Below is a guide to creating an expense claim using either the web browser or the app

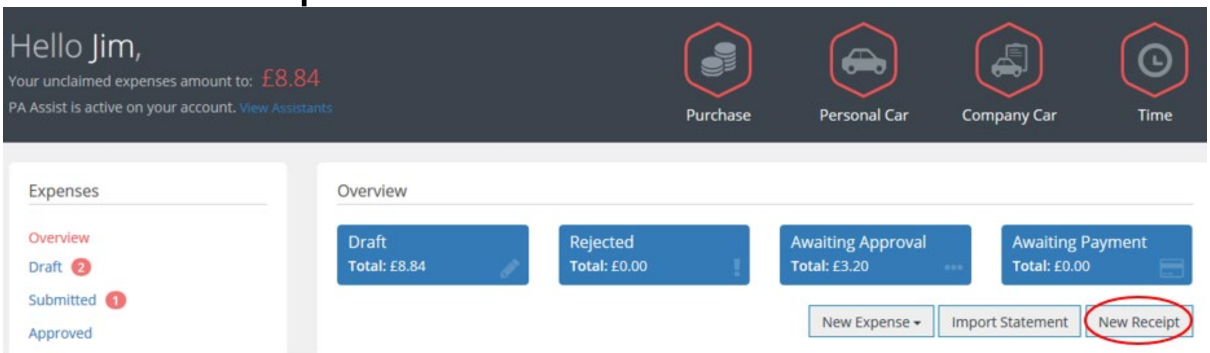
App: see below

Web browser - rtpi.app.expensein.com/

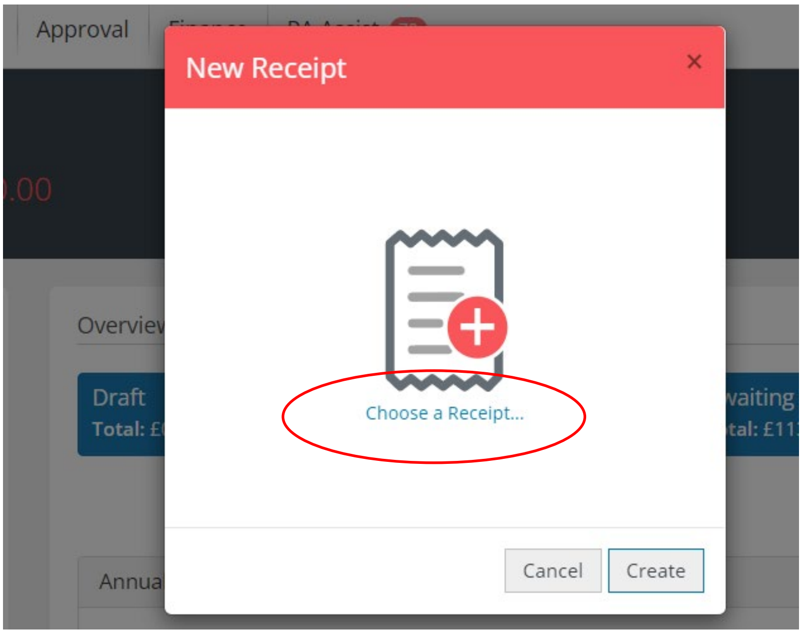
Below shows you the key steps on submitting an expense. You can also watch a detailed generic training video at:
End user training session

You will just need to ensure that your receipt is stored on your computer. Once you have logged into rtpi.app.expensein.com/ follow the steps below.

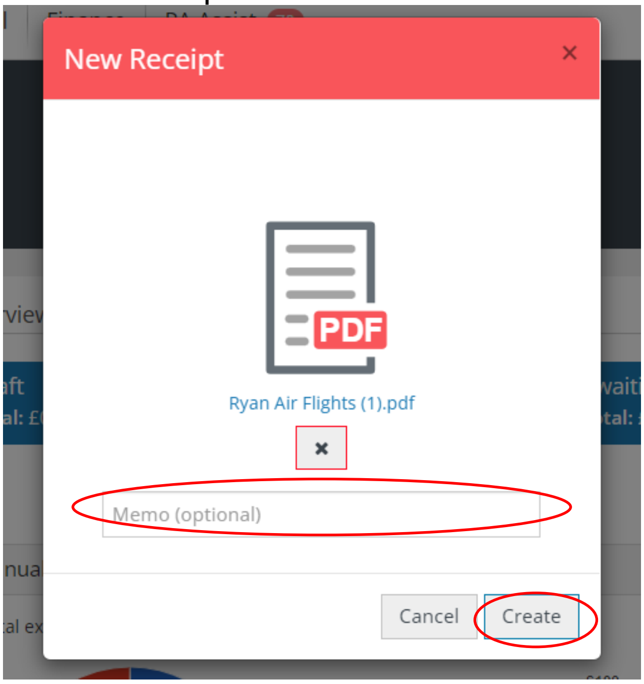
1. Click **New Receipt**.



