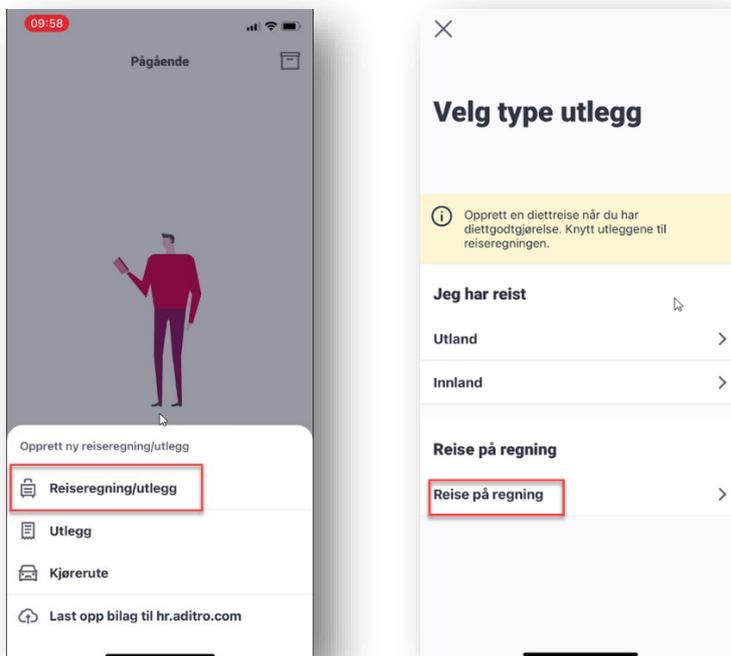


## DAILY APP

In this article, we will show you how you can make travel and expense registration easier by using the Daily app on your mobile. In this example we will take you through registration of an Expense claim.

Here's how to do it:

1. Click on **Expense**
  - Tap the plus sign (+)
  - Choose whether you are going to make a registration of a **Claim, Single Expense** or **Drive**.  
Then choose Expense claim.



2. Choose the duration of your trip

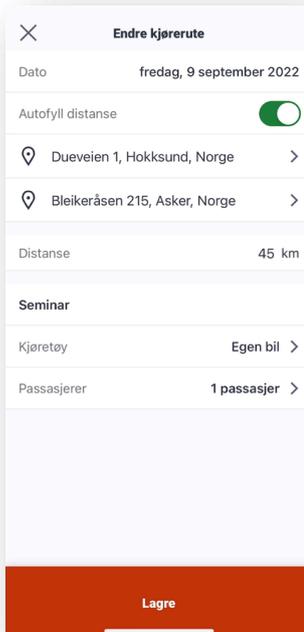
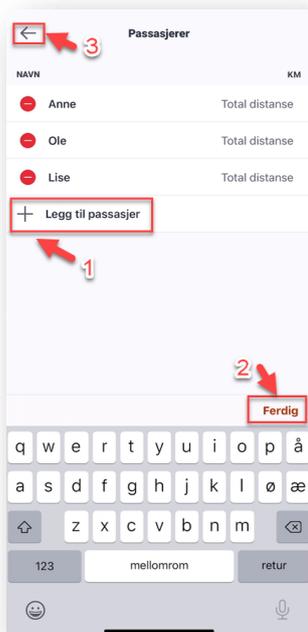
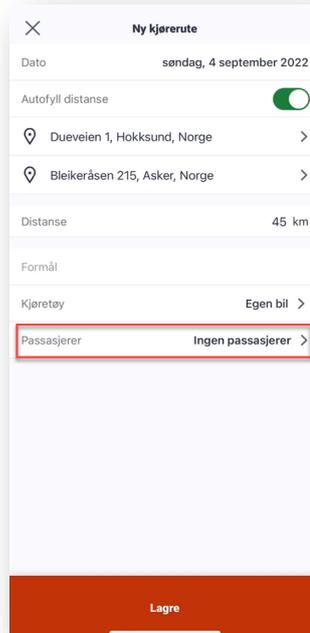
Under Basic information, the following must be entered:

- Title
- Travel purpose

Tap **Create!**

3. To register mileage allowance press the plus sign, select the new driving route and fill in the fields. Purpose of the trip is required.

If you have had a passenger, click on the '**passengers**' field, add their name and how far they have been with you in the car. To add several passengers, press **add passenger** until you have registered everyone who has been with you in your car. Then select **done** and **arrow back**.

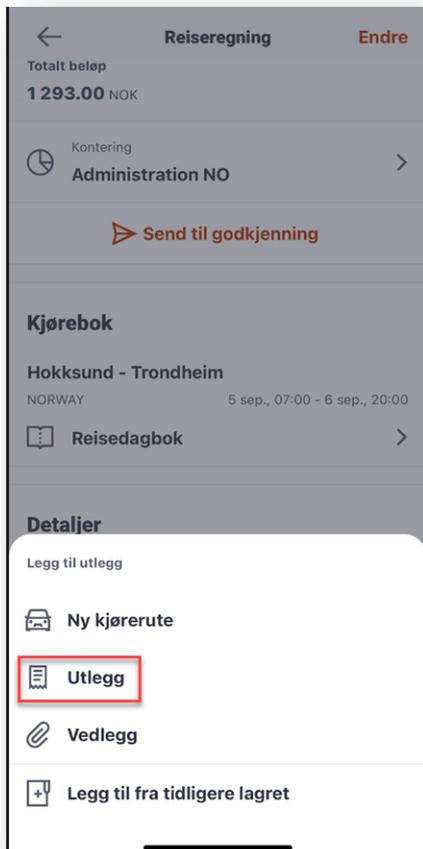


The kilometers get automatically calculated when you add your route. When all the information is correct, click **Save!**

If you have expenses related to your trip, add this by clicking on the + sign and selecting '**Expense**'

- Select the expense type by clicking on the field that says '**Expense Type**' and select the appropriate outlay. (e.g. office supplies)
- Enter the amount by clicking on the field where it says amount.
- Attachments must also be enclosed. There are three options for attaching your attachments.

1. Two square bezels takes you to your camera roll (used if you have taken a picture of a receipt and need to retrieve it).
2. Camera symbol gives you access to the camera on your mobile (used if you want to take a picture and get the receipt directly into your travel expense report)
3. The paper clip symbol gives you access to files you have saved on your phone.



Once you have checked that everything is correct, submit for approval. You will then see the name of your manager and an option to add a comment. If there is no need for a comment, press send for approval and the expense claim is registered!

You will be notified in the app when your trip is approved or if it is returned. Notification will also be sent to your manager.