

# Expenses Key Changes December 2018



Blood and Transplant

## New mobile app



- EASY Companion app can be used to input journeys, other expenses and upload your receipts.
- App can be used without Internet connection and will sync when you are next connected.

## Google maps



- Recommended route** – Google maps will provide you with the most time-effective route for your journey.
- Use the integrated maps function to view the route for your journey

## New icons when entering claims



- Comments box**
- New bank claim line**
- Return to start of journey**
- Continue journey**
- Copy an 'other expense' item**

## General Details

- EASY does not require a final **destination** for your journey.
- The **reason** for your expenses will be attached to each expenses type.
- Other details** are entered into the comments box.

## Assignment Information

Assignment Information	Start Date	End Date
Home to Base Distance	1.000	1.000
Base to Home Distance	1.000	1.000
Total Annual Business Miles	1.000	1.000
Home to Base Distance	1.000	1.000
Base to Home Distance	1.000	1.000
Total Annual Business Miles	1.000	1.000

- At the top of the expenses claim screen you can see
- home and base postcodes
- the 'Home to Base' and 'Base to Home' distances that will apply when your journey starts or ends at home.

## Expense Items

- Expense items no longer in a single list.
- They are split into two categories.  
**Mileage claims** for mileage, and  
**Other claims** for non-mileage related expenses.

Expense types are in drop-down lists

## Viewing Previous Claims



- At the top right of the expenses claim screen there are
- View Archived Claims (claimants)
- View Historical Claims (approvers) buttons.
- Click to access claims back to April 2017.

## New icons/flags when authorising

- Overlaps with absence**
- Receipt has been reused**
- View map of journey**
- Duplicate claim**
- Details of adjustments to journey**



## New icons submitted claims



- Overlaps with absence**
- Passengers**
- Details of adjustments to journey**
- View map of journey**
- Duplicate claim**

## E-mail notification/reminders

- Claimants and Approvers will be able to choose which e-mail reminders they receive from EASY, covering expenses, a/l requests and timesheets.
- Rejection notifications cannot be switched off.