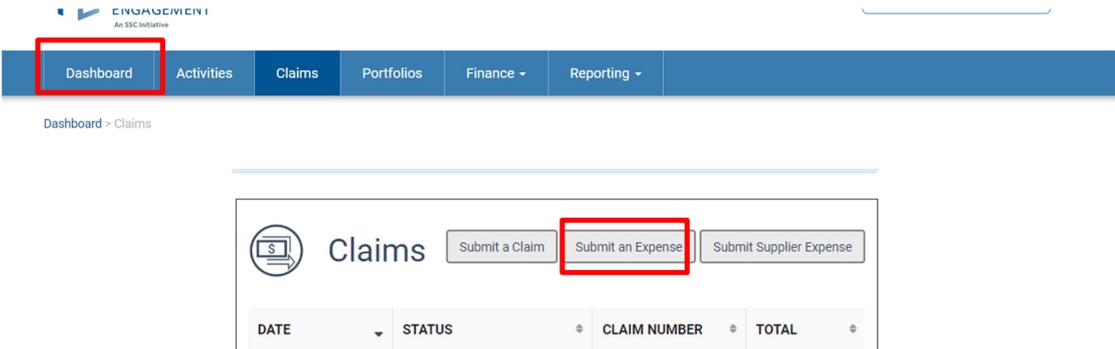


# FEMS Tip Sheet: How to Submit Physician Expense Claims



## How to submit it in FEMS

1. Click on the submit an expense button on the FEMS dashboard.

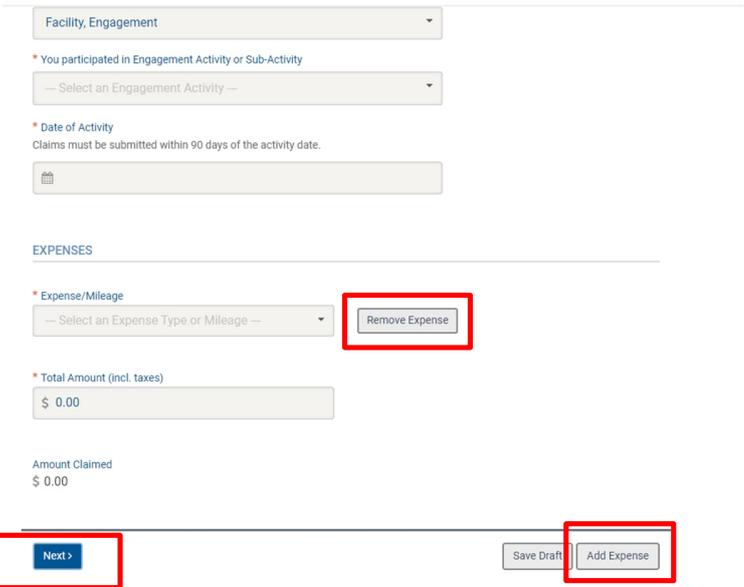


2. Fill out the required fields.

**NOTE:** if you do not see the correct activity in the list, please contact FEMS support.

**NOTE:** this option is only for physician expenses – all other expenses go under the supplier expense option.

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.



# FEMS Tip Sheet: How to Submit Physician Expense Claims



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



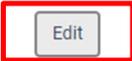
### CLAIM DETAILS

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
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Subtotal	\$1.00
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### CLAIM TOTALS

Tax	\$0.00
Claim Total	\$1.00

