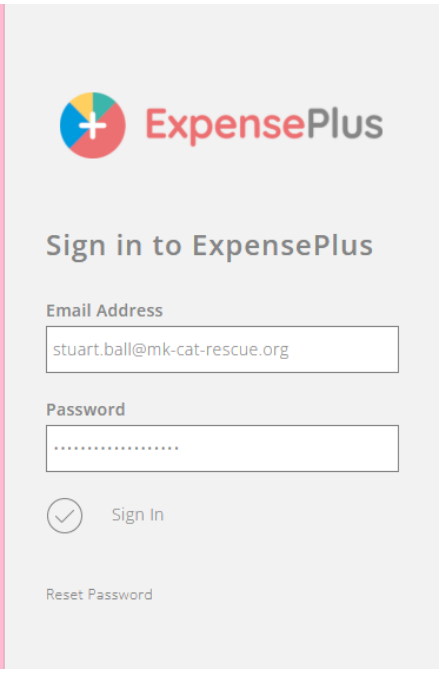
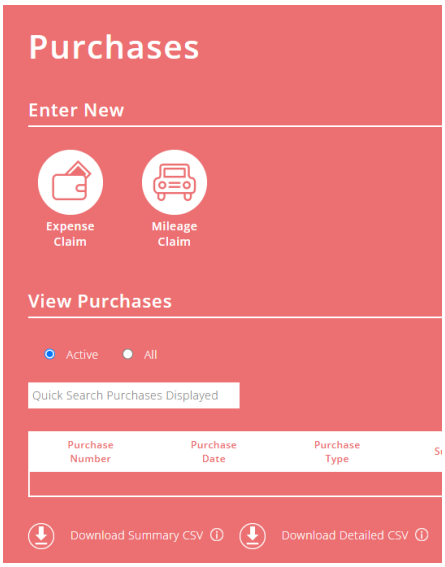
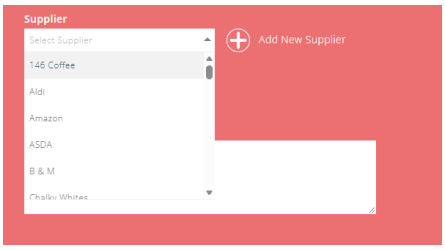
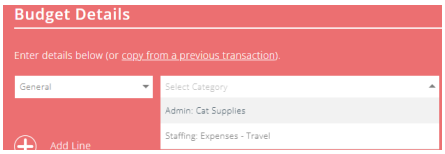
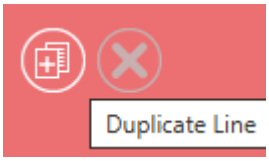
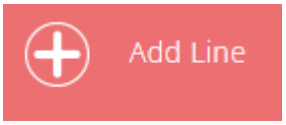
Claiming Non-Mileage Expenses

Processes · https://mk-cat-rescue.org/docs/claiming-non-mileage-expenses/

Some of our volunteers are approved to claim expenses through our accounting platform Expenses Plus. below is the guide for submitting claims. Our expenses policy can be found at: Expenses Policy

Step #	Description	Supporting Links/Images
1	Open Expenses Plus website	Link
2	Enter your supplied Username and Password	

3	Select the claim type Expense or Mileage in this instance we're submitting a Expense Claim	
4	Select the Supplier from the list or add Supplier, you will need one claim per supplier	
5	Enter the date the purchase was made	
6	Enter any notes that will help the Treasurer & Trustees to explain and approve the expense	
7	Select the Budget Details. Most expenses will come under Cat Supplies, however if you are buying suppliers for fundraising or other purposes, please use the form below to request additional categories be made available to you	
8	Add a description of the purchase and the value	
9	If you need to duplicate the lin use the duplicate line button	

10	Add more lines as necessary for this supplier	
11	Check the Payee is you	
12	We need receipts for purchases, these can be digital receipts you can upload and attach using your phone or computer	
13	Once the receipt is showing as uploaded, click submit, our treasurer will then review the receipt and approve the claim ready for payment to the account we hold details for.	