



MAKING AN EXPENSES CLAIM

DID YOU KNOW?

- 1** When expenses are incurred in a group, the most senior employee in the group must pay and subsequently claim the expenses
- 2** Claims over three months old will need additional approval and may be rejected
- 3** When on business, road toll fees may be reclaimed. Receipts should be submitted for all toll claims including details of the individual journeys. You won't be able to claim for 'topping up' a tag
- 4** When you're arranging staff entertainment please let your manager know before you organise an event
- 5** Discretionary tips and gratuities are not considered a necessary business expense and shouldn't be claimed. Make sure you check your bill before paying and making your claim
- 6** Line Managers can't override limits that are set out in the policy.
- 7** Where possible we encourage you to use Greene King accommodation when a property is within 10 miles of your final destination
- 8** You can email electronic invoices to receipts@concur.com and it will appear in the receipt store on Concur if your email address is verified in your Concur profile
- 9** If you spend over the approved limits set out in the Expenses Policy, you won't be able to submit your claim until you amend the value to the permitted amount
- 10** Correct categorisation is vital – refer to the policy on The Vault if you are unsure what expense type your claim should fall under.