

DAILY APP – Domestic Claim

In this article, we are going to show you how to register a Domestic claim.

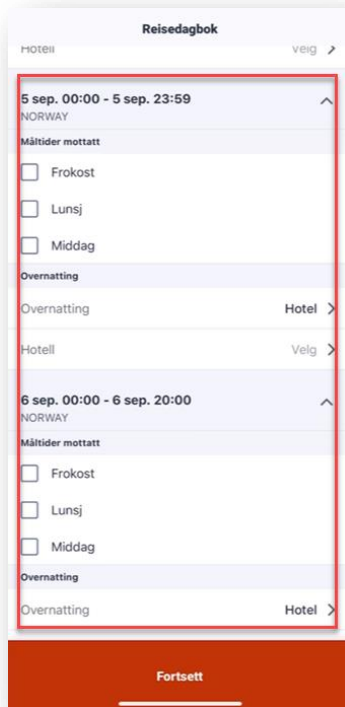
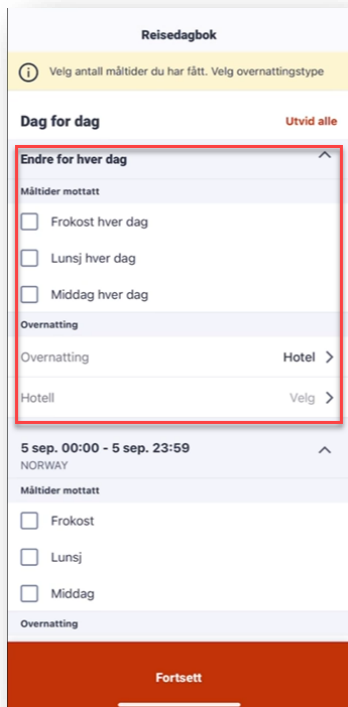
1. Select **Expense**, click on the plus button, choose **Claim** then **Domestic**. Add duration of your trip and fill out information in the fields under **Basic information**. Press **Create!**

The first screenshot shows the 'Velg type utlegg' screen. It has a title 'Velg type utlegg' and a yellow information banner that says 'Opprett en diettreise når du har diettgodtgjørelse. Knytt utleggene til reiseregningen.' Below this are three main categories: 'Jeg har reist', 'Reise på regning', and 'Reise på regning'. Under 'Jeg har reist', 'Innland' is selected and highlighted with a red box. Under 'Reise på regning', 'Reise på regning' is also highlighted with a red box.

The second screenshot shows the 'Innenlandsreise' screen. It has a title 'Innenlandsreise' and a back arrow. Below the title is a table with travel dates and times. A red box highlights the 'Fra' and 'Slutt' rows. A red arrow with the number '1' points to the 'Fra' row. Below the table is a section for 'Ansattforhold' with the value '999901, Oslo, HR Manag...'. Below that is a note: 'Det finnes flere ansattforhold på valgte dato, velg hvilket ansattforhold reiseregning/utlegg skal gjelde.' Below this is a section for 'Grunndata' with two fields: 'Hokksund - Trondheim' and 'Tur/retur'. A red box highlights the 'Hokksund - Trondheim' field, and a red arrow with the number '2' points to it. At the bottom of the screen is a red button labeled 'Opprett'.

Fra	5 sep. 2022	07:00	
Slutt	6 sep. 2022	20:00	
tor. 3. sep.	17	57	
søn. 4. sep.	18	58	
man. 5. sep.	19	59	
tir. 6. sep.	20	00	
ons. 7. sep.	21	01	
tor. 8. sep.	22	02	
fre. 9. sep.	23	03	

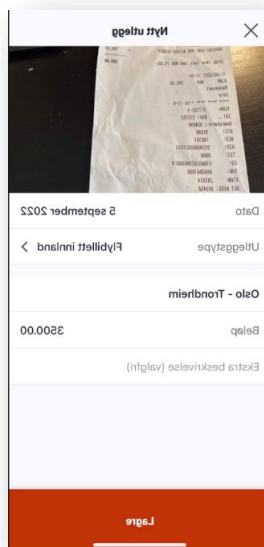
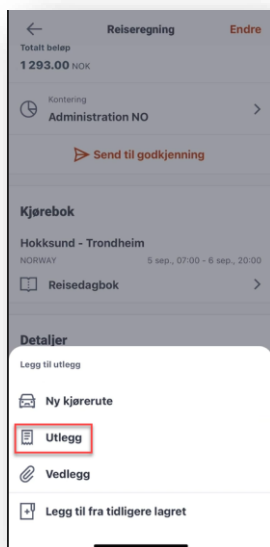
2. In your travel diary, you must fill in information about the type and place of accommodation in addition to what you have received regarding food. It is possible to register information for the entire trip if there are no variations regarding accommodation or food (picture 1) or you can register information by date (picture 2).



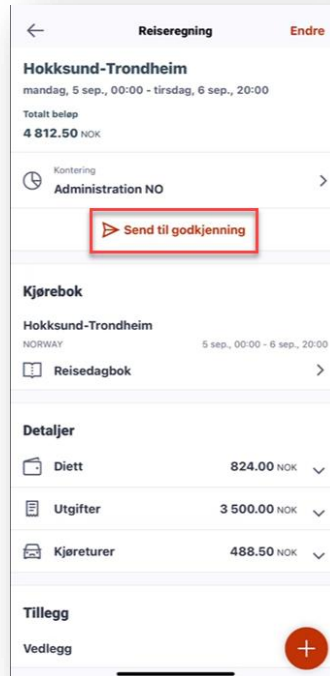
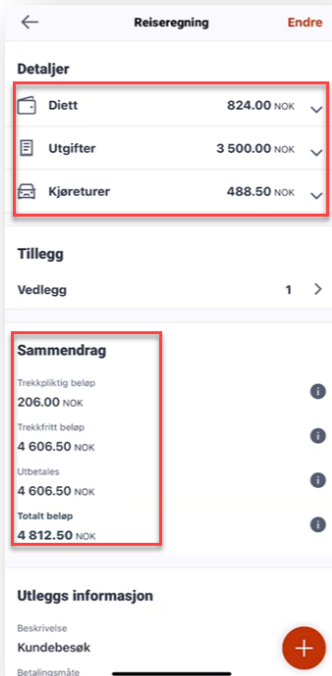
- If you have had expense claims regarding driving, register this by clicking on the plus sign and select **'Drive'**. Fill in the route and the distance will be automatically calculated.

The **'Description'** field is required. Remember to add passengers if you have had somebody in your car and how many kilometers they have been a passenger for..

To get a refund for, for example, a flight ticket, you register this by pressing the plus sign and selecting **Expense**. Fill in the date, choose the expense type, add the amount and upload a receipt by either taking a photo directly or uploading a photo you have already taken. Press **Save** and the outlay is added to the journey.



4. If you have multiple expenses related to your trip, repeat the same procedure until all of them are registered. Once everything is registered, you will get the details and a summary. Make sure everything looks right and select **'Submit for approval'**.



5. When you have tapped 'send for approval' you will see the name of your manager. If there are no additional comments you can send the claim for approval. Your manager will be notified.

