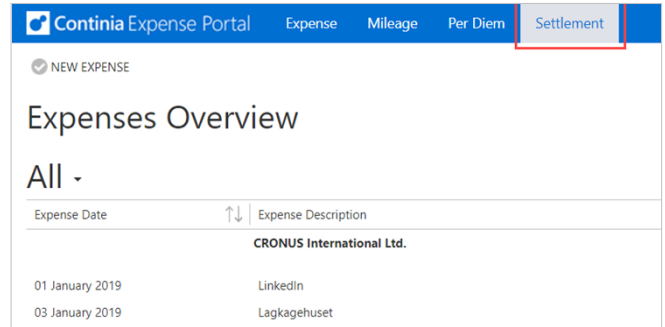
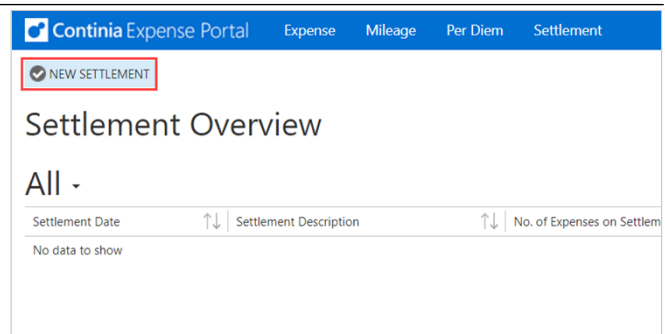


A settlement is a group of different documents, expenses/mileages/per diems, related to a specific trip, project, month, etc. The benefit of a settlement is that both the expense user and the approver has a good overview and that the approver can approve all documents in one go. You can add as many documents to a settlement as you like.

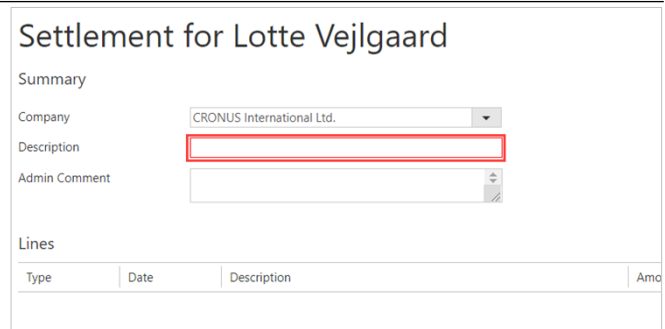
To create a settlement on the Expense Portal choose **"Settlement"** in the top bar.



If you have open settlements, which are not submitted yet, you will find them in the overview. You can get access to existing settlements and continue adding documents progressively. To create a new settlement choose, **"New Settlement"**.

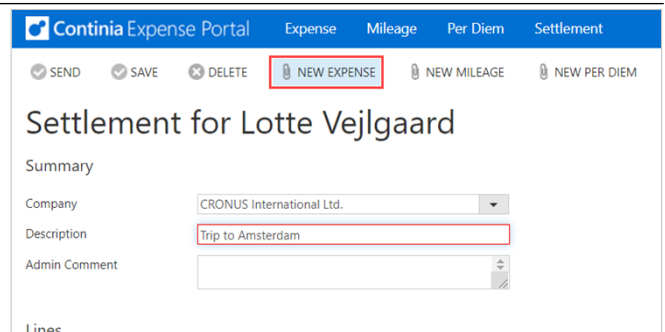


First, type in a description of your settlement.

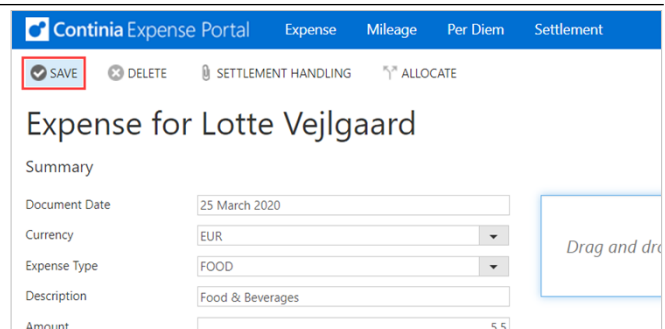


Now you can start creating documents you want to be included in the settlement.

