

The New Expense Management System

Creating change, maximising efficiency, empowering staff

Corporate Cards

Upload Receipts

1. Upload receipt in the App*
2. Select Account Type
3. Enter Amount
4. Submit

Processing Transactions

1. Login to ProMaster
2. Link receipt to transaction
3. Enter description
4. Select expense type and account that will fund the expense (GL chartstring)
5. Submit

Expense Claims

Upload Receipts

1. Upload receipt in the App*
2. Enter Amount
3. Submit

Claiming expenses

1. Login to ProMaster
2. Create Expense Claim
3. Link receipt to claim
4. Update purchase date
5. Enter merchant, description & expense type
6. Submit

Travel Allowances

1. Login to ProMaster
2. Create Expense Claim
3. Attach supervisor approval
4. Enter description
5. Select Expense Type - Dom. Travel Allowance
6. Enter departure and return dates/times
7. Deselect days where allowance is not payable
8. If needed, update the account that will fund the expense (GL chartstring)
9. Update and Submit

Logging In

From 14 August, login via:

ProMaster

[Secure.inlogik.com/uq/](https://secure.inlogik.com/uq/)

ExpenseMe

Download at the App Store or Google Play



Need Help?

1. **Contact your Professional Services Team**
2. **Email:** fbs.support@uq.edu.au
3. **Online training:** learn.uq.edu.au/FBSX0202
4. **Website:** www.fbs.uq.edu.au/tem



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Create change