

Appointee fees and expenses: Guide to submitting receipts electronically

All expense claims must be submitted within **four weeks** of incurring the expense*. Claims received after the end of the tax year (5 April), for work conducted during the previous tax year, may not be reimbursed if they are received after this period. Please ensure you have read and understood the [SQA Appointees Expenses Policy](#) before submitting your claim.

* Invigilator expense claims must be submitted within four weeks of the last examination date.

To aid the electronic claims submission process, we now accept images of your original receipts. All original receipts should be retained for a period of 12 months.

Once your claim form has been successfully submitted, you will receive an e-mail containing a Unique Identification Number, which must be used as a reference in any communication regarding your claim. You should reply to this e-mail within **three working days**, attaching copies of all receipts to substantiate the claim. Please **do not change the subject heading** as this is set up to align your receipts with the submitted claim.

Receipts must relate to the dates specified in the claim. If we do not receive your receipts within 10 working days, the claim will be closed in our system and you will need to submit a new claim form with valid receipts.

Itemised receipts (not credit card slips) must be provided for all purchases being claimed. We will be unable to reimburse any claims that do not have itemised receipts. We do not require receipts to reimburse mileage claims.

If you use cash, contactless payment, Apple Pay or any other cardless transaction, please request a receipt.

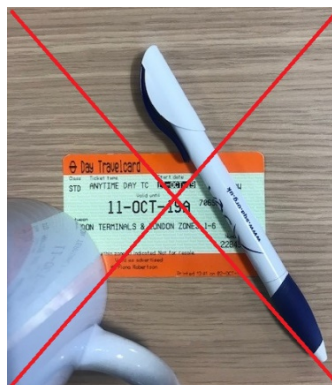
Before attaching your receipt(s) – either as a scanned image or photograph – please ensure that each image:

- contains only one receipt
- shows the full receipt (do not send one receipt in multiple images)
- is in focus and legible
- is the correct way up
- does not contain foreign objects
- does not exceed 500MB, where possible

Acceptable


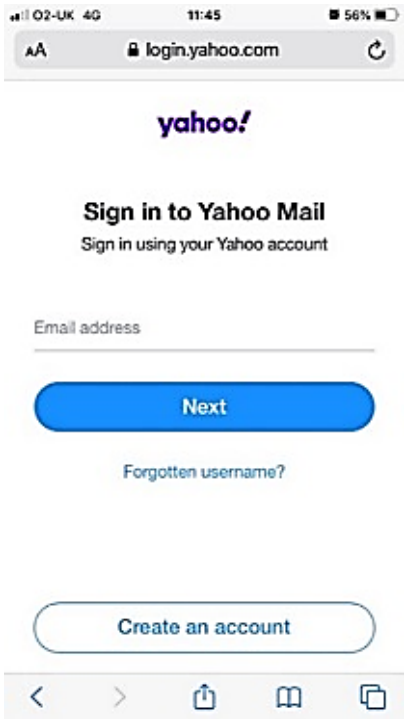
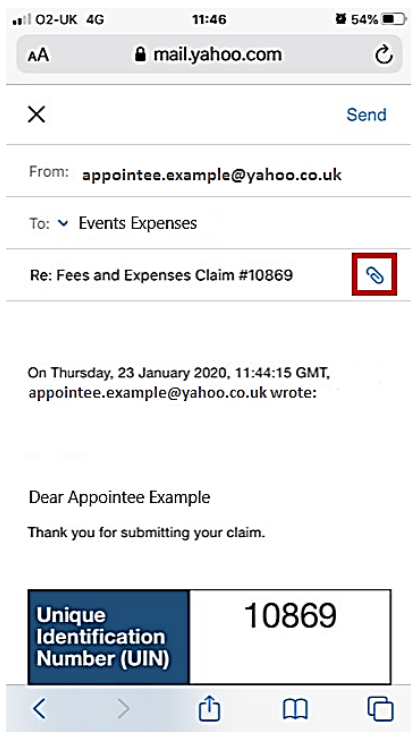


