**Claiming expenses?**

**From date 2021 use**

SAP® Concur® **eExpenses for most expense claims**

|  |  |  |
| --- | --- | --- |
| **More information:**  [**https://finance.admin.ox.ac.uk/expenses**](https://finance.admin.ox.ac.uk/expenses) |  | **Department contact:**  **[Insert local contact details]** |

**[Expenses principles wheel:
1. Value for money
2. Cannot pay directly
3. No personal benefit
4. Evidence required
Linking to eExpenses policy](https://finance.admin.ox.ac.uk/files/expensespolicy050719pdf)**

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