

# FEMS Tip Sheet:

## How to Submit an Expense Claim

### How to submit it in FEMS

1. Click on the claims tab on the FEMS dashboard and then on submit an expense button.



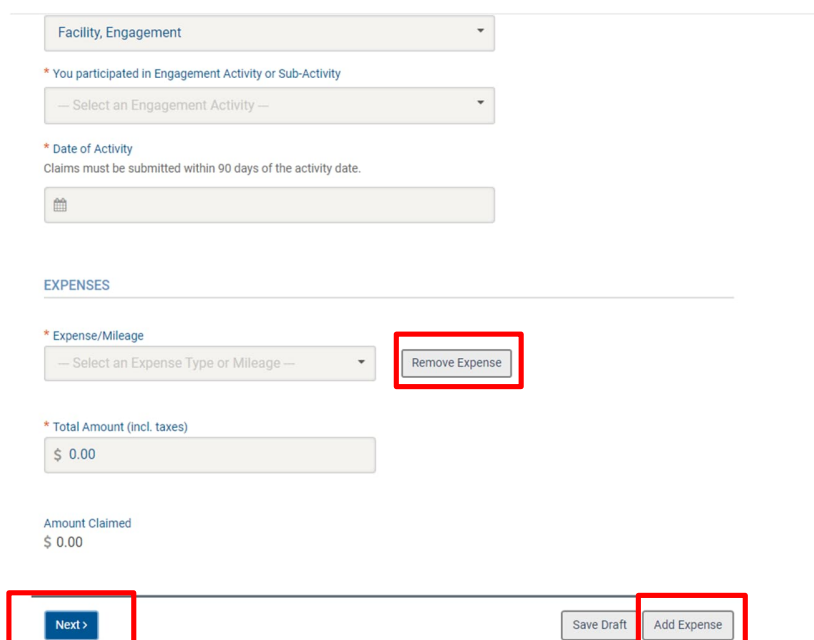
Dashboard > Claims

Claims

Submit a Claim Submit an Expense

Claim Number ▾ Claimant ▾ Engagement Activity ▾ Physician Society/MSA ▾ Submitted ▾ Activity Date ▾ Status ▾ More ▾ Clear All Filters

2. Fill out the required fields.  
**NOTE:** if you do not see the correct activity in the list, please contact FEMS support.
3. If there are multiple expenses per claim, please add them individually by using the Add Expense button. If you wish to remove one, please use the Remove Expense Button. Once completed adding all expenses, press Next.



Facility, Engagement ▾

\* You participated in Engagement Activity or Sub-Activity

— Select an Engagement Activity — ▾

\* Date of Activity

Claims must be submitted within 90 days of the activity date.

EXPENSES

\* Expense/Mileage

— Select an Expense Type or Mileage — ▾ Remove Expense

\* Total Amount (incl. taxes)

\$ 0.00

Amount Claimed

\$ 0.00

Next > Save Draft Add Expense

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## How to Submit an Expense Claim

4. Review the claim for accuracy and then select the submit button. To change anything before submitting, you can use the Edit or Back buttons.

### Submit an Expense

Expenses

Review

CLAIM DETAILS

Engagement Activity

Clinical Governance Improvement Initiative (CGII)

Claimant

Engagement Facility

Date of Activity

Mar. 12, 2024

Types of work

EXPENSES/MILEAGE

Conference Fees & Expenses (Off Site)

\$1.00

Subtotal

\$1.00

Edit

CLAIM TOTALS

Tax

\$0.00

Claim Total

\$1.00

Submit >

< Back

Save Draft