2. Click **Choose a receipt** and browse your computer for the receipt you wish to upload.



3. Add a memo to your receipt as this will populate the description box when you create the expense.



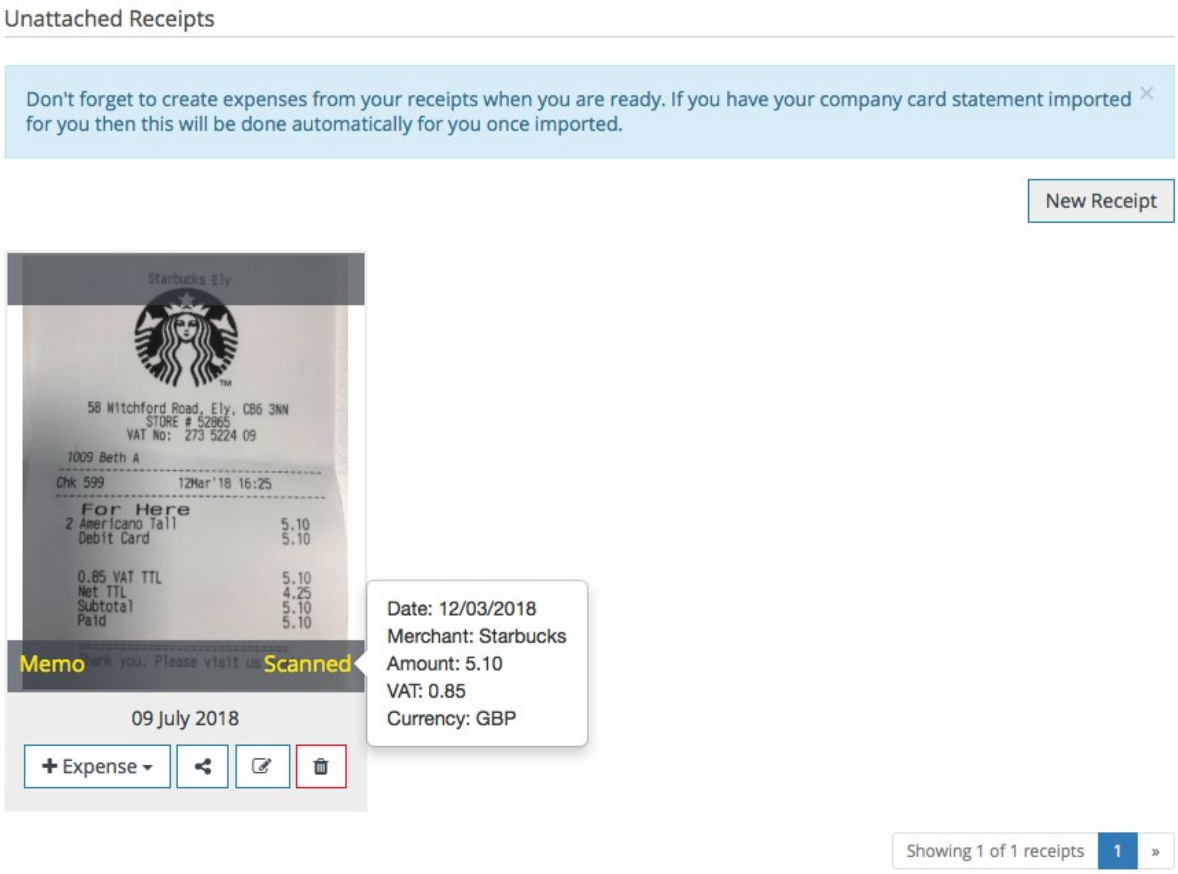
5. Click **Create** to add that receipt to your account!

TIP: If you have any receipts that have been sent to your email address, you will want to check out the email-to-receipts feature to get those receipts sent to your account. (You can forward to receipts@expensein.com)

The receipt will now be sent to your Unattached Receipts section. You can create an expense instantly but we would suggest waiting for the receipt to be scanned first.

