

CaptureExpense User Guide

Introduction

Capture Expense is a market-leading expense management system designed to make managing your expense claims simple and efficient. It has state-of-the-art receipt reading technology that automatically creates draft expenses from photos of receipts.

Why Capture Expense?

- Removes the need to fill out lengthy expense forms.
- Quick and easy way to put through your expenses so saves time for you and Finance.
- Phone app available so you can take photos and upload receipts easily without the need to upload photos to your laptop.
- LSC will first approve the expenses and then depending on 2 scenarios they will be approved by your on-site manager. This will ensure that approvals are more accurate and streamlined.
- Streamlines our ability to get repayments to you quickly.

Getting Started

Sign In

Email invite:

You will receive an invite to join Capture Expense via an **e-mail with a link**. Click the link and follow the instructions to create a password.

Download the Mobile App

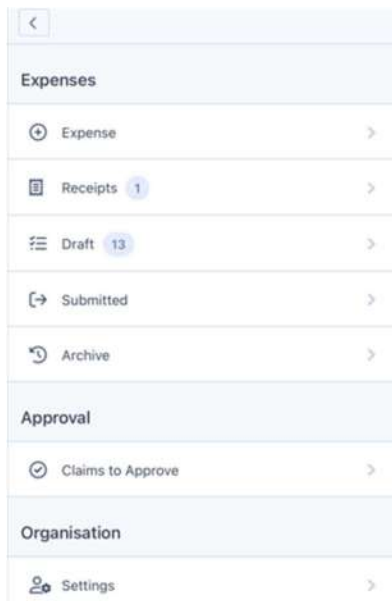
Capture Expense can be downloaded to your mobile. The App is available for both iOS and Android phones, scan one of the below QR codes to download the app.

Note: If you have created login details for the desktop website version, these will be the same for the Mobile version.

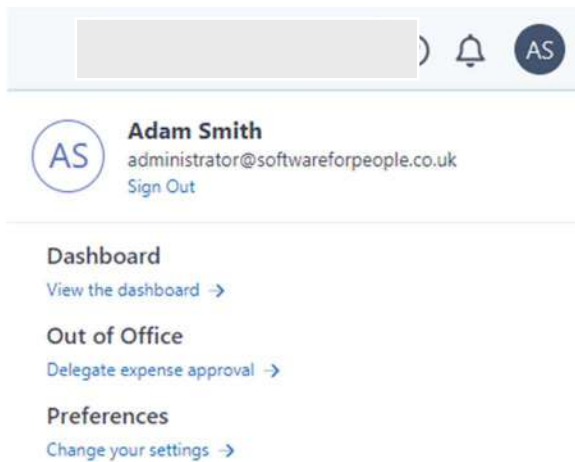


How to check your personal profile

On Mobile: click on Settings at the bottom of the screen



On Desktop website: Click on your initials in the top right-hand corner of the screen.



Dashboard: takes you to your dashboard

Preference: complete the following if you wish:

- Notifications
- Add additional email addresses to be recognised when sending in email receipts
- Users who can enter expenses on your behalf.

Make your first expense claim

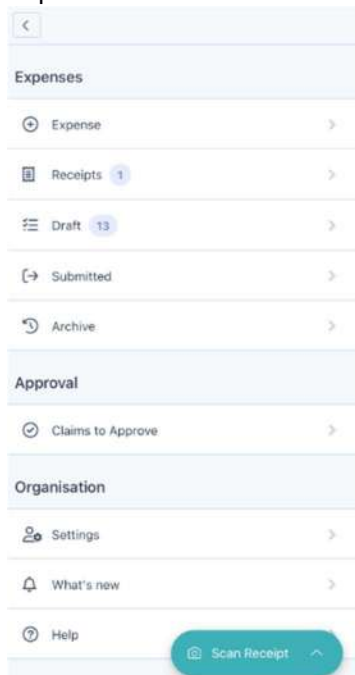
You are all set and ready to add your first expense!

