

Expenses will be processed in EASY from December 2018



Blood and Transplant

Why are we moving to a new expenses system?

Moving to the new system will deliver significant cost saving for NHSBT as a whole, as well as reducing the number of systems we use.

The new system will have the similar functionality as the previous system, plus new functions such as:

- **Recommended route** – The integrated Google maps function will provide you with the most time-effective route for your journey.
- **Favourite Journeys** – You will be able to save your regular, or favourite, journeys making it quicker to claim your expenses.
- **New mobile app** – The new mobile app allows you to record expenses whilst on the move, even where there is no mobile signal
- **One System** – There will only be one system to record expenses, annual leave and absences.
- **On Holiday function** - Approvers will be able to re-allocate their approval rights to another approver, during periods of annual leave.



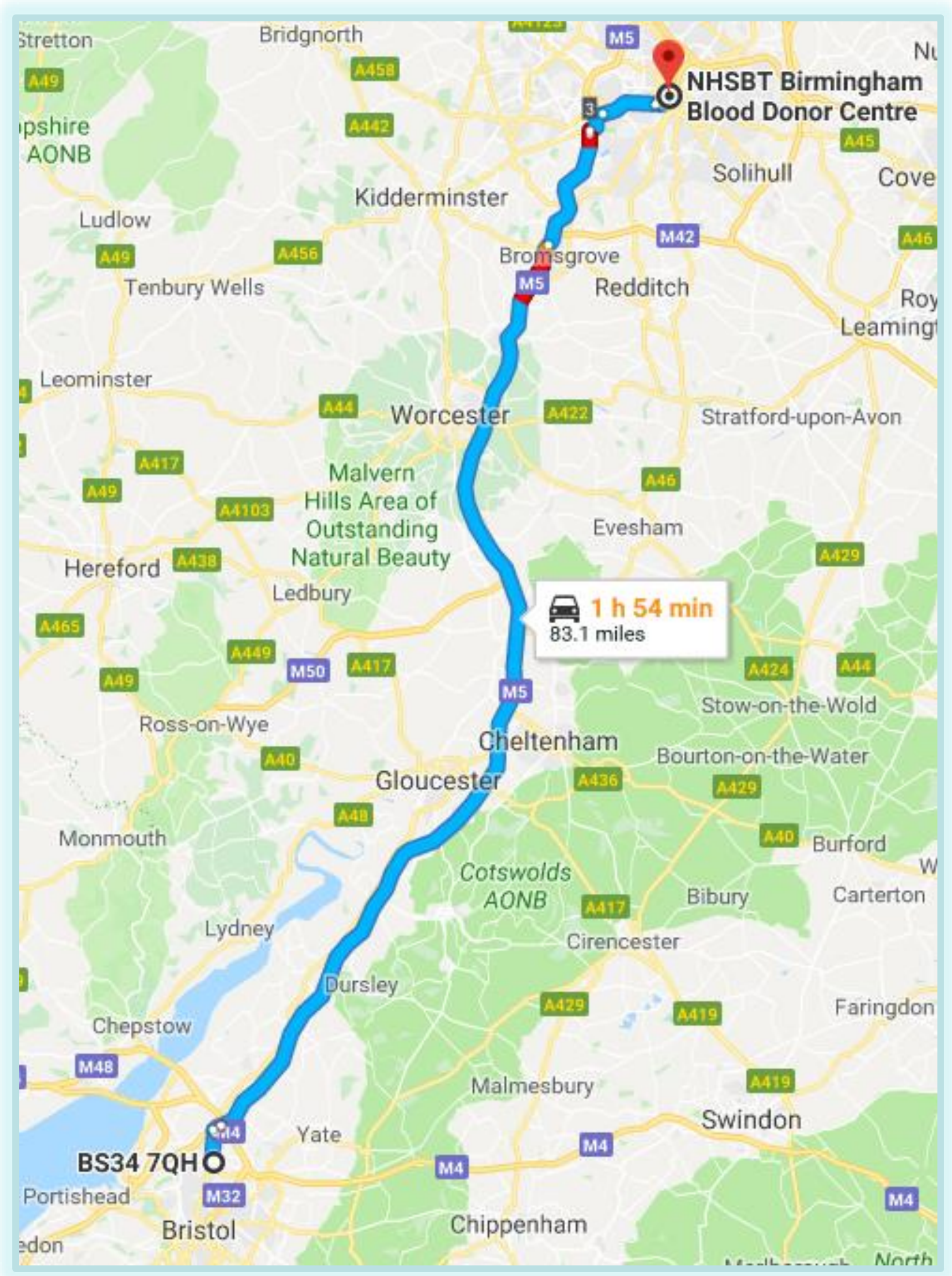
Raise your expenses claim on the move.

EASY Companion is available to use on all Android and iOS devices. Record your expenses claim, upload your receipt and claim your expenses – all at your fingertips. No signal? No problem! Your claim will automatically synchronise as soon as signal becomes available.

Visit the Play Store or App Store and look for **EASY Companion**.

Recommended Route and Favourite Journeys.

Save your favourite or regular journeys making it quicker for you to claim your expenses. Use the integrated maps function to view the route for your journey.



- ✓ Record and submit your expenses for travel up to 30th November in the current system.
- ✓ For approvers – Ensure all expenses up to 30th November have been approved by 6th December.
- ✓ Any expenses incurred after 1st December to be claimed on the new system.

What do you need to do?

Follow the actions on the left to ensure a smooth transition to the new system.

Don't worry, you will be able to view the recent history of your claims on the new system, so nothing will be missed.