

## **Expenses claimant and Approvers:**

Access to the eExpense on the EmployeeOnline portal will cease on 31 August 2022.

Please submit and approve all the outstanding expense claims by 31 August 2022 noon.

Any unapproved claims after the deadline will be lost and the claimants will have to resubmit their expenses claims on the new system (Easy Expenses) after 1st September to be paid in October payslips.