

1. Logging in



District User Login

Email:

Password:

Club #:

The login credentials have been sent to you by email. If you have any login questions, please contact the current Finance Manager.

2. First page – Beneficiary Information



Beneficiary Information

Name: ✓

Email: ✓

Address L1: ✓

Address L2: ✓

Address L3: ✓

IBAN: ✗ IBAN checksum incorrect

BIC/Swift: ✓

Bank Name: ✓

Bank Address: ✓

Fill out all the requested information, as shown in the example above. Since you can save this information by pressing “Save as default”, it is possible (and recommended) to do this only once. Next time you login the saved data will be restored. When your internet browser has processed the information, please click “Continue”.

3. Second page – Expense Line Item



Expense Line Item

Event Month & Type:	2016 August	Club visit	✓
Receipt Date & Value:	2016-08-01	125	EUR ✓
Expense description:	Describe as clearly as possible the expense		✓ (43/128)
Expense detail:	Refreshments	For travel, specify mode of transport	✓
Receipt & Summary:	Alege fișierul Guidelines for online expen...missions D95_2016-2017.docx ✓		
	Alege fișierul Reimbursement request tool - user manual.docx		
	Alege fișierul RR additional info (2016-2017).docx		
Beneficiary Submit Terminate session			

Submit your expense claim and describe it as clearly as possible. Please read the *Guidelines for online expense claims submissions D95_2016-2017 file* on the district website for further information. Note that you have to upload an attachment (receipt, invoice, event program, report etc.) to be able to submit your request. However, if you have several items in the same request, the attachment is needed only with the submission of the first item. Press “Submit” and wait.

4. Third page – Submission Successful



Submission Successful

The submission and file upload succeeded. A confirmation E-mail was sent to both the beneficiary and yourself.

If you have more claims to enter, go back and add more line items.

In the future we will try to aggregate your session's line item submissions, allowing you to send this confirmation as just one summary E-mail message.

Add another line Terminate session

If you want to submit another reimbursement request, press “Add another line”. If you finished your work, press “Terminate session”.