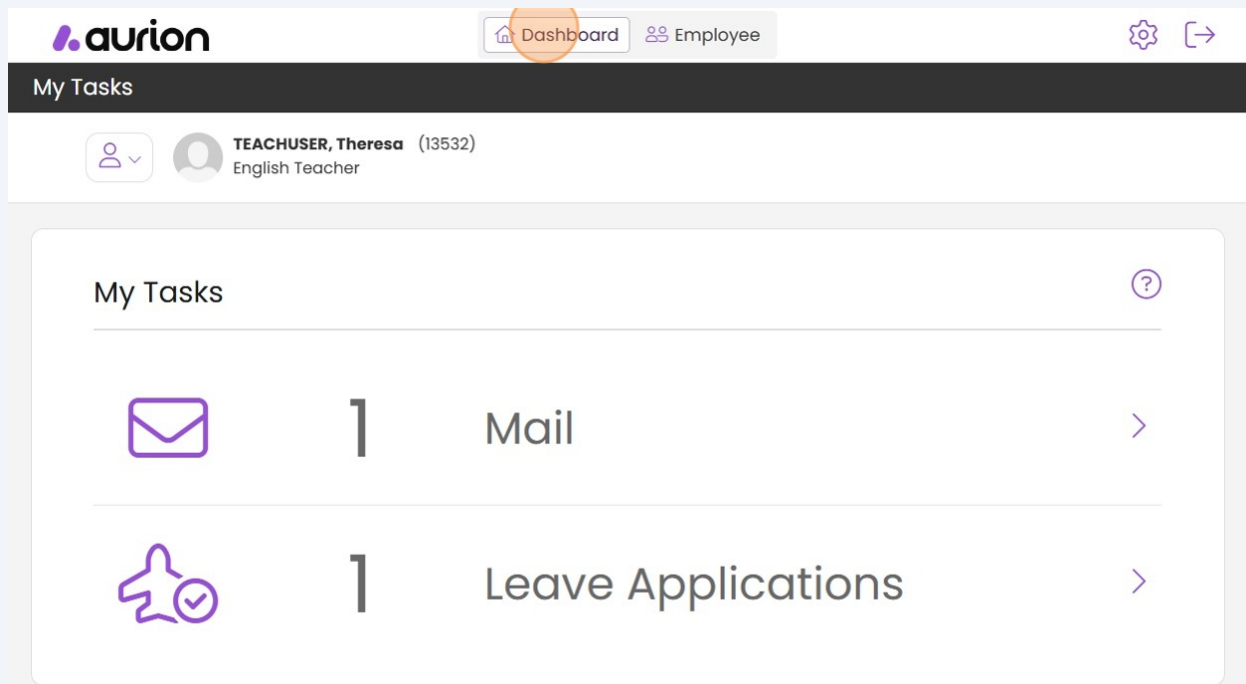
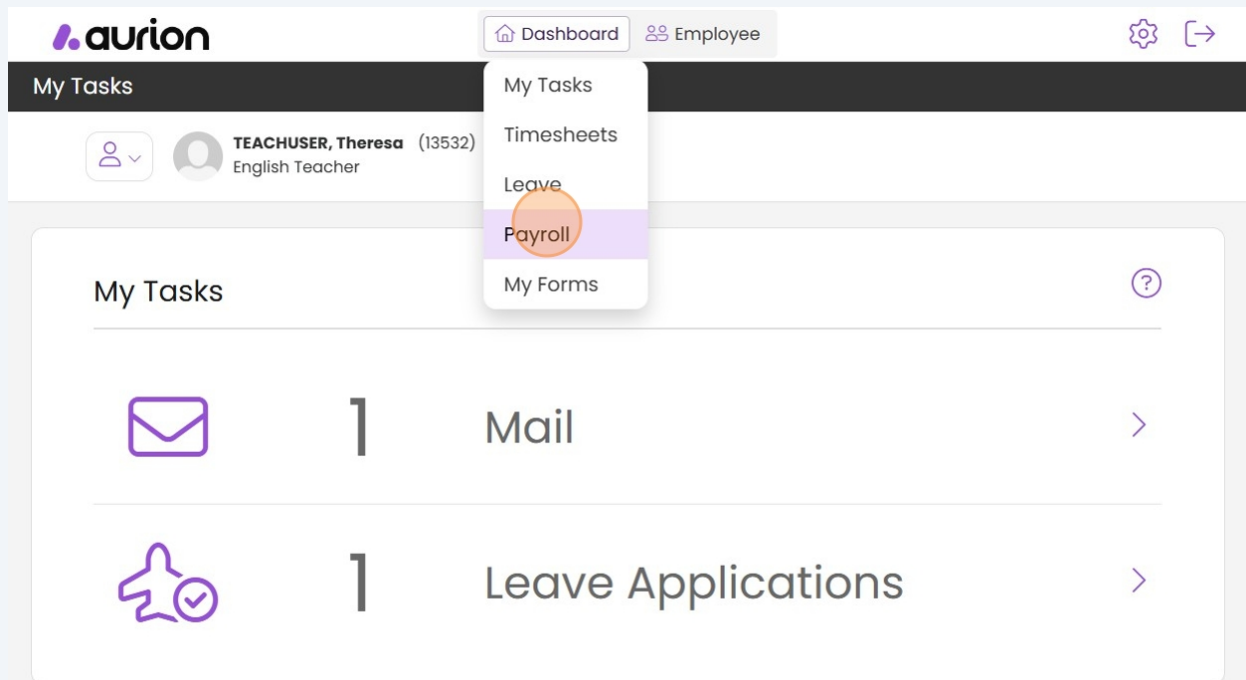


