2. Step: Submit reimbursement of expenses

Combine several receipts and submit them for reimbursement. Receipts can be collected in expense reimbursements and sent to the Smart team if there is sufficient budget.

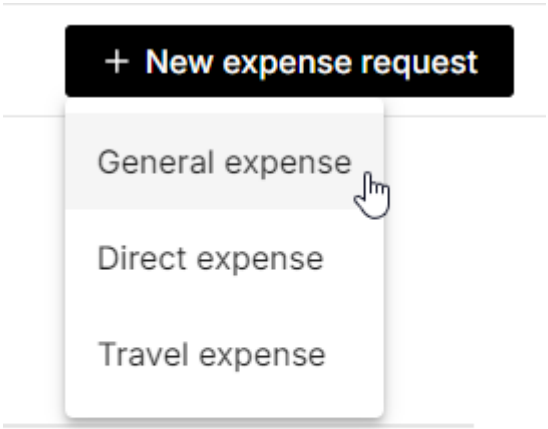
- Submit expense reimbursement
- Checking the status of expense reimbursement

Submit expense reimbursement

The costs for your expenses will be transferred to the account specified in your profile via the expense reimbursement. If you have changed your bank details, check that the information is still correct before sending the request.

You cannot upload invoices in the expense reimbursement, you should do this before you start filling out this form. You can find out how to do this here.

You can open the form by going to the correct page in the **Reimbursement of expenses** menu and clicking on the button shown below. You must then select **Reimbursement of expenses** again.



Select budget

You may have more than one budget at Smart, so please select one. It makes sense to check in the respective budget whether you have enough available "budget for expenses" and to contact the Smart team if you need support with your budget planning.

