

My Expenses Online

How to access Online Help

https://help_wiki.myexpensesonline.co.uk/

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		Online help	
Royal College of Psychiatrists		Call us on 01270	0 611800
		Click for our hel	lpdesk
		FAQ	

 From the My Expenses Online (MEO) home page or dashboard, you can access the online helpdesk, by clicking "Online Help" (On the top right-hand side of the screen). Here you will be able to access the MEO guidance.



2) You can select guidance for either using MEO on a computer/laptop or via the Mobile Apps.

MyExpenses
MyExpensesOnline is a cloud-based electronic staff expense solution, allowing claimants to enter their expenses using web or mobile apps, submit and have them sent to the correct person for authorisation and payment.
Our website & provides information on the features & and services & of MyExpensesOnline.
Frequently Asked Questions
Who are you?
Please select your role in your company to receive the relevant help.
Claimant
Manager
Admin
We have a policy of continuous improvement, which means that MyExpensesOnline is being regularly updated with new and updated features. Change history is available here.

3) Please select the Climant heading, and this will take you to various help sections, such as: "Getting Started as A Claimant" and "Creating a new claim".

If you do require any further assistance such as: adding categories (Taxi, underground etc.) or Authorising managers, please do contact Sarah Cheese 0203 701 2564 or <u>sarah.cheese@rcpsych.ac.uk</u>