



## Expenses FAQ's

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### **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

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Tags: [user guide](#), [expense](#), [FAQ](#), [finance](#)