The scanning process will extract the Date, Merchant, Amount, VAT amount and Currency. This process takes approximately one minute.

Once a receipt has been scanned it will have a yellow scanned label on it. You can now create an expense from that receipt by clicking the Expense button.



Now that you have captured your receipts you can create expenses from them.

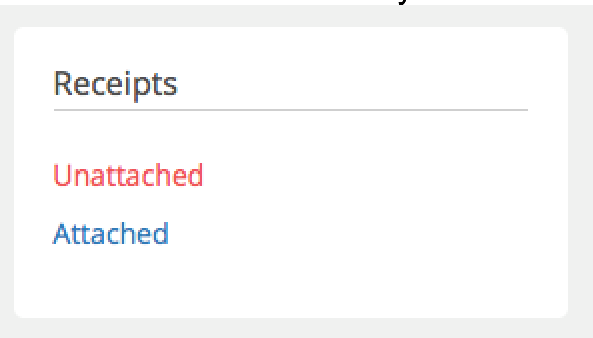
Alternatively capture your receipts using the app first and create the expenses in the web browser or app.

Create a purchase expense

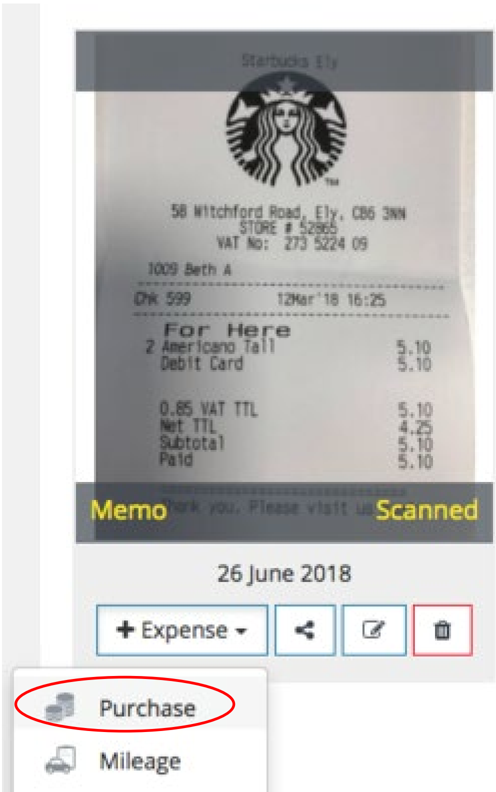
You can create purchase expenses from your receipts or from scratch.

Create an expense from your receipts

1. Your captured receipts will reside in your Unattached receipts section.
We would recommend that you create expenses from your receipts once they have been scanned. You can see if a receipt has been scanned as it will have a yellow scanned label on it which you can hover over to see the extracted data



