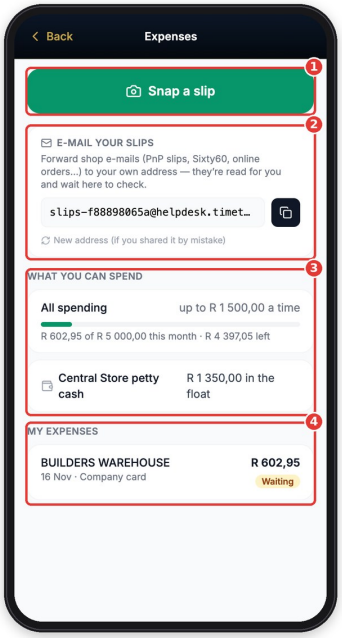
Snap a till slip, let it fill itself in, and send it for approval — plus approving other people's expenses if you're a manager.

1. What you can spend

1. Open **More → Expenses**. At the top is **Snap a slip** — the quickest way to claim anything you bought.
2. **What you can spend** shows your limits: how much you may spend at a time, how much of this month's amount is used and what is left. A petty-cash float you look after shows how much is in it.
3. **My expenses** lists everything you sent in with its status: **Waiting**, **Question asked**, **Approved**, **Not approved** or **Paid back**. While it waits, it shows who it is waiting for.



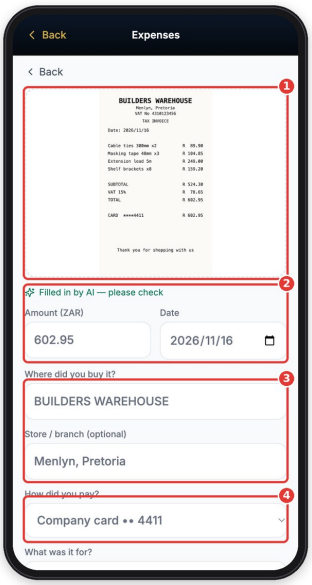
Expenses

1. Snap a slip to claim something you bought.
2. Your own address for e-mailed slips (online orders, app slips).
3. Your limits and petty-cash float.
4. Everything you sent in, with its status.

> **Tip:** No limits showing? Then none are set for you — ask your manager before you spend company money.

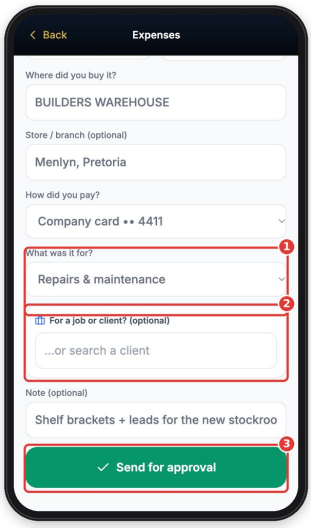
2. Snap a slip

1. Tap **Snap a slip** and take a photo of the till slip.
2. The slip is read for you: the amount, date, shop and branch fill in by themselves — **Filled in by AI — please check**. Fix anything that is wrong.
3. Choose **How did you pay?** — the company card, a petty-cash float, or **Own money** if you must be paid back.
4. Choose **What was it for?**, link it to a job or client if it was for one, add a short note, and tap **Send for approval**.



The slip, read for you

1. Your photo of the slip.
2. Amount and date read from the slip — check them.
3. The shop and branch.
4. How you paid.



Finish and send

1. What it was for.
2. A job or client, if it was for one.
3. Send it for approval.

Important: Keep the paper slip until the expense is approved. A slip that looks like one already claimed, no slip, or an amount over your limit is flagged for the approver to see.

3. E-mailed slips

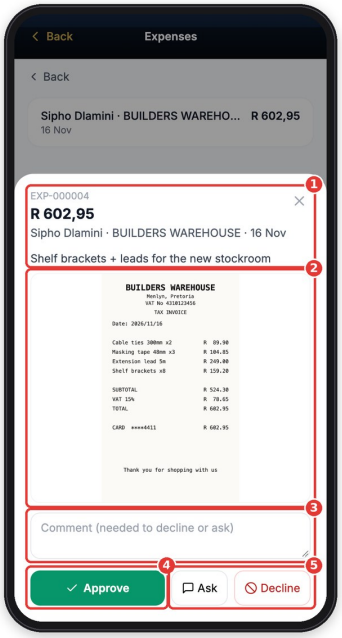
1. Online orders and app slips arrive by e-mail. Forward them to the address under **E-mail your slips** — it is yours alone.
2. They show at the top under **E-mailed slips to check**. Tap **Check**, fix anything that is wrong and send it like any other slip.
3. Shared the address by mistake? Tap **New address** — the old one stops working.

4. A question or a no

1. If the approver has a question, the expense shows **Question asked** with their question. Type your answer and tap **Send** — it goes back for approval.
2. If it was **Not approved**, the reason shows under it.
3. When the money is paid back to you, it shows **Paid back**.

5. Approving (managers)

1. When expenses wait for you, a yellow bar shows **… waiting for your approval** on the Expenses screen. You also get a notification, and they are in **Approvals** with your other approvals. Tap **Open**.
2. Tap an expense to see the amount, who spent it, the note and the photo of the slip (tap the photo to see it full size).
3. Tap **Approve**, or type a comment and tap **Ask** (a question back to them) or **Decline**. A comment is needed to ask or decline.



Deciding on an expense

1. The amount, who spent it, where and when.
2. The slip — tap to open it full size.
3. Your comment (needed to ask or decline).
4. Approve it.
5. Ask a question, or decline.

> **Tip:** You cannot approve your own expenses — they go to the next approver. Only when there is nobody else (you are the only owner or admin) may you approve your own.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.