Important note: When entering the expense amounts, you do not need to worry about the VAT side of things or entering the VAT figures, just ensure that the amount you are claiming for is the actual **total** amount you paid for the goods or services.

Option 1: Create an expense claim via the mobile App

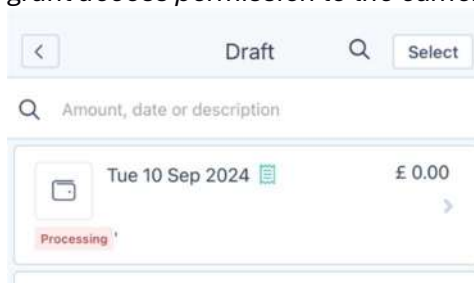
For all travel expenses except for mileage claims via the mobile App please follow the below steps:

1. Gather all your receipts together from your recent trip after your trip has ended or scan the receipts as you incur each expense through the app and edit the claim later.
2. Sign into Capture Expense on your mobile app. You will be taken to your dashboard.
3. Tap the blue icon labelled “scan receipt” at the bottom of the screen



4. Your phone will ask you to choose an action. If you have the picture of the receipt already on your phone you can select photos, but the easiest option is to select the camera icon and take a picture of the receipt. While the receipt is being read the expense will be flagged as processing.

Important note: A pop-up prompt may occur on your first use of the app. You will need to grant access permission to the camera and photo library if this happens.



5. Give it a minute to process then tap the expense. Some of the details will already be filled in but please update where necessary and ensure that the correct category and currency have been assigned as well as filling out the description of the expense.

 	
📅 Date	21/07/2025
📁 Meals & Drinks - Employee only	▼
<p>i Personal meal expenses are those incurred by employees when dining alone on a business trip. A personal meal is referred to as dinner and non-alcohol beverage. Reimbursable with receipts. Consumption of alcohol with a personal meal will be paid personally by the employee or the contractor. Tips given by the employee are not a reimbursable business expense and cannot be claimed back.</p>	
📋 EUR - European Euro	▼
€ Amount	16.30
<p>📝 Description of Expense</p> <p>Coffee out with team</p>	

6. Tap the Save button at the top of the screen. The expense record will be stored in draft.
7. Continue adding more receipts by following the above steps 3-6.
8. When you have all the receipts of your trip added you will then need to submit them for approval.
9. Tap Draft Expenses on your dashboard. This will open the below screen showing all the expenses you just uploaded.

Draft		Q	Select
📅	Mon 21 Jul 2025	📋	€ 33.00
+	Meals & Drinks - Employee only	>	
Castletroy Park Hotel & Leisure meal with team			
📅	Mon 21 Jul 2025	📋	€ 8.65
+	Meals & Drinks - Employee only	>	
Coffee with team			
📅	Mon 21 Jul 2025	📋	€ 16.30
+	Meals & Drinks - Employee only	>	
Coffee out with team			

10. Tap the select button at the top of the screen and then tap on the check marks to the left of each expense (as highlighted in yellow below) to select the ones you wish to submit on your expense claim. Then click on the submit button on the bottom of the screen.

☐ All Draft Cancel

<input checked="" type="checkbox"/>	<div>Mon 21 Jul 2025</div> <div>Meals & Drinks - Employee only</div> <div>Castletroy Park Hotel & Leisure meal with team</div>	€ 33.00
<input checked="" type="checkbox"/>	<div>Mon 21 Jul 2025</div> <div>Meals & Drinks - Employee only</div> <div>Coffee with team</div>	€ 8.65
<input checked="" type="checkbox"/>	<div>Mon 21 Jul 2025</div> <div>Meals & Drinks - Employee only</div> <div>Coffee out with team</div>	€ 16.30