How to Submit, Recall, or Edit a Claim or Reimbursement (Meal Allowances, Sleepover, Venue, KM)

1 Click "Dashboard"



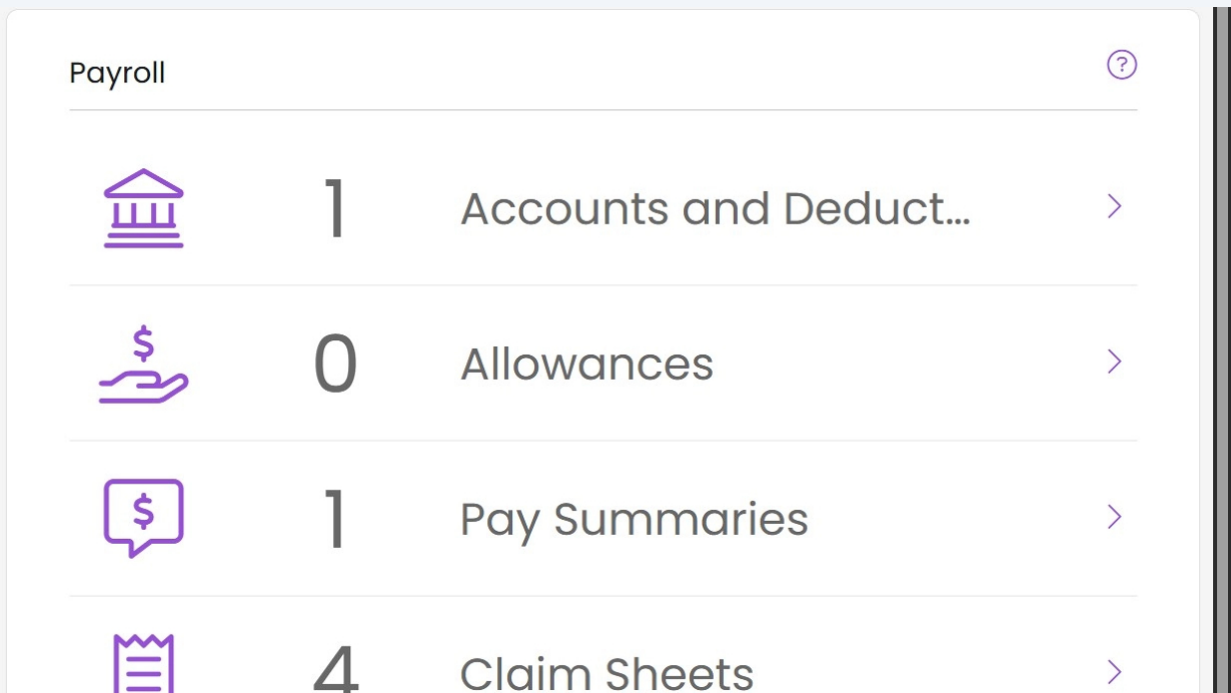
2 Click "Payroll"



