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.**
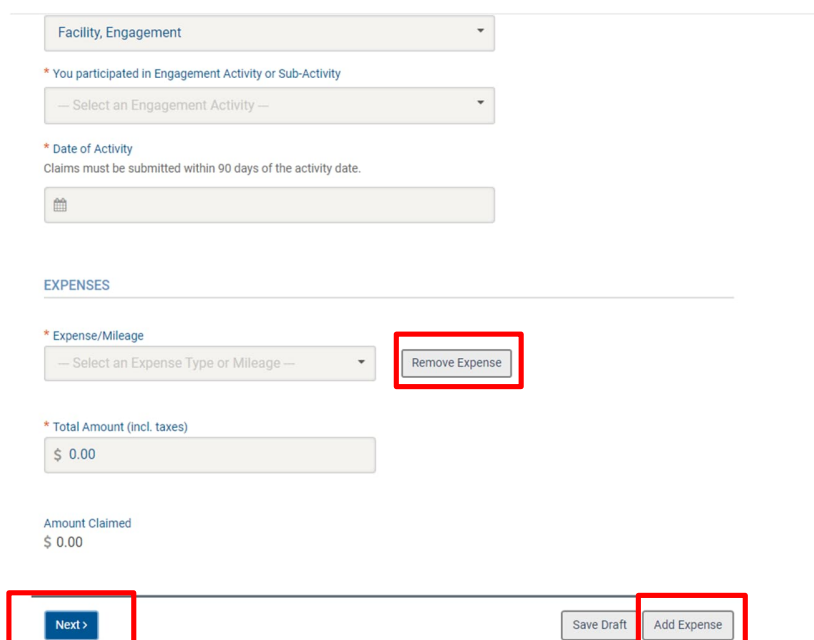

2. **Fill out the required fields.**
   NOTE: if you do not see the correct activity in the list, please contact FEMS support.

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.**

4. **Review the claim for accuracy and then select the submit button. To change anything before submiting, 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]