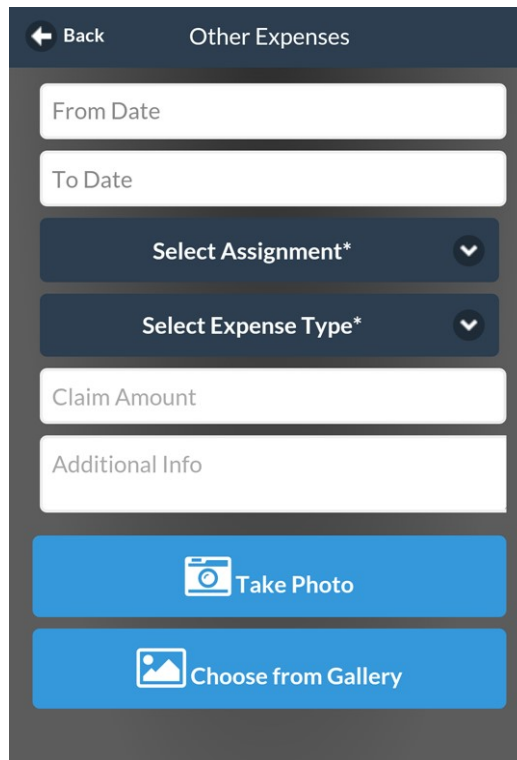


# Attach receipts using the expenses App.

1. Log into **EASY companion** and navigate to **Other Expenses**. Enter the details of your expense item claim.



## Upload receipt using camera

Take a photo of the receipt ensuring that it is clear, in focus and includes the relevant information.

If the image is acceptable tap **TICK ICON/OK/ACCEPT**. This will attach the photo to the expense item and return you to the Other Expenses page.

If the image is unacceptable, tap **RETRY/RETAKE** and then attempt to take the photo again.



## To upload receipt from gallery

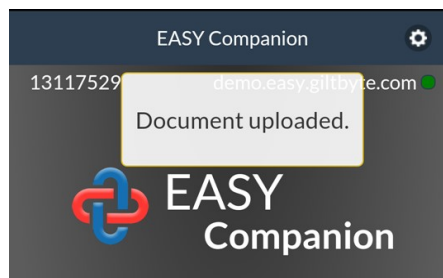
Tap **Choose from Gallery**, your device's photo gallery will be displayed. Tap on an image to preview it.

If this is the correct image, tap the tick icon to attach it to the expense item.

If this image is incorrect, tap the cross-icon to return to your photo gallery.



Once you have completed your expense claim. You will be returned to the EASY Companion page and you will get confirmation of upload of receipt.



If the app is not connected to a Wi-Fi/internet, then the app will queue your receipt and then synchronise and upload the receipt with the system once re-connected.