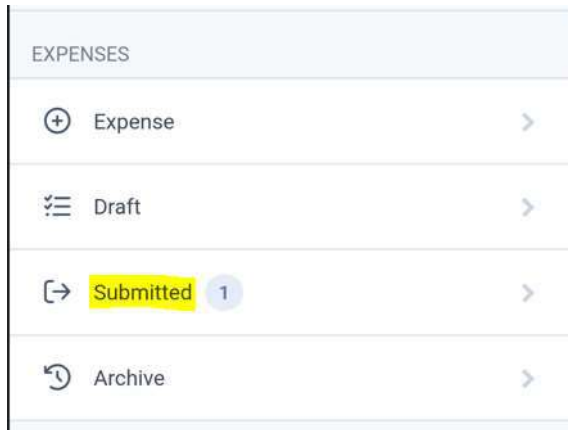
11. Fill in the description of the claim and select the date of the claim. Please select the most applicable date according to the payroll or Ltd pay period i.e. for July 25 payroll or self-bill this could be for 25th July 25 (a date in that pay period). Then tap the submit button at the top of the screen. Your expenses have then been submitted to LSC for approval!

 Submit

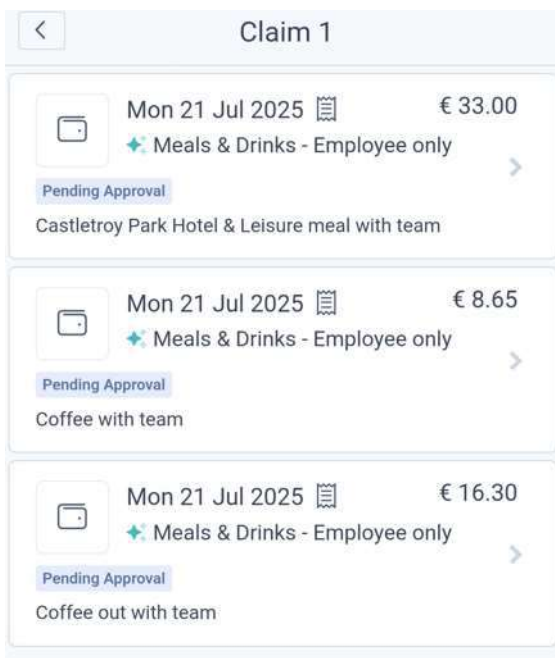
Your expense report contains a total of 3 claims with a value of €57.95.

<input type="text" value="Date"/>	21/07/2025
<input type="text" value="Description"/>	July travel expenses

12. You can view your submitted claims by tapping the “submitted” option on the dashboard.



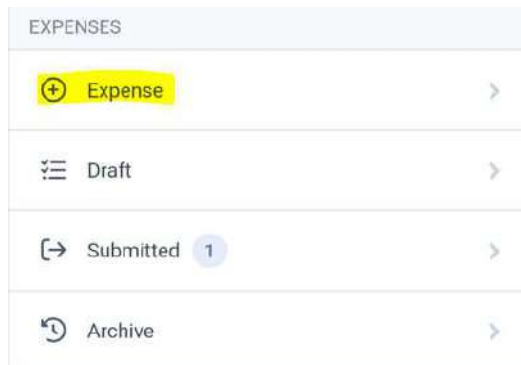
13. If you tap into the claim, you can see the status of the approval.



For mileage claims via the mobile App please follow the below steps:

Important note: Mileage reimbursement for private vehicle use for business journeys is only allowable once you have declared to LSC that your insurance will cover this. Please refer to the LSC Business Travel Expense policy for details.

1. Sign into Capture Expense on your mobile app. You will be taken to your dashboard.
2. Tap the + Expense icon.



3. For mileage claims you do not have to attach a receipt as it is based on the distance travelled which will be calculated on the app.
4. Enter the date of the mileage.
5. Under the category select the mileage option.
6. To decide on the location start and end you will need to select the option that follows the revenue rules.

The rules state that the mileage you can claim is the lower of either

- the distance between the employees' home and temporary place of work, or
- the distance between the employee's normal place of work and the temporary place of work.

