HOW TO FILL OUT YOUR EXPENSES CLAIM

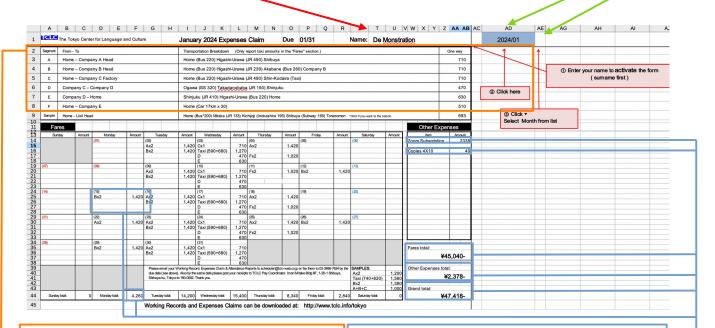
This new form will help to speed up the process when it comes to calculating the grand-total and price-breakdowns. Here is a handy guide to get you through the process.

1. Fill out your name

For this form to work, you **MUST first fill in your name in the TOP RIGHT corner** (surname first). This will "Activate" the auto-calculation feature.

2. Select the CORRECT month

First click on **Cell 1/AD** and a box with a down-arrow will appear in **Cell 1/AE**. Select the corresponding month.



3. Route Details

For 'Segment A', enter the 'From – To' data in Cell B3, the 'Transportation Breakdown' in Cell I3, and the 'One Way' total in Cell Z3. Similarly for the other 'Segments'.

5. Filename convention for your attachments:

For explanation, see 'How to fill out your Working Record'.

Example: EC2024T1JANSMITHJ.xlsx

4. Fares - Other Expenses

For each day enter the letter corresponding to the 'Segment', and if it's a return trip, write **Ax2**.

If there are **Taxi-fares**, enter them on a separate line, for example: **Taxi (590+680)**

For each line, enter the total fare in the 'Amount' cell.

Enter other expenses similarly. All totals will be calculated automatically.