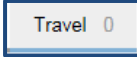
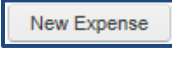
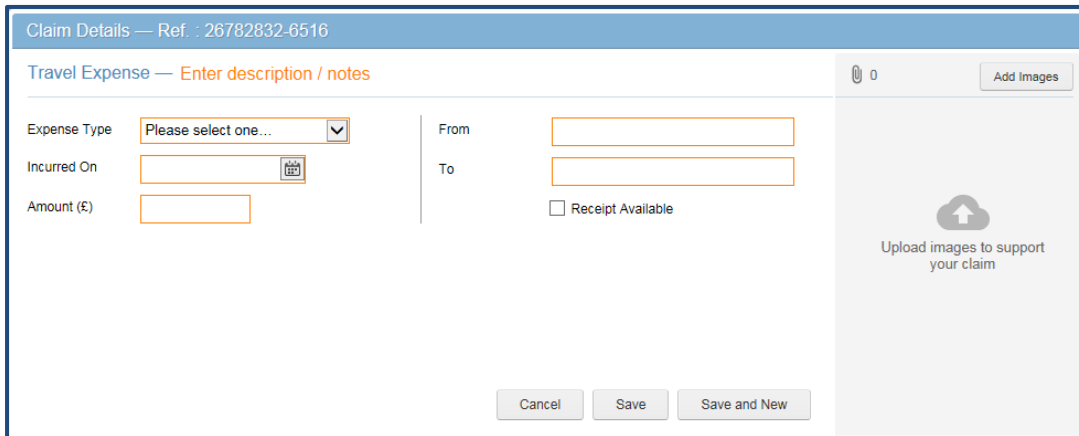


EOL – Claiming for Travel (Public Transport)

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

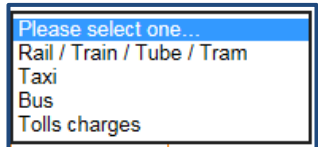
2) For travel and public transport claims, click on  (Making sure its highlighted grey).

3) Then click  this will bring up a new box, as follows:

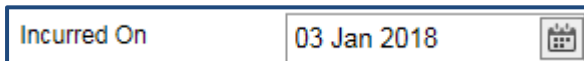


4) Please type a description of your claim in the box at the top, which says “Enter description / notes”

5) Under the drop down list for “Expense type” select the transport you used:



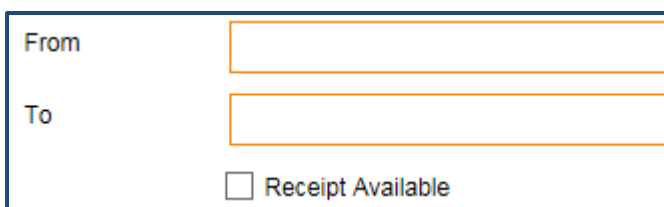
6) Under the drop down for “Incurred On”, go to select the date you travelled:



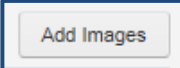
7) In the amount box, enter the amount you paid for the journey:



8) In the “From and To” make sure to enter the starting point and the final destination:



a. Make sure to tick the “Receipt Available” box

9) Click  on the top right hand side to add the images/JPEG files you have ready to attach, please note the system does **not** accept PDF files.

10) Once you have added the image/jpeg files you need, they will appear, as previews below the “Add Images” button.

11) Once you are happy with your claim, you need to save

a. Save: This will save and close the box you are in and take you back to the previous page

b. Save & New: This will save and open a new box, which is for the use of adding multiple claims for course fees.