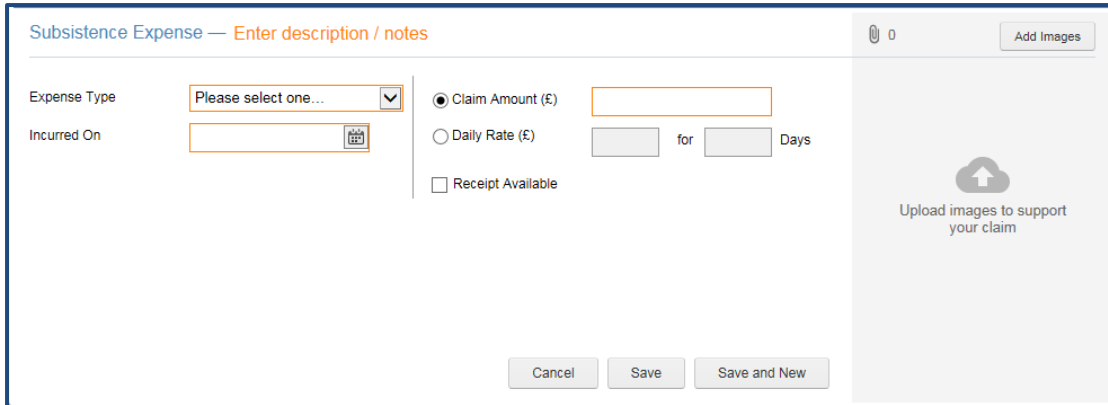
## EOL - Claiming for a Meal or Accommodation

- Once you have created your claim, you will be brought to next screen, which allows you to add expenses.

- For course fees and parking fees, click on Subsistence 0 (Making sure its highlighted grey).

- Then click New Expense

- This will bring up a new box, as follows:



- Please enter a description of your claim in the box at the top that says “Enter description / notes”.
- Under the category of “Expense Type”, select from the drop down list whether it’s for a meal or accommodation.

Expense Type	Meal Allowance
Expense Type	Accommodation

- Under the category of “Incurred On”, select the date you stayed in your accommodation (if you stayed for multiple nights, put in the first date you stayed in your accommodation), or select the date you had your meal.

Incurred On	04 Jan 2018
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- Next you need to add the costing, there is two options for this:
  - Claim Amount: Enter a maximum of (£55 for accommodation or £20 for a meal) in this box, if you are only claiming for one night or meal.
  - Daily Rate: Enter a maximum of (£55 for accommodation or £20 for a meal) in the box, if you are claiming for multiple days.
  - Make sure to tick the box “Receipt Available”.

<input type="radio"/> Claim Amount (£)	<input type="text"/>
<input checked="" type="radio"/> Daily Rate (£)	55 for 1 Days
<input checked="" type="checkbox"/> Receipt Available	

- You then need to add the attachments (image or JPEG files) using the “Add Images” button at the top right hand corner, and attaching the file. Once you have added the files you get a preview of the files below the “Add Images” button.

- Once you have done this you need to save:

- Save: Will close the box and take you back to the previous screen.
- Save and New: This will save the current claim and open another claim box.