2. Click the **+ Expense** dropdown and choose **Purchase**.



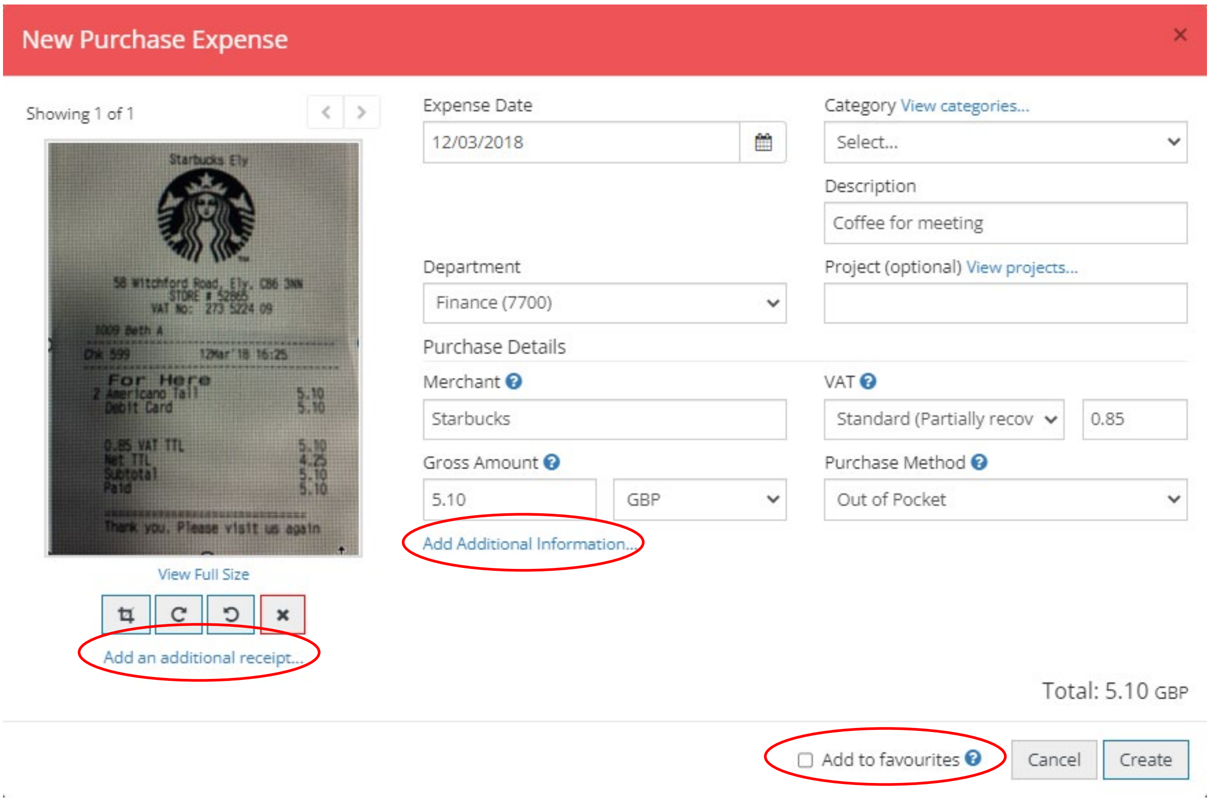
Providing the scanning process was able to extract the Date, Merchant, Gross Amount, VAT and currency, this will be pre-populated on your expense form. The memo that was added when uploading the receipt will be populated as the description.

3. Choose a Category using the drop-down menu (see "New Purchase Expense" screenshot below). The department will default to your main one however if the expense needs to go to another team/budget then please update.

4. If applicable, assign the project to the expense e.g. Audit Committee, General Assembly, etc. If you are unsure leave blank and your RTPI contact will add this later.

5. VAT: if the VAT is shown on the receipt please update the amount; if no VAT is shown or you are unsure then please select "No VAT receipt/unknown VAT Amount".

Click Create to add that expense to your account!



Additional information

- You can add additional information to assist the approver or note issues with the coding that you have.

- You can add multiple receipts to your expense by clicking **Add an additional** receipt.

- If you want to add more information to your expense, you can click **Add Additional Information**.

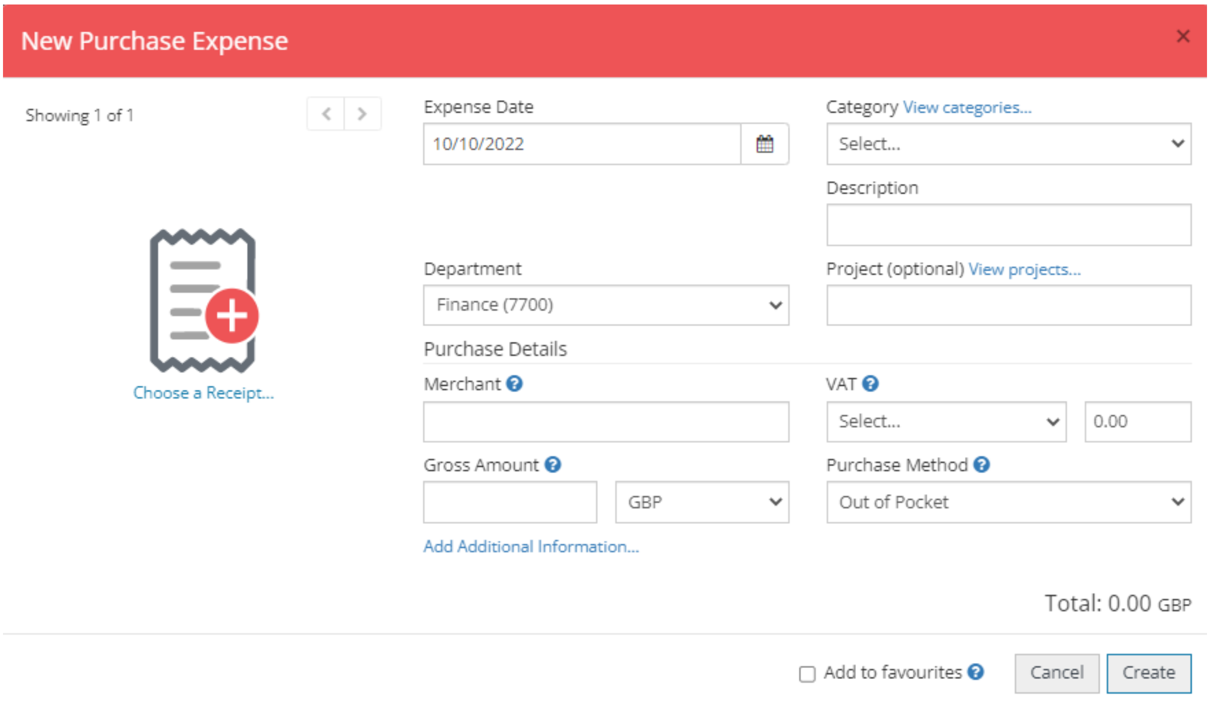
- If you create this expense regularly you can tick <u>Add to favourites</u>. This will create a template for you and will be stored in your Favourites area.