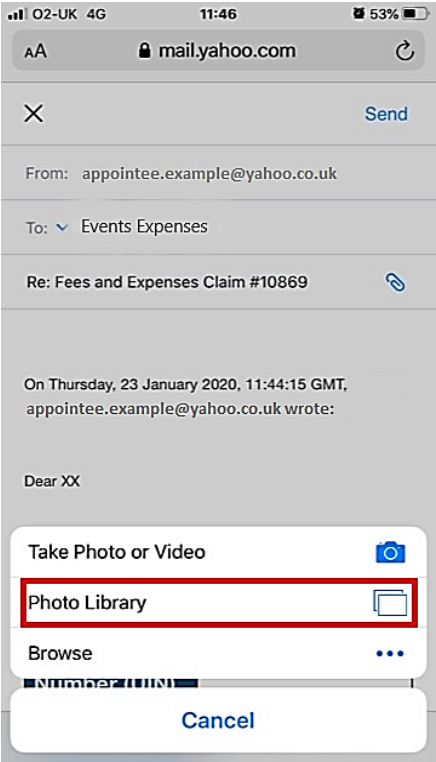
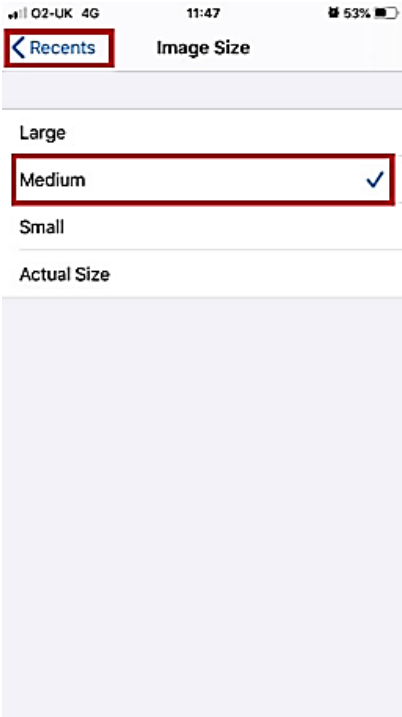
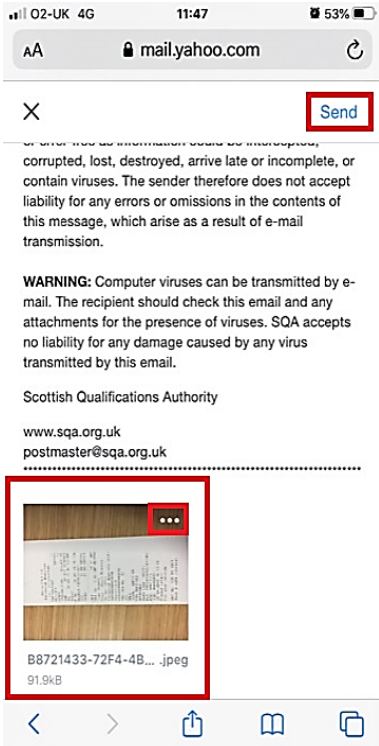
Not acceptable



There are different ways to attach your receipts:

- **Android mobile device** If you are using an Android mobile device, open your e-mail provider’s app and reply to the confirmation e-mail. Select the “Attach file” option to attach the images of your receipts.
- **PC or Mac** If you are using your PC or Mac, you will need to upload the images of receipts from your phone/camera/scanner first and then attach these to the confirmation e-mail.
- **iPhone 10 (or later models)** If you are using an iPhone 10 or a newer model, open your e-mail provider’s app and reply to the e-mail containing a Unique Identification Number for your claim. Select the “Attach file” option to attach the images of your receipts.
- **iPhone (older models)**
Previous iPhone models add images into the body of an e-mail instead of creating a standard e-mail attachment. Please use a PC or Mac instead or follow the instructions below to ensure your images are sent as attachments.

Step 1	Step 2	Step 3
<p>Take picture(s) of your receipt(s)</p> 	<p>Open Safari browser and sign into your mail account (Yahoo, Hotmail, Gmail etc). Enter your e-mail address and password when prompted (you will remain signed in unless you log out).</p> 	<p>Find the e-mail containing a Unique Identification Number for your claim, open it and click “Reply”.</p> <p>In the subject line select the attachment icon, eg paperclip, 3 dots etc, depending on your e-mail provider.</p> 

Step 4	Step 5	Step 6
<p>In the pop-up menu choose “Photo Library” and select image(s) of the receipt(s) relating to your claim. The selected image(s) will have a blue tick displayed.</p> 	<p>In the pop-up menu select “Choose Image Size”, then “Medium” and, finally, press “Recents” and “Done”.</p> 	<p>The selected image(s) will be attached to the e-mail. If you accidentally added image(s) that do not relate to your claim, you can remove these by selecting the 3 dots and then “Delete”. Press “Send” to complete.</p> 

If you have any questions or require support, please contact the Events Management team at events.expenses@sqa.org.uk