The screenshot shows the Aurion dashboard interface. At the top, there's a navigation bar with the Aurion logo, a 'Dashboard' button, and an 'Employee' button. Below this is a 'My Tasks' section. A dropdown menu is open from the 'My Tasks' button, showing options: 'My Tasks', 'Timesheets', 'Leave', 'Payroll' (highlighted with an orange circle), and 'My Forms'. The user profile 'TEACHUSER, Theresa (13532) English Teacher' is visible. Below the dropdown, the 'My Tasks' section lists two items: 'Mail' with a count of 1 and 'Leave Applications' with a count of 1.

| Icon | Count | Task Name | Action |
|------|-------|--------------------|--------|
| | 1 | Mail | > |
| | 1 | Leave Applications | > |






3 On the Payroll page, scroll down







The screenshot shows the 'Payroll' section of the dashboard. It lists four items: 'Accounts and Deduct...' with a count of 1, 'Allowances' with a count of 0, 'Pay Summaries' with a count of 1, and 'Claim Sheets' with a count of 4. Each item has a corresponding icon and a right arrow.

| Icon | Count | Task Name | Action |
|------|-------|------------------------|--------|
| | 1 | Accounts and Deduct... | > |
| | 0 | Allowances | > |
| | 1 | Pay Summaries | > |
| | 4 | Claim Sheets | > |

4 Click on Claim Sheets.

| | | | |
|---|----|---------------|---|
|  | 0 | Allowances | > |
|  | 1 | Pay Summaries | > |
|  | 4 | Claim Sheets | > |
|  | 12 | Claim Lines | > |
|  | 2 | Year to Date | > |


5 Here you can view all of your claim sheets along with their status.

| | | | |
|---|---|---------------|---|
|  | 0 | Allowances | > |
|  | 1 | Pay Summaries | > |
|  | 4 | Claim Sheets |  |

Add

| | |
|----|---|
| KM | 19/08/2025 16:13:05 Pending approval |
| KM | 15/08/2025 09:34:43 Pending approval |
| KM | 14/08/2025 13:34:49 Pending approval |


6 Click "Add" to submit a new Claim



1

Pay Summaries

>



4


Claim Sheets

▼

Add

| | |
|----|---|
| KM | 19/08/2025 16:13:05 Pending approval |
| KM | 15/08/2025 09:34:43 Pending approval |
| KM | 14/08/2025 13:34:49 Pending approval |
| Km | 13/08/2025 11:38:34 Pending approval |

7 Click the "Claim Message:" field.



TEACHUSER, Theresa

(13532)

English Teacher

Claim Sheet

?

Add a claim for **KM, VENUE, SLEEP etc.** by selecting Add, then adding a Claim Message. On Save, you can then add your Claim lines.

CLAIM MESSAGE:

Back Save

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8

Enter the item or expense you wish to claim. you can claim your:

- Meal allowances■
- Sleepover■
- Venue■
- KM



TEACHUSER, Theresa (13532)
English Teacher

Claim Sheet



Add a claim for **KM, VENUE, SLEEP etc.** by selecting Add, then adding a Claim Message. On Save, you can then add your Claim lines.

CLAIM MESSAGE:

KM

Back

Save

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9 Click "Save"

Claim Sheet

Add a claim for **KM, VENUE, SLEEP etc.** by selecting Add, then adding a Claim Message. On Save, you can then add your Claim lines.