Create an expense from scratch

We suggest creating expenses from your receipts as you benefit from the ExpenseIn receipt scanning process. However, if you don't have the receipt or would prefer to input the expense information yourself you can create expenses from scratch.

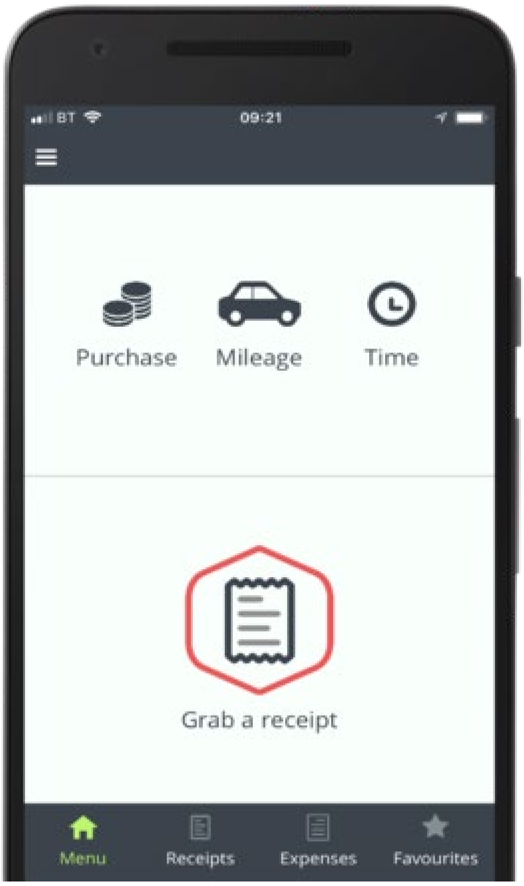
1. Click the **Purchase** icon in the web browser.

2. This will open a blank expense form that you can populate with your data. Click **Create** to add that expense to your account.



Capture a receipt (mobile app)

Capture your receipts on the go and let ExpenseIn extract your receipt data so that you can create expenses effortlessly.



1. In your **Menu** area, tap the **Grab a receipt** icon. This will open up your phone's camera where you can take a photo of your receipt.

2. Tap **Ok** to use the photo or **Retry** to take another photo of your receipt.
Please note: If you take a photo of multiple receipts, ExpenseIn cannot scan them. In addition, ExpenseIn will only scan receipts that have not yet been attached to an expense.

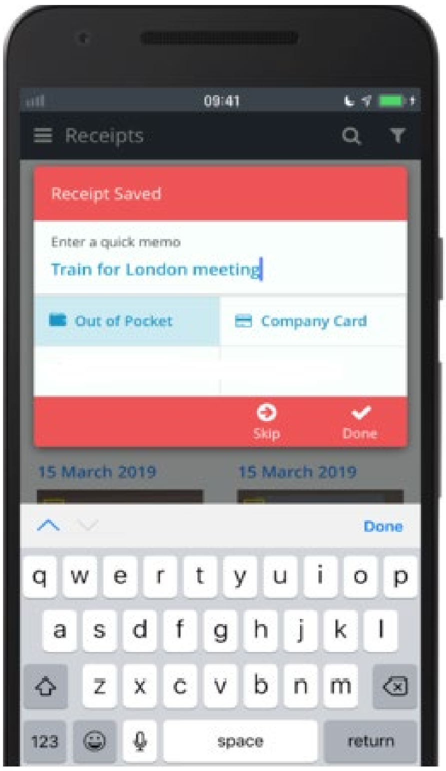
You can skip the next steps but we recommend adding these details as it will save you time once the expense is created: -