This therefore means it is up to you as the employee to check both options and select the lower of the two.

All you need to do is tap into the location start box and enter the start point, you can type the address or enter the Eircode. Then tap into the location end box and enter your end point in the same way.

7. If you have a return journey please select yes under the round-trip option.
8. Please select the type of car you are driving from the drop-down list.
9. The amount of mileage owed to you will be automatically calculated on the app under the amount section.
10. You must then ensure that you place a note on the claim identifying the reason for the journey i.e. meeting a client or travelling to a site to conduct testing etc.
11. Tap the Save button at the top of the screen. The expense record will be stored in Draft.

<

Edit

✓ Save

📅

Date

22/07/2025

📍

Mileage

▼

ℹ️

Mileage may be claimed for both the journey to and from the location when you use your own personal vehicle. If you are claiming mileage you cannot claim fuel costs. For business travel, the distance in kilometers is calculated by the lower of either:

- The distance between the employees' home and temporary place of work, or
- The distance between the employee's normal place of work and the temporary place of work.

📍

Add current location

⊕

Add stop

📍

LSC, Knocknabohilly, Kinsale, County Cork, Ire

✕

📍

Dublin City Centre, North Wall, Dublin 1, Ireland

✕

↔️

Round trip

YES

📏

Distance

283.40 km

566.80

🚗

Private Car up to 1200cc (0.42 EUR/km)

▼

€

Amount

236.92

📝

What was the journey for?

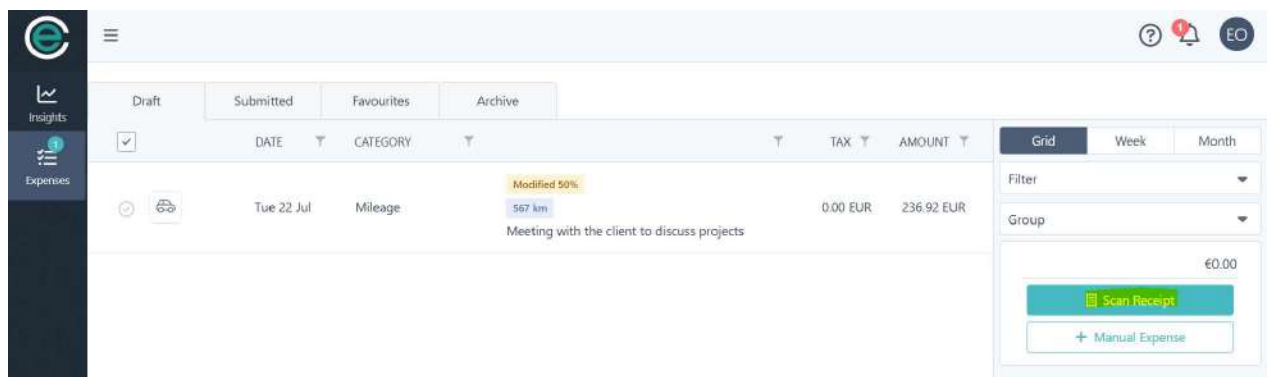
Meeting with the client to discuss projects

12. Please then follow **steps 8 to 14** under the “all travel expenses except for mileage claims” section to finish the claim.

