

How to search for a “draft” travel & subsistence claim

Background

Sometimes you may have entered a travel & subsistence claim, saved it in “**Draft**” mode, and logged off to return to edit the claim at a later stage. This document details how to retrieve a “draft” claim, edit it and submit for approval to the Payroll and Expenses Office (please ensure receipts are electronically attached).

Note: This is a different scenario of searching for and checking the status for a claim that has already been sent to the approver (a claim that has been saved as “**Ready**”). For this scenario please refer to “**How to check status of an active travel & subsistence claim**”.

Guidelines:

1. Log in to travel and subsistence online:

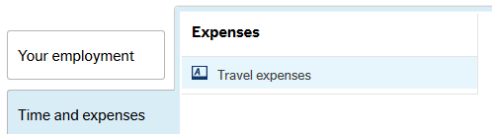
<https://agresso.nuigalway.ie/Agresso/Login/Login.aspx>



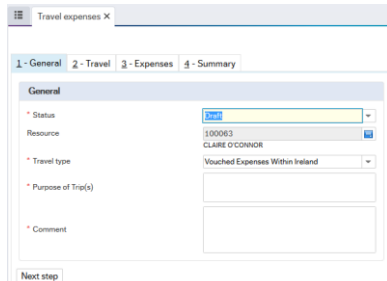
2. Search and display all your claims.

On the menu, select ‘Time and Expenses’ and then ‘Travel Expenses’

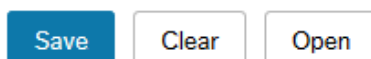
Menu



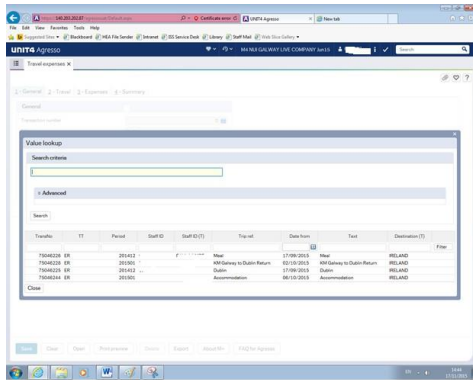
You will now see the screen below:



At the bottom of the screen, select the ‘open’ button (3rd from the left)



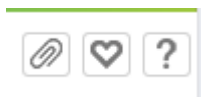
You will get a pop-up box of all claims you have submitted but have not been reimbursed yet



3. Choose the claim that you had saved as “Draft” mode by clicking on the claim number.

Edit the claim. Note: You will **NOT** be able edit a claim that has already been saved as “Ready”.

4. Attach (any relevant) receipts electronically, by clicking on the paperclip, on the top right hand corner of the screen.



5. Submit your claim for approval by changing status from “Draft” to “Ready”.

Note:

Failure to adhere to the above could result in *significant delays* in processing the claim.