1. Add a memo to your receipt as this will populate the description box when you create the expense.

2. You can choose the Purchase Method of the expense: out of pocket (if you have paid with your own money) or company card (for HSBC corporate card expenses)

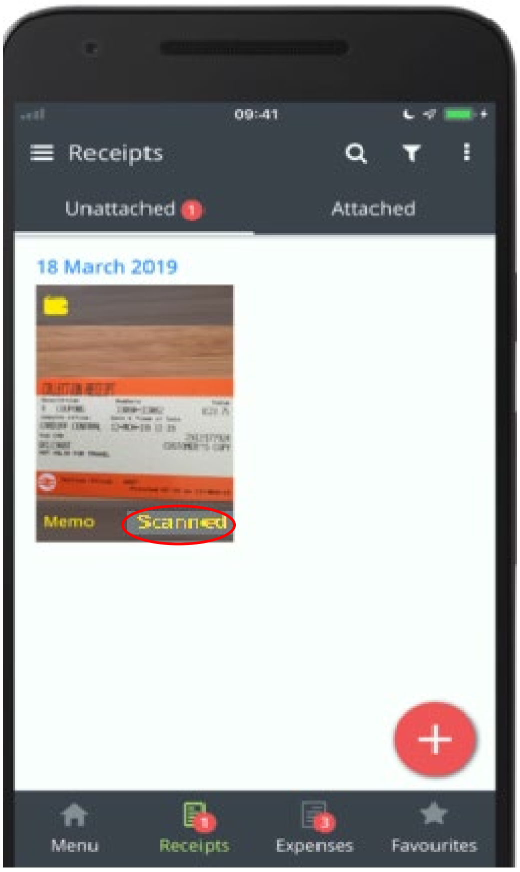
Tap **Done** to add that receipt to your account.
The receipt will be sent to your Receipts section.

You can create an expense instantly but we suggest waiting for the receipt to be scanned first.



The scanning process will extract the Date, Merchant, Amount, VAT amount and Currency. This process takes approximately one minute.

Once a receipt has been scanned it will have a yellow scanned label on it in the bottom right hand corner.



Create an expense

You can now create your expense in the app (detailed below) or go to your desktop web browser (see other guidance)

Create an expense from your receipt by tapping **Expense and choose purchase.**

If you have any receipts that have been sent to your email address. You will want to check out the ExpenseIn email-to-receipts feature to get those receipts sent to your account.

Complete the form:

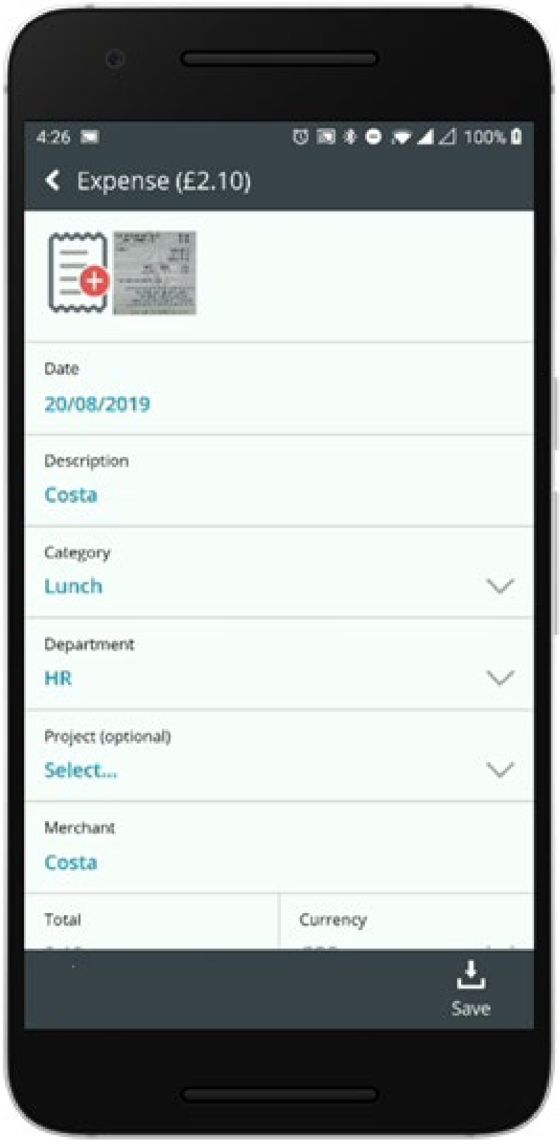
Providing the scanning process was able to extract the Date, Merchant, Gross Amount, VAT and currency, this will be pre-populated on your expense form. The memo that was added when uploading the receipt will be populated as the description.