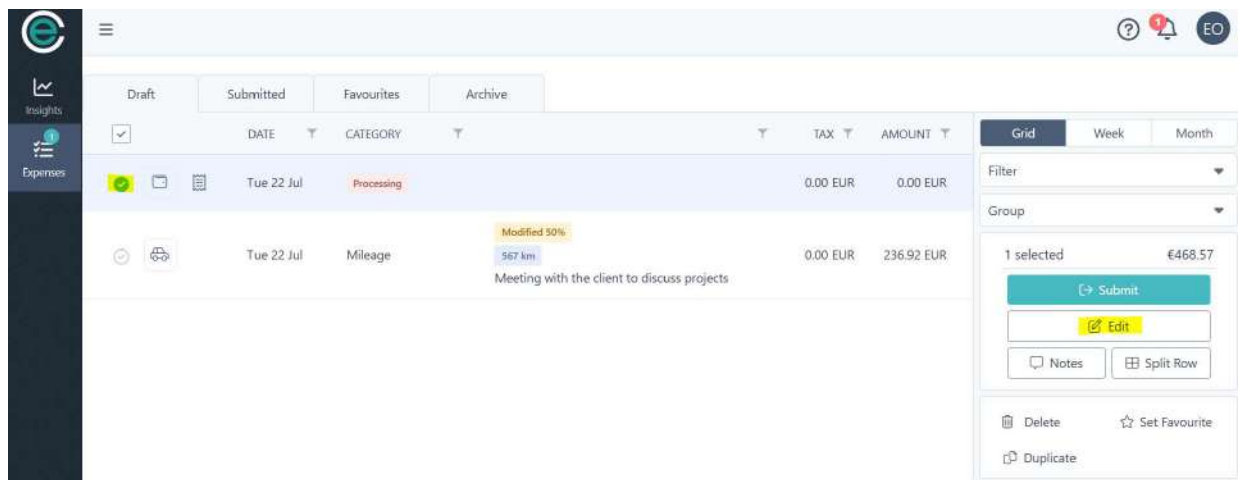
Option 2: Create an expense claim on the desktop website

For all travel expenses except for mileage claims via the desktop website please follow the below steps:

1. Gather all your receipts together from your recent trip.
2. Sign in to Capture Expense via <https://app.expenseonce.com/account/login/>
3. Select expenses from the side menu. Click on the scan receipt button. File Explorer will pop up for you to select a saved receipt.



4. Capture Expense will automatically create a draft expense. It will show with a flag of processing while it reads the receipt and populates the draft expense.
5. Give it a minute to process then select the expense using the circular checkbox to the left and click edit from the right-side action menu. Some of the details will already be filled in but please update where necessary and ensure that the correct category, currency and amount have been assigned as well as filling out the description of the expense.



Date: 2025-03-11

Category: Hotel/Accommodation

Hotel. Airbnb or bed and breakfast stays must be booked at reasonable rates. Employees should use a guide price of a maximum of €150 for 'room only' per night. Breakfast may also be purchased at the accommodation. The company will not cover 'In-Room' entertainment, hotel telephone costs, Mini-Bar costs, laundry services or alcohol purchased at the hotel bar. All hotel/accommodation and breakfast costs will only be reimbursed with receipts.

Description of Expense: Hotel to stay in dublin on client visit 2 nights

Number of nights: 2.00

Currency: EUR - European Euro

Amount: € 468.57

6. Click the save button. The record is now in Expenses> Draft tab.
7. Continue adding more receipts by following the above steps 3-6.
8. When you have all the receipts of your trip added you will then need to submit them to LSC for approval.
9. Select Expenses from the side menu. Under the draft tab click on the check marks to the left of each expense (as highlighted in yellow below) to select the ones you wish to submit on your expense claim. Then click on the submit button on the right of the screen.

Expenses

Draft Submitted Favourites Archive

	DATE	CATEGORY	TAX	AMOUNT
<input checked="" type="checkbox"/>	Tue 22 Jul	Mileage	0.00 EUR	236.92 EUR
		Modified 50% 567 km Meeting with the client to discuss projects		
<input checked="" type="checkbox"/>	Tue 11 Mar	Hotel/Accommodation	87.62 EUR	468.57 EUR
		Over 3 Months Hotel to stay in dublin on client visit 2 nights		

Grid Week Month

Filter

Group

2 selected €705.49

Submit

Edit

Notes Split Row

Delete Set Favourite

Duplicate

10. A pop-up box will appear. Fill in the description of the claim and select the date of the claim. Please select the most applicable date according to the payroll or Ltd pay period i.e. for July 25 payroll or self-bill this could be for 25th July 25 (a date in that pay period). Then click the submit button at the bottom of the screen. Your expenses have then been submitted to LSC for approval!

