Expenses FAQ's

How do I change the Expense Types for selection?

An administrator of the Expense application can make updates to the options seen on the front end via the 'Expense Types' tab on the admin side.

Can a user upload multiple receipts to one expense sheet?

Yes, users can drag and drop multiple files into the receipt tab or these can be attached using the upload feature.

When will a notification be sent out about my Expense?

This is detailed in our guide:

Status changed to 'Approved': Expense submitter and Finance Team receive notification

Status changed to 'Rejected': Expense submitter receives notification

Status changed to 'Returned': Expense submitter receives notification

Status changed to 'Processed': Expense submitter receives notification

Last modified on 30 November 2023 by Hannah Door

Created on 11 November 2019 by Mhairi Hutton
Tags: user guide, expense, FAQ, finance