

# MyPay – Expenses Claim Requests

Modified on Tue, 10 Dec, 2024 at 1:13 PM

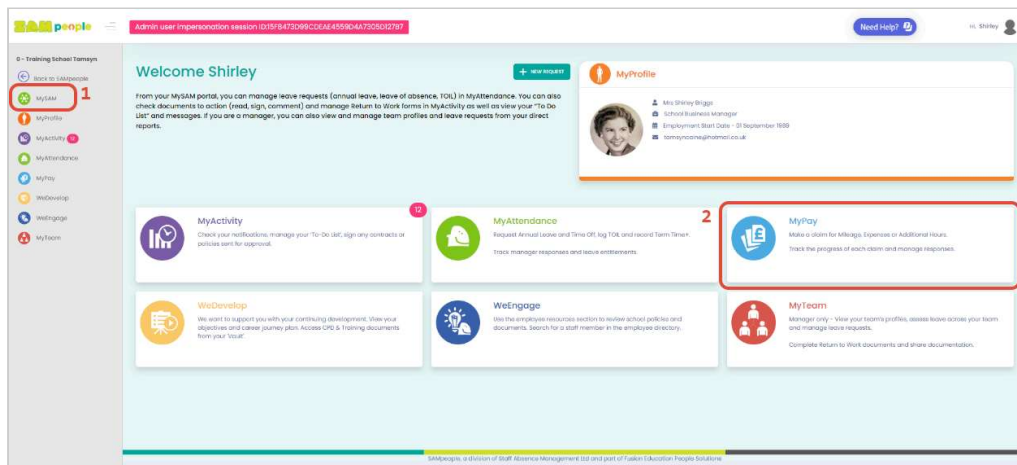


Within the **MyPay** section you can make a claim request for **Expenses** and track the progress of these claims and the approvers responses.

1. Log in to **SAMpeople**. If you are already a SAMpeople user you will need to click on the **MySAM** button on the left hand menu.

If you are not a SAMpeople user you will go directly to your **MySAM Portal**.

2. To access **MyPay** click on the tile or the left hand menu option.

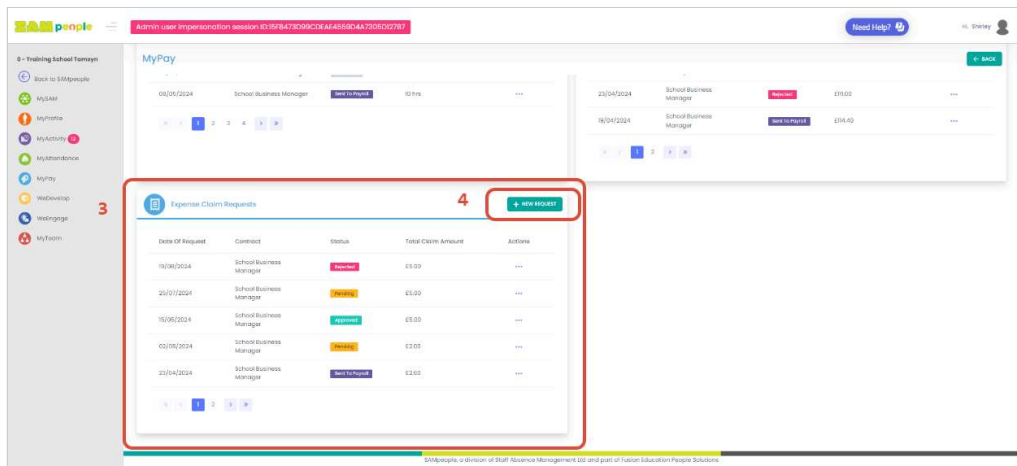


## MyPay Dashboard Summary

3. The **Expenses Claim Requests** shows a list of any requests, including date of the request, the current status and total claim amount.

4. To submit a new request click **+NEW REQUEST**

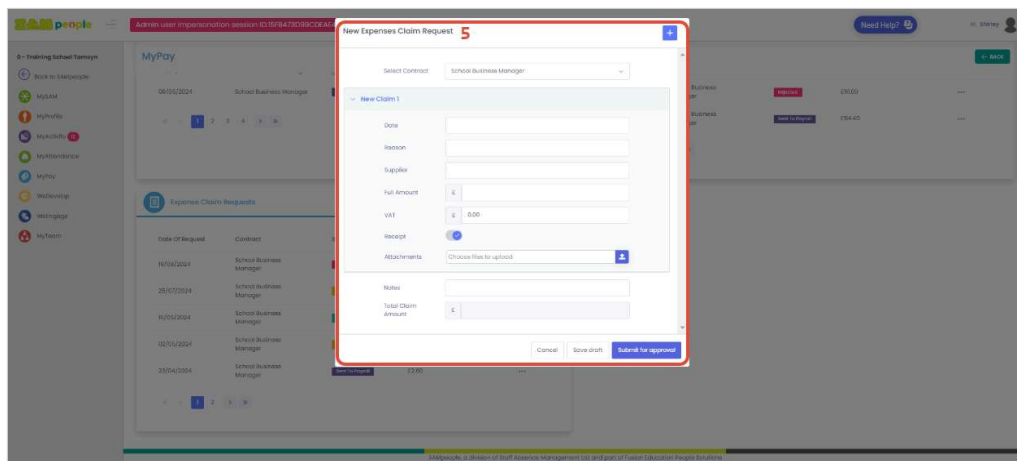
A **Request Form** will populate.



