

## TRAVEL CLAIM attachments

When filing your travel claim, make sure you attach your receipts to the travel claim. The attachments must be .pdf – files. You can either scan your receipts (tape them to an A4 and scan – multiple receipts can be taped to the same paper as long as you can read each receipt and its information) or you may take a picture with a mobile device and have either multiple attachments or multiple receipts in the same image – as long as the text is readable. If you take a picture with a mobile device make sure you convert the file to a PDF.

The original receipts can then be thrown away – I.e. you DON'T NEED TO SEND THEM TO ANY ADMINISTRATIVE PERSONNEL and you DON'T NEED TO STORE THEM YOURSELF! Please make sure the PDFs are clear and that all information and text found on the receipt is visible on the PDF before throwing the original one away! Otherwise the auditors may not accept the cost!

Note that SAP works best with Internet Explorer browser, other browsers also work, but you might have to do some adjustments, for example allow pop-up windows, so if you are having difficulties, switch to IE.

How to attach the receipts. This is done BEFORE you actually start filling in the travel claim. (If you forget it, no worries – then you just save the claim and log out, then log on to SAP again and attach the file before continuing with the travel claim)

1. Choose the row of the travel request you want to convert into a travel claim

Matkanumero	Alkupäivämäärä	Loppupäivämäärä	KohdPka	Peruste	Tila	Tarkastaja/Hyväks
1000119270	07.06.2015	09.06.2015	Tukholma	Nuus seminaari	Matkapyyntö hyväksyty	

2. When you activate the row it becomes possible to choose attachments (liitteet if your SAP is in finnish)

Matkanumero	Alkupäivämäärä	Loppupäivämäärä	KohdPka	Peruste	Tila	Tarkastaja/Hyväks
1000119270	07.06.2015	09.06.2015	Tukholma	Nuus seminaari	Matkapyyntö hyväksyty	

3. Click on browse and choose the file from your computer

3. Browse... No file selected. Upload

Object ID | Reserve | Storage date

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Näytä Poista

4. After choosing your file, make sure you press upload before you continue doing your travel claim.

4. Browse... FC kuitit kesäkuu2015Häggman.pdf Upload

Object ID | Reserve | Storage date

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Näytä Poista

5. Now you can continue doing your travel claim the same way as before.