A settlement is a group of different documents, expenses/mileages/per diem, related to a specific trip, project, month, etc. The benefit of a settlement is that both the expense user and the approver has a nice overview and the approver can approve all documents in one go. You can add as many documents to a settlement, as you like.
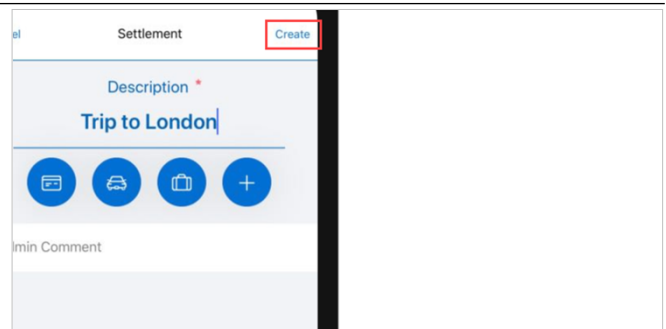
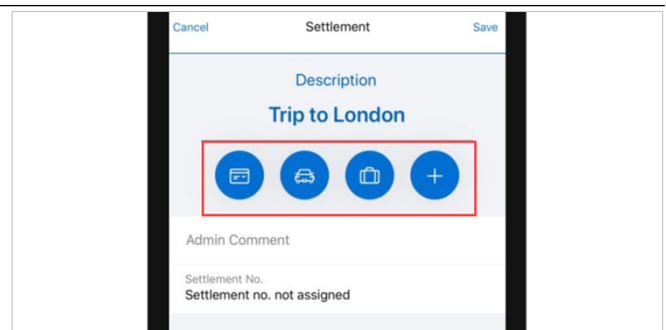To create a settlement, open the Expense App and select "**New Settlement**".
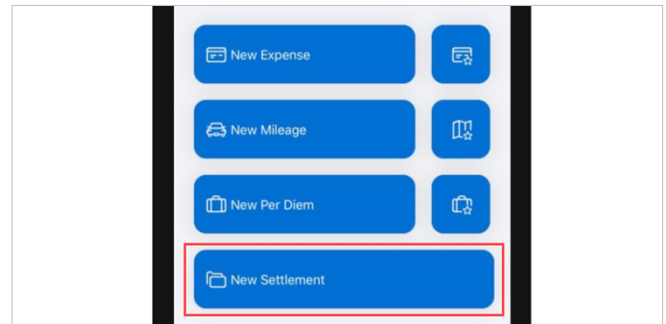
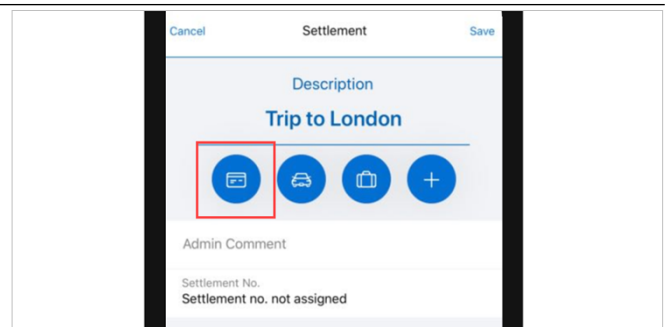Fill in the "**Description**" for your settlement.
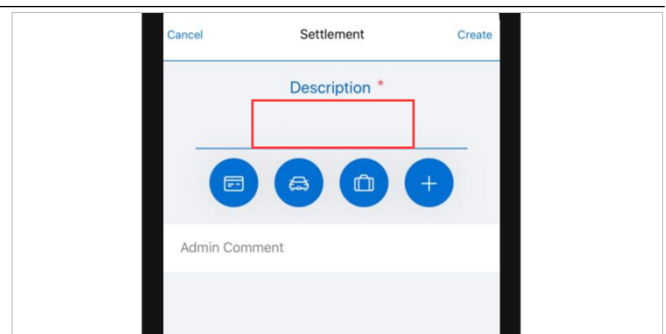
Once you have named your settlement, you select "**Create**" to save the settlement.
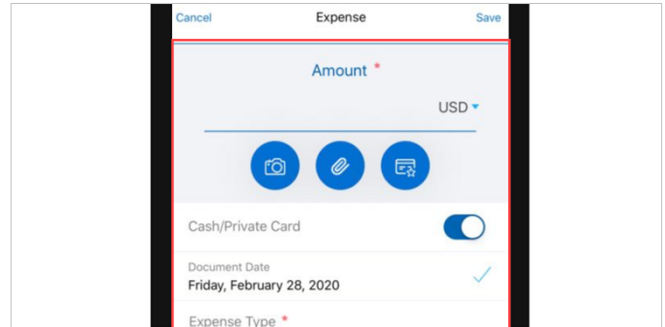
In a settlement, you can add expenses, mileages and per diems to your trip, project, month, etc. You can even add documents lying in "**Open**".