The category will need to be assigned. The department will default to your main one however if the expense needs to go to another team/budget then please update.

If applicable, you can assign a project to the expense.

VAT: if the VAT is shown on the receipt please update the amount; if no VAT is shown or you are unsure then please select “No VAT receipt/unknown VAT Amount”.

Click SAVE


4:26
100%
Expense (£2.10)
Date
20/08/2019
Description
Costa
Category
Lunch
Department
HR
Project (optional)
Select...
Merchant
Costa
Total
Currency
Save

Submit expenses (mobile app)

Submit your expenses on the mobile app to send them for Approval.

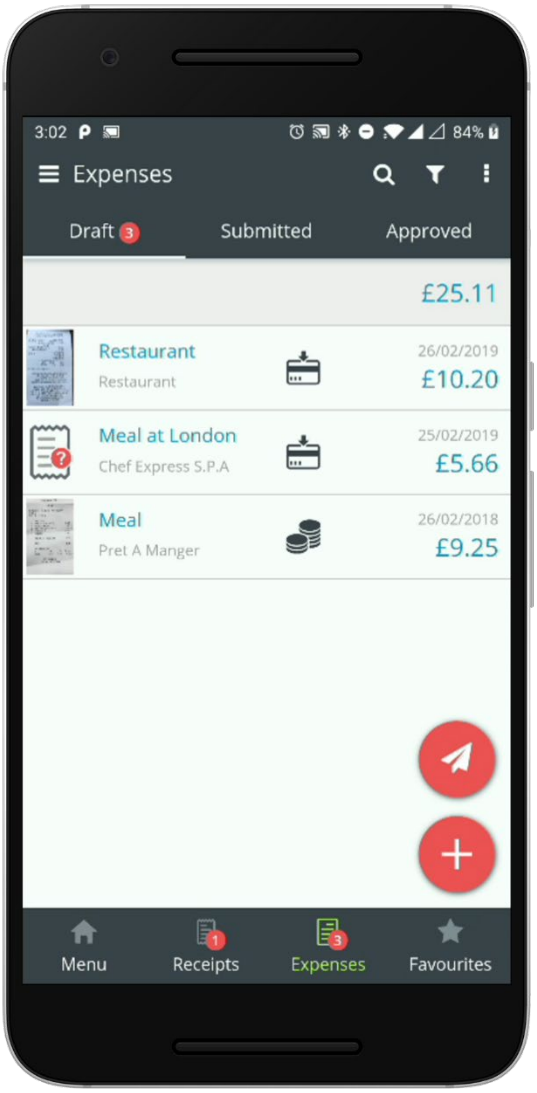
A video walk through on the basics is available at:

[Introduction Mobile App (Video) | ExpenseIn Help Centre]

Please also read the above sections on the web browser regarding coding transactions.

Any created Draft expenses will be stored in the Draft section, any expenses Awaiting Approval can be found in the Submitted section and Approved expenses will be stored in the Approved section.

1. To access your expenses area, tap the **Expenses** icon at the bottom of the screen. By default you will be taken to your **Draft** expenses section.



