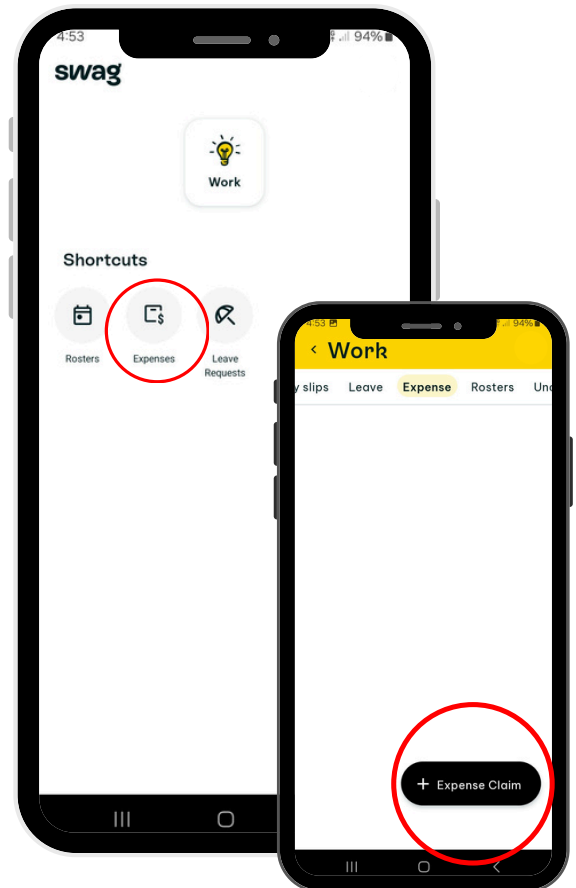# How to Submit an
Expense Claim

swag

Swag App

All expense claim forms can only be submitted and received via the Swag App. Simply Follow the steps below to ensure your expense claims are received:

1 From the Swag App homepage, tap the "Expenses" shortcut.

2 From the expenses page, click the "+ Expense Claim" button on the bottom right of your screen

Fill Out All Necessary Details

ADD DESCRIPTION

3 What was the Expense?

ADD EXPENSE

4
1. Select expense category "Expense Reimbursement"
2. Enter the total cost of the expense

ADD ATTACHMENT

5 Attach a clear copy of the full receipt

STAR AVIATION