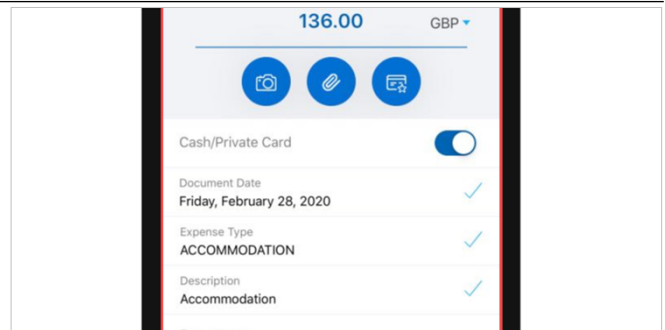To create a new expense, you press the "**Expense**" icon.
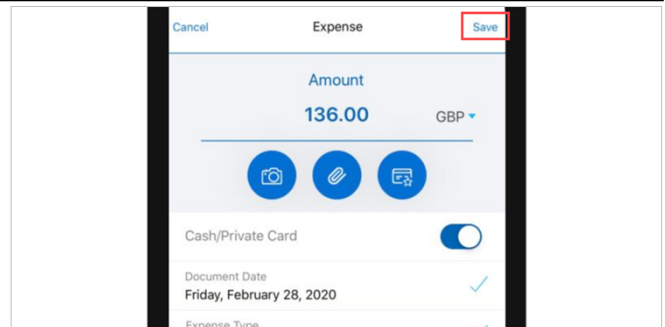
The screen for creating an expense will show.

Fill in all relevant information for your expense and attach a picture of the receipt.
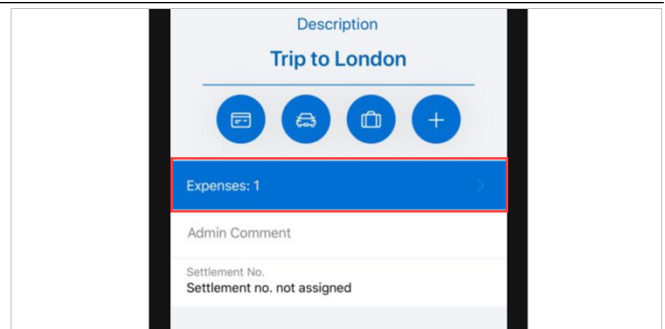
When you have filled in all the information, you select "**Save**".

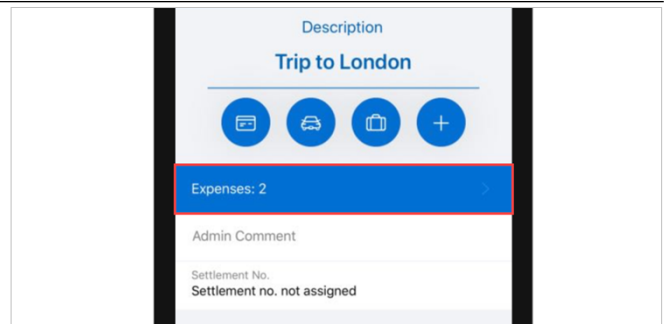When you have saved your expense, you will see that it has been added to your settlement.
You must always remember to select "**Save**" for each document you would like to add to your settlement.

For all documents, that you add to your settlement, you will see an updated sum on the first screen of the settlement.