CLAIM MESSAGE:

Back **Save**

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10 A pop-up message will appear confirming that your new claim has been opened.

Claim Details

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines

Click 'Add' to add a new claim line.

Delete Back Save **Submit**

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11 Click "Add", To add a new row to your claim

Claim Details

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines

Click 'Add' to add a new claim line.

Delete

Back Save **Submit**

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12 On this page, any field marked with a red line in the left corner is compulsory to complete.

Claim Line Details

Please select the *Allowance Claim* you are claiming and the Unit.

TYPE:

CLAIM DATE:

TIME FROM:

TIME TO:

COMMENTS:

Back

Save

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13 To view claim types, select **Types**.

Claim Line Details

Please select the *Allowance Claim* you are claiming and the Unit.

TYPE:

CLAIM DATE:

TIME FROM:

TIME TO:

COMMENTS:

Back **Save**

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14 A drop-down menu will appear, allowing you to select the claim type you wish to submit.

Claim Line Details

Please select the *Allowance Claim* you are claiming and the Unit.

TYPE:

Kilometre Electric Vehicle

Kilometre Motorbike

Kilometre Reimbursement Car

OT Meal Allowance PAOS

Sleepover Allowance PAOS

CLAIM DATE:

TIME FROM:

TIME TO:

COMMENTS:

Back **Save**

Aurion • v11.95.1.30b333c

15 Select the claim date for which you want to request reimbursement.

Claim Line Details (?)

Please select the *Allowance Claim* you are claiming and the Unit.

TYPE:

CLAIM DATE:

TIME FROM:

TIME TO:

UNITS:

COMMENTS:

DOCUMENT:

[Back](#) [Save](#)

16 Select your preferred date.

TYPE:

CLAIM DATE:

TIME FROM:

TIME TO:

UNITS:

COMMENTS:

DOCUMENT:

[Back](#) [Save](#)

July 2025

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

17

Enter the unit you wish to claim. For example, when submitting a kilometre reimbursement, type the number of kilometres.

Claim Line Details

Please select the *Allowance Claim* you are claiming and the Unit.

| | | |
|-------------|--|---|
| TYPE: | <input type="text" value="Kilometre Reimbursement Car"/> | ▼ |
| CLAIM DATE: | <input type="text" value="15 Jul 2025"/> | 📅 |
| TIME FROM: | <input type="text" value="--:-- --"/> | 🕒 |
| TIME TO: | <input type="text" value="--:-- --"/> | 🕒 |
| UNITS: | <input type="text"/> | |
| COMMENTS: | <input type="text"/> | |
| DOCUMENT: | <input type="text"/> | 📎 |

Back

18

Enter a comment for your approver regarding this claim. and click on save button

| | | |
|------------|---|---|
| TIME FROM: | <input type="text" value="--:-- --"/> | 🕒 |
| TIME TO: | <input type="text" value="--:-- --"/> | 🕒 |
| UNITS: | <input type="text" value="30"/> | |
| COMMENTS: | <input type="text" value="Travel to Group Office"/> | |
| DOCUMENT: | <input type="text"/> | 📎 |


Back



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19 A pop-up message will appear confirming that your new claim has been saved

Claims

 **TEACHUSER, Theresa** (13532)
English Teacher


 Your changes were saved 

Claim Details 

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines [Add](#) 

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |



Please note: Saving a claim does not mean it has been submitted.

20 The buttons have now changed to **Delete**, **Back**, **Save**, and **Submit**.

Claim Details ?

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines Add ?

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |

Delete

Back Save **Submit**

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21 Click **Delete** to fully remove the claim

DESCRIPTION:

Claim Lines Add ?

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |

Delete

Back Save **Submit**

Aurion • v11.95.1.30b333c

- 22 You can submit all of your claims for a specific week within a single claim.

Claim Details

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION: KM

Claim Lines

Add

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |

Delete

Back Save Submit

Aurion • v11.95.1.30b333c

- 23 Once you have added all claims within the same category, you may submit them for your approver's review, save them for later, or delete them

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION: KM

Claim Lines

Add

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

Delete

Back Save Submit

Aurion • v11.95.1.30b333c

24 Click "Submit"

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines Add ?