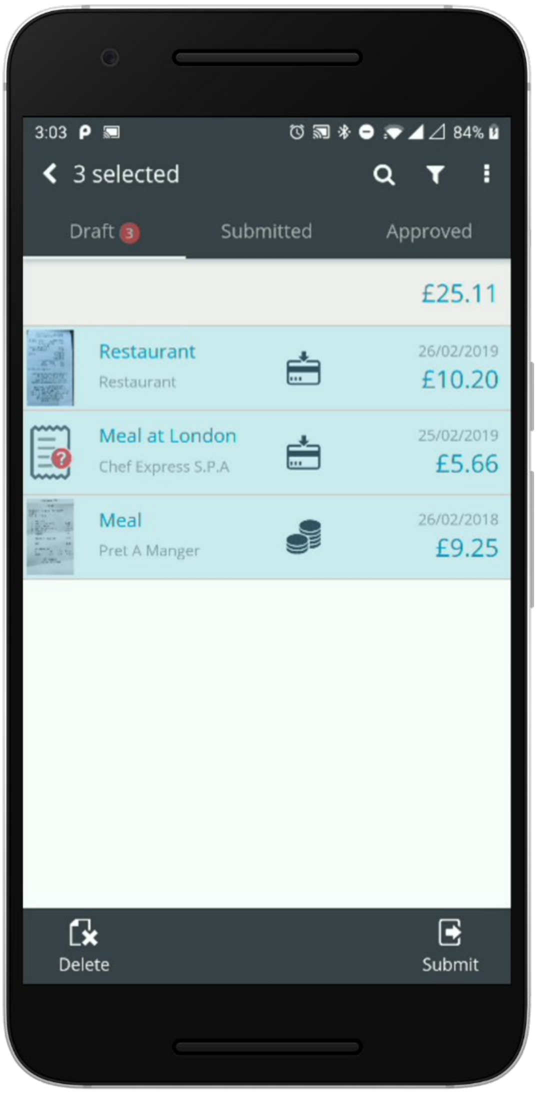
2. Use the **Search** and **Filter** options to help you find the Draft expenses you wish to Submit.

- **Search** for a specific expense: Tap the **Magnifying Glass** icon and enter the description of the expense you are look for.

- Apply a **Filter** to help you locate the expenses: Tap the **Filter** icon and select a filter option.

3. Tap the **Paper Airplane** icon and the Draft expenses will be selected.

- If you wish to deselect an expense, which has been highlighted, please tap the expense to deselect it.



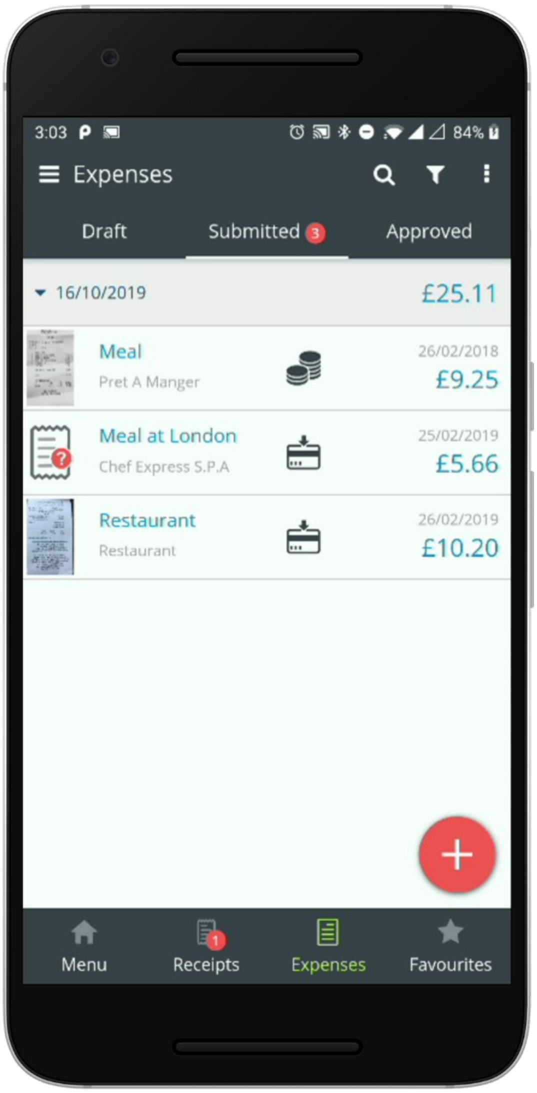
4. Tap the **Submit** button once ready.

If any policy issues have been detected with your expenses a Policy warning will appear. This warning will state what policy an expense is in breach of.

Providing your policy is "warn only" you can still submit your expenses by clicking **Yes** to continue. If you have any blocks enabled on your company policy, the system will block you from submitting these expenses.

5. Your submitted expenses will now reside in the **Submitted** area. You can move between Draft, Submitted and Approved expenses by tapping the different areas on your screen.

- The Search and Filter options are available to you for use in all sections of Expenses.



If you need to recall an expense that is awaiting approval, you can recall that expense back to your Draft area.