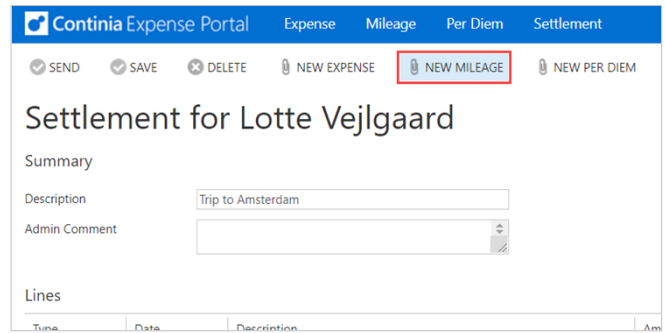
To create expenses, choose **"New Expense"** in the top ribbon.



Once you have created your expense, filled in all relevant information and mandatory fields, you save the expense to the settlement. You can add as many expenses to your settlement as you want.



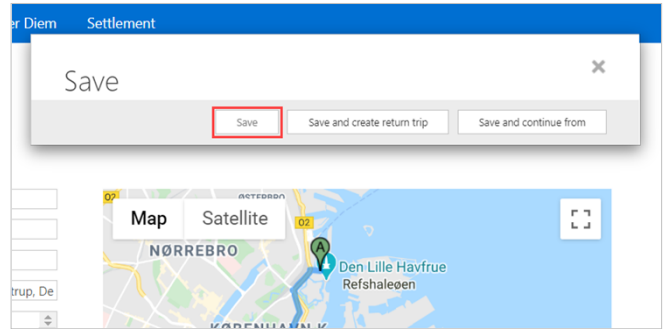
If you need to add mileages to your settlement, go to **"New Mileage"**.



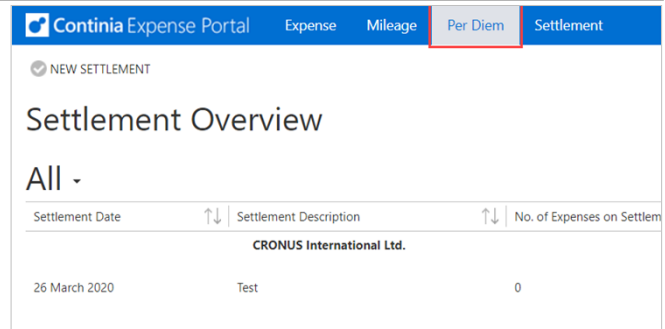
Once you have filled in all relevant information regarding your mileage and have chosen the relevant route, you choose **"Save"**. Your mileage is now added to the settlement. You can create as many mileages to your settlement, as you want.



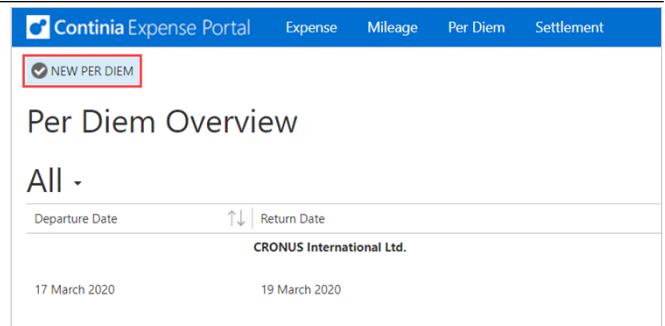
You get 3 different options. You simply choose the one relevant for you, and you will return to the overview of your settlement.



You can also add a Per Diem to your settlement. To create a new Per Diem, choose this in the top ribbon.



Then you choose **"New Per Diem"**, and a new window will open.



Once you have filled in all details for your Per Diem, click **"Save"** to add it to your settlement.

Now you can see an overview of all documents added to the settlement.

If needed, you can always go back to the settlement to add more documents or amend the documents previously added.

Type	Date	Description	Amo
Expense	25/03/2020	Food & Beverages	
Mileage	25/03/2020	To airport	
Per Diem	17/03/2020	Trip to Amsterdam	

You leave your settlement open until you have added all the documents you want to be included in the settlement.

Once you are ready to submit, choose "Send".

Now all documents included in your settlement will be submitted and sent inflow for approval.