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

[Delete](#) [Back](#) [Save](#) [Submit](#)

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25 Select **Submit** to send your claim to your approver for approval.

Payment Claim: KM

i This request will be sent to the recipient

DETAILS: Payment Claim for TEACHUSER, Theresa (Employee No 13532, English Teacher)
KM

SEND TO: Q

MESSAGE:

[Cancel](#) [Submit](#)

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Recall a Claim





Please note: Once your claim has been approved by your manager, it can no longer be recalled.

26

Click the drop-down button to view all of your claim lines and their status.

| | | | |
|---|----|---------------|---|
|  | 0 | Allowances | > |
|  | 1 | Pay Summaries | > |
|  | 5 | Claim Sheets |  |
|  | 12 | Claim Lines | > |
|  | 2 | Year to Date | > |


27 Select the row you would like to edit

5 Claim Sheets

Add

| | |
|----|---|
| KM | 20/08/2025 14:03:05 Pending approval |
| KM | 19/08/2025 16:13:05 Pending approval |
| KM | 15/08/2025 09:34:43 Pending approval |
| KM | 14/08/2025 13:34:49 Pending approval |
| Km | 13/08/2025 11:38:34 Pending approval |

28 After submission, the available buttons will change to **Recall**, **Back**, and **Delete**.

Claim Details

CLAIM DATE:


20/08/2025 14:03:05

CLAIM STATUS:

Pending approval

DESCRIPTION:

KM

Claim Lines

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

Delete

Back

Recall

Aurion • v11.95.1.30b333c

29 Click "Recall"

Claim Details

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Pending approval

DESCRIPTION: KM

Claim Lines

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

Delete

Back Recall

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30 A pop-up message will appear in the right corner confirming that your claim has been recalled and is ready for editing.

Claim Details

CLAIM DATE: 20/08/2025 14:03:05

CLAIM STATUS: Draft

DESCRIPTION:

Claim Lines

Add

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

Delete

Back Save Submit

Aurion • v11.95.130b333c

31 Click on an entry that you wish to delete.

CLAIM DATE:20/08/2025 14:03:05

CLAIM STATUS:Draft

DESCRIPTION:

KM

Claim Lines

Add?

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Monday 14/07/2025 | Travel to Group Office | |

Delete

BackSaveSubmit

Aurion • v11.95.1.30b333c

32 Click "Delete"

TYPE:Kilometre Reimbursement Car

CLAIM DATE:14 Jul 2025

TIME FROM:--:-- --

TIME TO:--:-- --

UNITS:30.00

COMMENTS:Travel to Group Office

DOCUMENT:

Delete


BackSave



Aurion • v11.95.1.30b333c


33

A pop-up message will appear in the right corner confirming that your change is saved

Claims

 **TEACHUSER, Theresa** (13532)
English Teacher

 Your changes were saved 

Claim Details 

CLAIM DATE:



20/08/2025 14:03:05

CLAIM STATUS:

Draft

DESCRIPTION:


KM

Claim Lines  

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |

34

You can now resubmit your claim to your approver.

Claim Details 

CLAIM DATE:



20/08/2025 14:03:05

CLAIM STATUS:

Draft

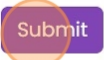
DESCRIPTION:

KM

Claim Lines  

| Details | Comments | Document |
|--|------------------------|----------|
| 30.00000 Kilometre Reimbursement Car @ \$0.88 Tuesday 15/07/2025 | Travel to Group Office | |

Delete

Back Save 

Aurion • v11.95.1.30b333c

35 Click "Submit"

Payment Claim: KM



This request will be sent to the recipient

DETAILS:

Payment Claim for TEACHUSER, Theresa (Employee No 13532, English Teacher)
KM

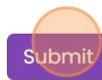
SEND TO:

Mary TeachManager (tmanager)



MESSAGE:

Cancel



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