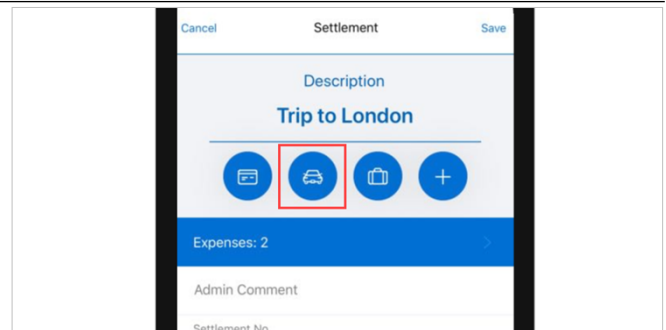When you select the list of documents, you will see the details of each document.
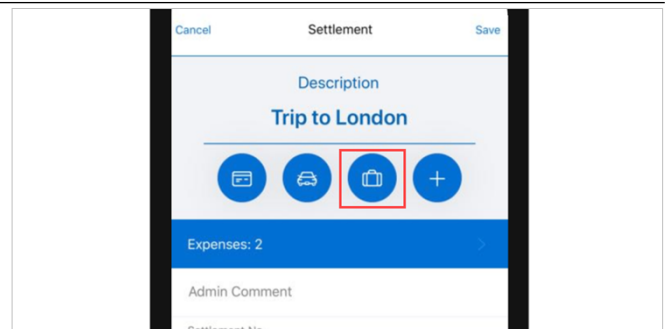This way, you will have a clear overview of all your expenses, mileages, and per diems included in your settlement to be used as a checklist.
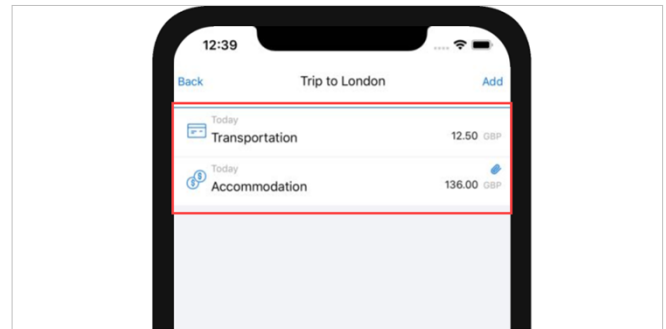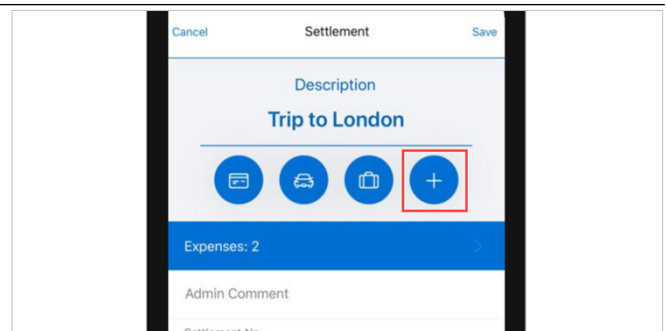

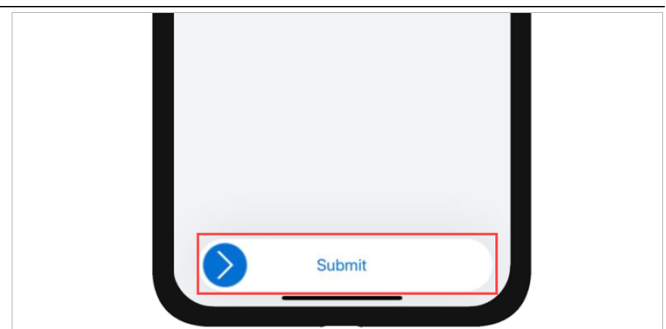You can add a **Mileage** by selecting the "**Mileage**" icon.

You can add a **Per Diem** by selecting the "**Per Diem**" icon.

You can even add documents by selecting the icon "**Open**". This will give you a list of documents to pick to be added to your settlement.

Once you have added all your documents to the specific settlement, you submit by swiping to the right.

You will now be given the question if you want to
submit the settlement with all the documents included.
Once it has been submitted, you will not be able to
add additional documents. Now your settlement is
ready for approval.