Submit Expense Report

Your expense report contains a total of 2 claims with a value of €705.49.

Date

27 Jul 2025

Description

Travel Expenses July 25

✓ Submit

Cancel

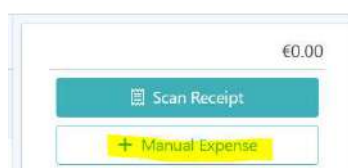
11. You can view your submitted claims by clicking on the “submitted” tab. Here you can also see the status of the approval.

	Draft	Submitted	Favourites	Archive				
	CLAIM	DATE	TAX	APPROVED	TOTAL			
▶	1	21 Jul 2025	July travel expenses	€ 1.94	€ 57.95			
▶	2	27 Jul 2025	Travel Expenses July 25	€ 87.62	€ 705.49			

For mileage claims via the desktop site please follow the below steps:

Important note: Mileage reimbursement for private vehicle use for business journeys is only allowable once you have declared to LSC that your insurance will cover this. Please refer to the LSC Business Travel Expense policy for details.

1. Sign into Capture Expense via <https://app.expenseonce.com/account/login/>
2. Select expenses from the side menu. Click on the + manual expense button to the right of the screen. This will open a pop-up box on the screen



3. For mileage claims you do not have to attach a receipt as it is based on the distance travelled which will be calculated on the app.
4. Enter the date of the mileage.
5. Under the category select the mileage option.
6. You must then ensure that you place a note on the claim identifying the reason for the journey i.e. meeting a client or travelling to a site to conduct testing etc.
7. Please select the type of car you are driving from the drop-down list.
8. To decide on the location start and end you will need to select the option that follows the revenue rules.

The rules state that the mileage you can claim is the lower of either

- the distance between the employees' home and temporary place of work, or
- the distance between the employee's normal place of work and the temporary place of work.

This therefore means it is up to you as the employee to check both options and select the lower of the two.

All you need to do is click into the location start box and enter the start point, you can type the address or enter the Eircode. Then click into the location end box and enter your end point in the same way.

9. The amount of mileage owed to you will be automatically calculated on the app under the amount section.
10. Tap the Save button at the top of the screen. The expense record will be stored in Draft.

Date 22 Jul 2025

Category Mileage

☐ Save as incomplete

Mileage may be claimed for both the journey to and from the location when you use your own personal vehicle. If you are claiming mileage you cannot claim fuel costs. For business travel, the distance in kilometers is calculated by the lower of either:

- The distance between the employees' home and temporary place of work, or
- The distance between the employee's normal place of work and the temporary place of work.

What was the journey for? Travel to site to meet client

Vehicle Private Car up to 1200cc (0.42 EUR/km)

Journey Start LSC, Knocknabohilly, Kinsale, County Cork, Ireland

Journey End Dublin City Centre, North Wall, Dublin 1, Ireland

Calculated distance 283.80 km at €0.42

Actual 566.80 km ☒ Round trip

Currency EUR - European Euro

Amount € 236.92

13. Please then follow **steps 7 to 11** under Option 2 “all travel expenses except for mileage claims” section to finish the claim.

Procedure for on-site manager approval of expenses

Once LSC have reviewed and approved your expense claim on Capture Expense you will then need to choose one of the two scenarios mentioned below to finalise your expense claim.

Two Scenarios:

1. If your manager approves your timesheet on RSM Intime.

We will upload the expense sheet from Capture Expense onto RSM Intime and your manager will approve it from there. Just like they approve your timesheets. All you will need to do is ensure that your manager has approved this via Intime if it sits there for a long time unapproved.

