

How to submit it in FEMS

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

		An SSC Initiati								_			
		Dashboard	Activities	Claims	Portfolios	Finance -	Reporting -						
		Dashboard > Claims											
			- Г										
					Claims	Submit a Claim	Submit an Expen	se Submit	Supplier Exp	ense			
				DATE	- STATU	JS	CLAIM NU	MBER \$	TOTAL	\$			
2.	Fill o NOT NOT opti	Dut the req E: if you do E: this option.	uired f o not se ion is o	ields. ee the co nly for p	orrect act hysician e	ivity in th expenses	e list, plea: – all other	se conta expens	act FEN ses go	VIS si unde	upport. er the sup	oplier ex	oense

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	
	*
Date of Activity Claims must be submitted within 90 days of the activity date.	
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EXPENSES	
* Expense/Mileage	
- Select an Expense Type or Mileage	Remove Expense
* Total Amount (incl. taxes)	
\$ 0.00	
Amount Claimed	
÷ 5.00	
Next >	Save Draft Add 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				
Тах	\$0.00			
Claim Total	\$1.00			
Submit	Rack Save Draft			