Dear …,

It’s great that you will be using the declaration module in the Basecone Spenser app! I have activated this expense module for you to use. You can download the app from the App Store or Google Play Store and log in with your current Basecone login details.

Before you start creating your expense report, I want to ask if you can fill in your settings in the Basecone Spenser app. Via the "settings" button in the lower right corner of the home screen, you can access your personal settings. The following two settings are important, namely 'my details and the Accounting settings'.

**My details**

If you go to 'My details' you can enter your personal information. This data will be sent to Basecone and will be shown on your expense report. With these information, the accountant will know who submitted the expense report and on which bank account the amount must be paid.

**Accounting settings**

In the expense module you can select different categories (such as travel) for the expenses you have made. You can set up the accounting code for each category. These settings can vary per person. Attached is an Excel file with the data that applies to you. Look at the ‘Accounting settings' tab for this.+

If you have questions about the use of the expense module in the Basecone Spenser app, you can find an extensive instruction on the Basecone support portal: http://support.basecone.co.uk

Kind regards,