2. If your manager does not approve your timesheets on RSM Intime.

Please kindly download the approved expense sheet from Capture Expense and email this to your manager for their approval. Please then send the Expense Sheet with the Manager approval email to support@lsc.ie for payment of the expense.

How to download your LSC approved Capture Expense sheet.

Download of the approved Capture Expense sheet will need to be done via the **desktop website only**:

1. Log onto Capture Expense.
2. Click on the archive tab at the top of the screen. There you will find your most recent approved expense.
3. Click on the tick button to the left of the expense you wish to download. It will turn green.

CLAIM	CLAIMANT	DATE	TAX	UNAPPROVED	TOTAL
2	Erica O'Leary	27 Jul 2025	Travel Expenses July 25	€ 87.62	€ 705.49

4. Click on the print button on the right of the screen.

- This will open the expense claim showing the list of expenses and the receipts in order.
Click the print button on the top of the page and select save as PDF. The best way to format it is as landscape and without headers and footers selected.

Print


Expense Claim 5 - Erica O'Leary
Claim Date: 19 August 2025


Claim Date	Description	Category	Quantity	Currency	Net	Tax	Gross
13 September 2024	Coffee Dock	Meals & Drinks - Employee only	1.00	€	7.60	0.00	7.60
13 September 2024	Zambrero	Meals & Drinks - Employees and Clients	0.00	€	23.80	0.00	23.80
Total Expenses				€	31.40	0.00	31.40

Print

Expense Claim 5 - Erica O'Leary
Claim Date: 19 August 2025

Claim Date	Description	Category	Quantity	Currency	Net	Tax	Gross
13 September 2024	Coffee Dock	Meals & Drinks - Employee only	1.00	€	7.60	0.00	7.60
13 September 2024	Zambrero	Meals & Drinks - Employees and Clients	0.00	€	23.80	0.00	23.80
Total Expenses				€	31.40	0.00	31.40





Destination: Save as PDF

Pages: All

Layout: Landscape

More settings

Paper size: A4

Pages per sheet: 1

Margins: Default

Scale: Default

Options:

☒ Headers and footers
☐ Background graphics

Save

Cancel

- Send this PDF to your on-site manager for approval using the following email template.

Hi XXXXX,

Please kindly find attached my expense sheet for my recent trip to XXXX. Please could you review this and indicate your approval by return email.

Many thanks,

Kind Regards,
Erica

FAQ's

How do I know if my claim has been approved?

When your expense is approved you will receive an email notification,
Your claim will also have moved into the archive tab on your expenses menu for easy reference.

How do I delete a draft expense claim?

[How do I delete draft records?](#)

How do I split an expense claim?

[How do I split up an expense?](#)

How do I duplicate an expense claim?

[How do I duplicate claims?](#)

What do I do if my expense is rejected?

If your claim is rejected, you will be sent an email notification that will include any reasons provided by the approver. Your claim will have been returned to your Expenses: Drafts where you can rectify and re-submit is applicable or delete.

How do I submit a receipt in a foreign currency?

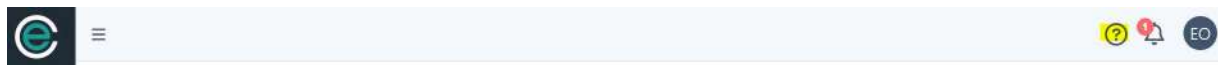
When raising an expense there is a drop-down list of the currencies we accept claims in. If the currency you require is not listed, please contact support@lsc.ie



The screenshot shows a form with three rows: 'Currency', 'Vat', and 'Amount'. The 'Currency' dropdown menu is open, showing a list of currencies: AED - Emirati Dirham, EUR - European Euro, GBP - British Pound, GBP - British Pound, and USD - United States Dollar. The 'Vat' field shows '- 0.00%' and the 'Amount' field is empty.

Any other questions

There is a knowledge base available on Capture Expense. This is accessed by clicking on the following icon at the top left of the desktop website page when you are logged in



Or

Send an email with your query to support@lsc.ie