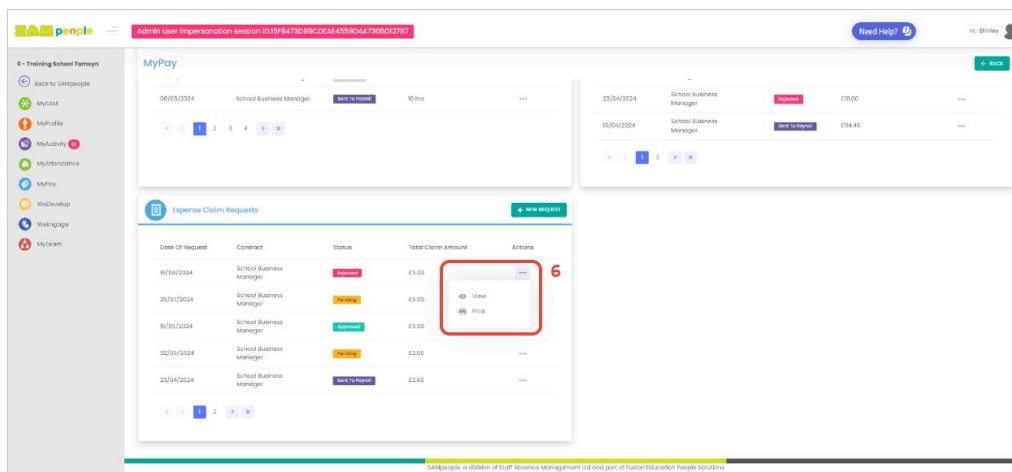
## 5. Complete the fields on the request tab.

- Select the **Contract** the request is against
- Add the **Date**
- Add the **Reason**
- Add the **Supplier**
- Add the **Full Amount**
- Toggle on **Receipt** and then upload **Attachment**
- Add any **Notes**
- Click the **+** to add another journey claim, \*you can add up to 5 lines to the claim.

Click **Save draft** to save as a draft or **Submit for Approval** to submit.



## 6. Draft Requests can be edited by clicking the and selecting Edit or Delete.

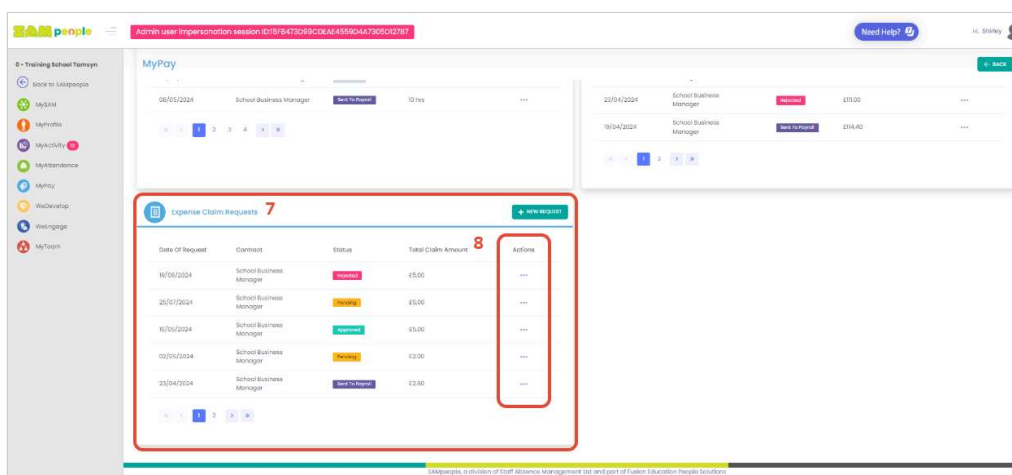


7. Once submitted the **Expenses Claim Request** will show on the **MyPay** dashboard.

You can review the following information

- The **Date** submitted
- The current **Status** of the claim
- **Total Claim** amount

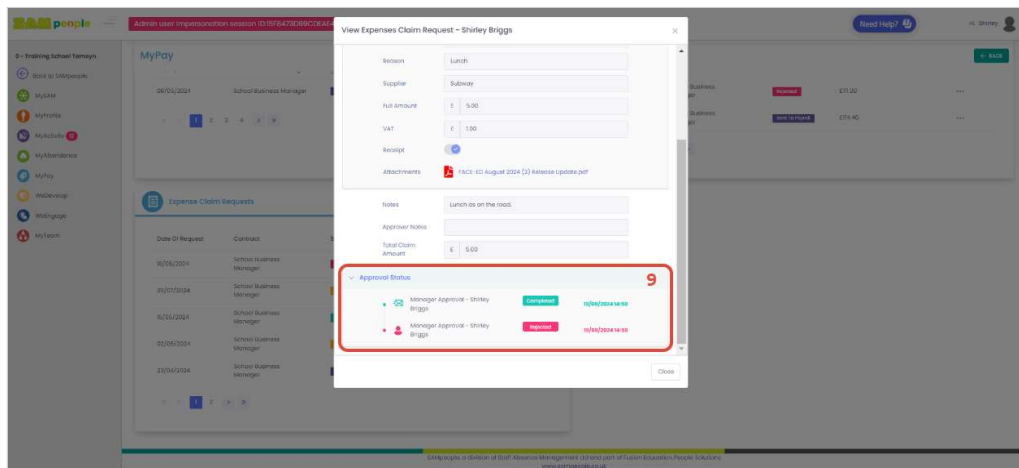
8. Click the **three action dots** to **View** or **Print** the request, you can also **Cancel** any pending requests.



When viewing your **Expenses Claim Request**.

9. You can click **Approval Status** to check the status of your claim.

Once you have completed and submitted your claim for approval, this will be sent to the approval manager, and once the claim has been approved / rejected the status will update on your MyPay dashboard.



Video - Employee Expense Claim Requests