

## HOW TO CLAIM A UEA MEDSOC CONFERENCE BURSARY

1. Download the 'eExpense365' app on your mobile phone.
2. Register for this app using your UEA credentials 'abc123def', and confirm your account through your UEA email.
3. Login on the app using your username and password that you should have received through your UEA email.
4. You should see 4 icons: 'Expenses', 'Documents', 'Notifications' and 'Details'.
5. To claim a conference bursary, start by clicking on 'Expenses'.
6. Click 'New' in the top right-hand corner.

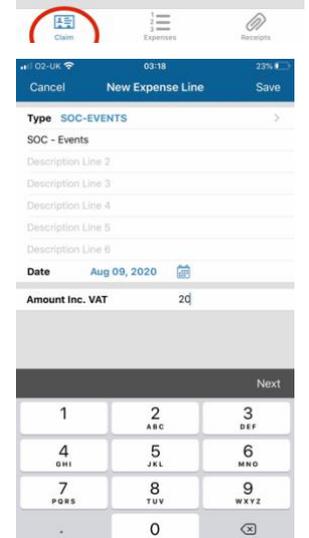
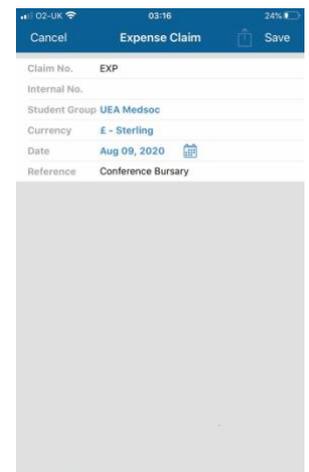
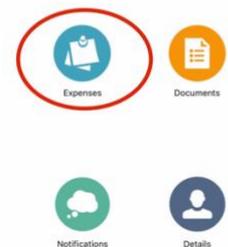
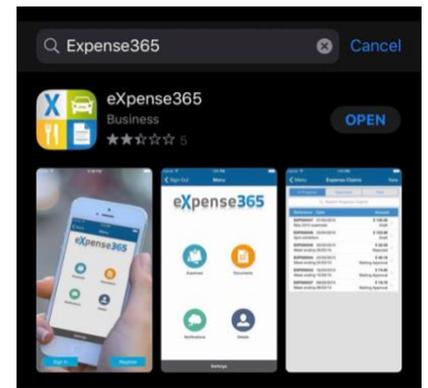
***There are three tabs at the bottom of the screen: 'Claim', 'Expenses' and 'Receipts'. You will need to navigate all 3 sections to claim a conference bursary.***

7. We will start on the 'CLAIM' tab:

- You should see a table, from top to bottom: 'Claim No.', 'Internal No.', 'Student Group', 'Currency', 'Date' and 'Reference'.
- Click 'Student Group', and select 'MedSoc' in the drop-down menu.
- In the 'Reference' section, type 'Conference Bursary'.

8. Now let's move on to the 'EXPENSES' tab:

- Once you have clicked 'EXPENSES', you will see a blank screen with a button saying 'New' in the top right-hand corner. Click 'New'.
- You should see a new table titled 'New Expense Line'. First click 'Type' and select 'SOC - Events'.
- Once you have done that, go down to the bottom of the table where it says 'Amount Inc. VAT'. Enter the sum of money you wish to claim back for your conference bursary (max. £20).
- Click 'Save' in the top right-hand corner.



9. Once you see your claim that you have created appear in the 'Expenses' tab, move on to the 'Receipts' tab:

- Here you submit your proof that you have attended/will attend the conference. This will include any receipts, forms and certificates to confirm that you are attending/have attended.
- On this tab, click 'New' on the right-hand corner of the screen.
- From here, click the 'Select' icon with the camera next to it.
- Attach the photo you wish to submit as evidence.
- Then add a description of what the photo is. Once you have done that click 'Save'.
- For a conference bursary to be approved, you must submit **at least 2 photos of evidence**. If you fail to do so your claim process may be delayed.



10. Now you are ready to submit the claim:

- Go back to the 'Claim' tab, and click 'Save' in the top right-hand corner of the screen.
- On the direct left of the 'Save' button, you will see a box with an arrow leaving it. Click this icon.
- You can view your expense claim and review it to make sure you have all the details.
- Once you are ready, click 'Submit For Approval'
- Finally, click 'Send'.

**Your claim should be processed within 1 week. Our committee will approve these as fast as we can, if there is a significant delay it will most likely be the SU – please understand this.**