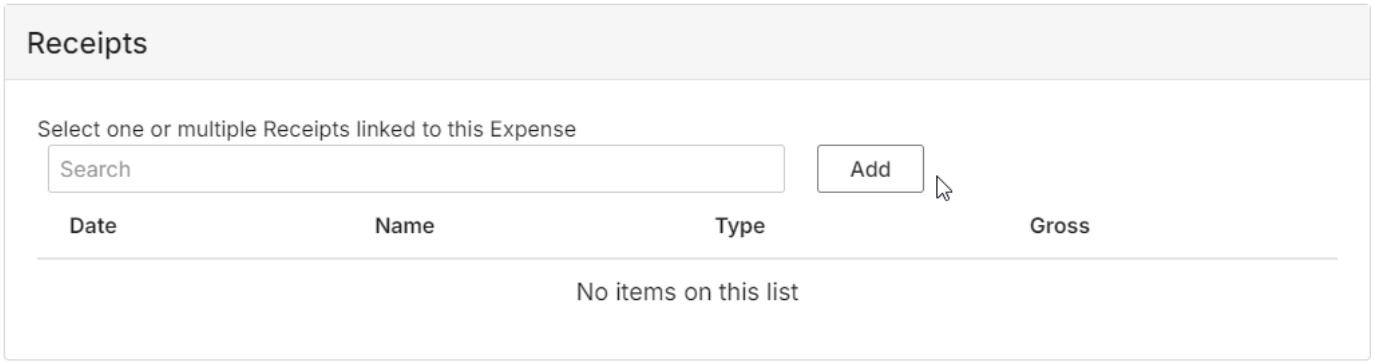
Description

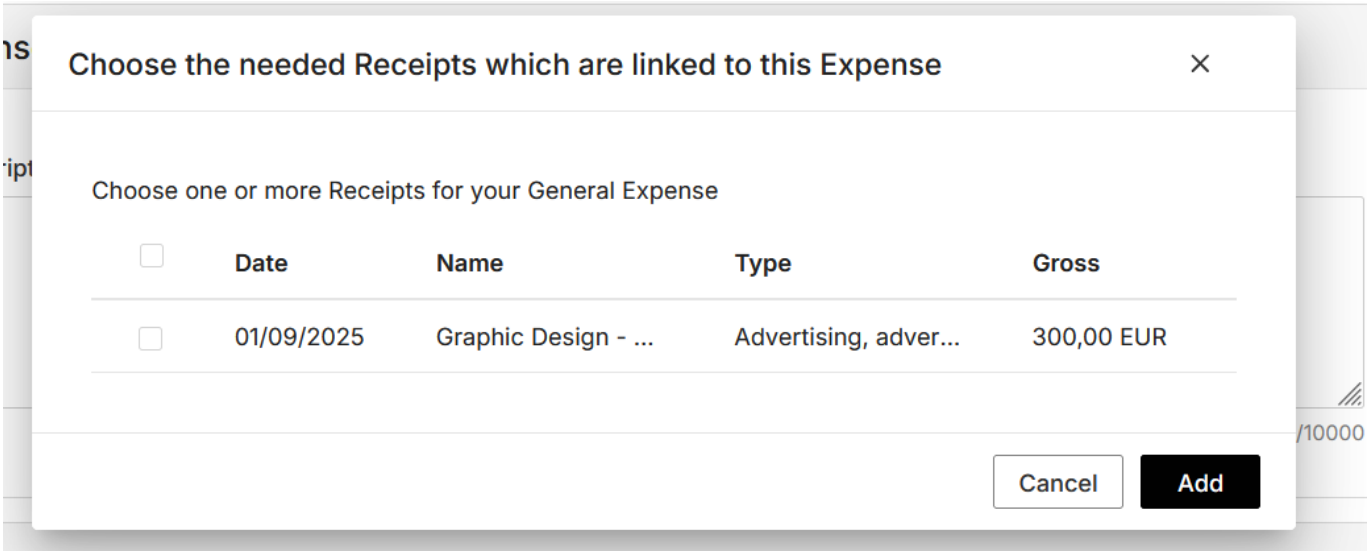
The Description field is used to recognize the reimbursement of expenses. It is not a relevant field for the Smart Team, so you can fill it in as you wish.

Add receipts

If you click on the "Add" button, you will be shown the receipts that you have already saved but not yet submitted. So there is no risk of submitting something twice.

You must place a checkmark in front of the selected receipt and then select "Add" again.





Gross and net amounts

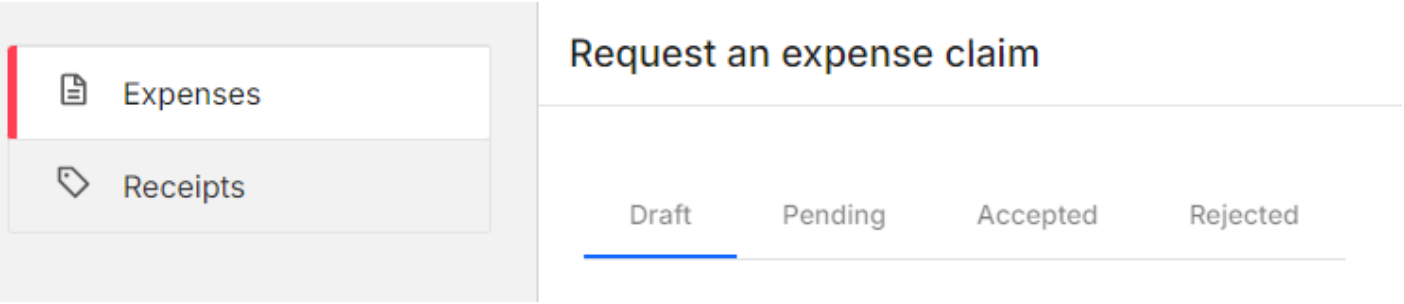
The form will show you two amounts before you submit it. The calculation is based on the information in the receipts. Please note that the receipts and in particular the VAT rates will be checked again by the team before the expense reimbursement is confirmed, so there may be changes.

The **gross amount** refers to the sum that is transferred to your account.

The **net amount** refers to the sum that is debited from your budget.

Checking the status of expense reimbursement

In the "Expense reimbursements" view, there are 4 statuses. This allows you to see at a glance which status your expense reimbursements are in.



1) Drafts

Here you can save your expense forms before sending them to Smart and edit them at a later date.

2) Pending

These forms are currently being processed by the Smart team.

3) Accepted

Here you will find all confirmed and paid expense reimbursements

4) Rejected

Here you will find the rejected expense reimbursements. You will receive an e-mail notification if the expense reimbursement has been rejected