Attach itemized receipts to your claim

- Itemized receipts are required to request reimbursement for meal expenses (debit and/or credit card charge slips cannot be accepted).
- Please remove all alcohol charges.

1. Scan and save receipts and/or documents to folder of your choice (or desktop).
2. Complete all requested information in each section of claim form.
3. Click *Save*!
4. Scroll down to *Comments & Attachments* section.
5. Click *Browse.*
6. Click *Browse* (in *Comments & Attachments* section).
7. Chose applicable attachment from where you have it saved.
8. Click *Open*.
9. Click *More* to add additional line(s) to attach more documents.
10. Repeat until all receipts/documents have been attached for your claim.

Browse button does not appear to attach documents

1. Ensure ALL requested travel and expense information has been entered.
2. Ensure ALL required fields (indicated by red stars) have been completed.
3. Ensure you have clicked *Save*.

I cannot click "I Accept" Provider Declaration

1. Ensure ALL requested travel and expense information has been entered.
2. Ensure ALL required fields (indicated by red stars) have been completed.
3. Ensure you have clicked *Save*.

Still cannot submit a claim?

1. Ensure ALL requested travel and expense information has been entered.
2. Ensure ALL required fields (indicated by red stars) have been completed.
3. Ensure you have clicked *Save*.
4. Ensure ALL receipts and documents are attached (if required) *in Comments & Attachments* section.
5. Ensure "*I Accept*" box has been checked in *Provider Declaration* section.
6. Click *Submit*.

Not claiming travel time or kilometers (delete sections from claim form)

1. Click x to the left of the line to remove travel time line.
2. Click x to the left of the line to remove kilometer line.
3. Click *Save*.

Note: You will not be able to submit your claim without removing lines.

Cancelled claim, can I reinstate claim form?

1. Sign into your PIP account.
2. Click *Cancelled Claims* in My List.
3. Click *Claim #* you wish to reinstate.
4. Click *Reinstate* at bottom of screen.
5. Complete required claim information, upload documents/receipt, submit claim.