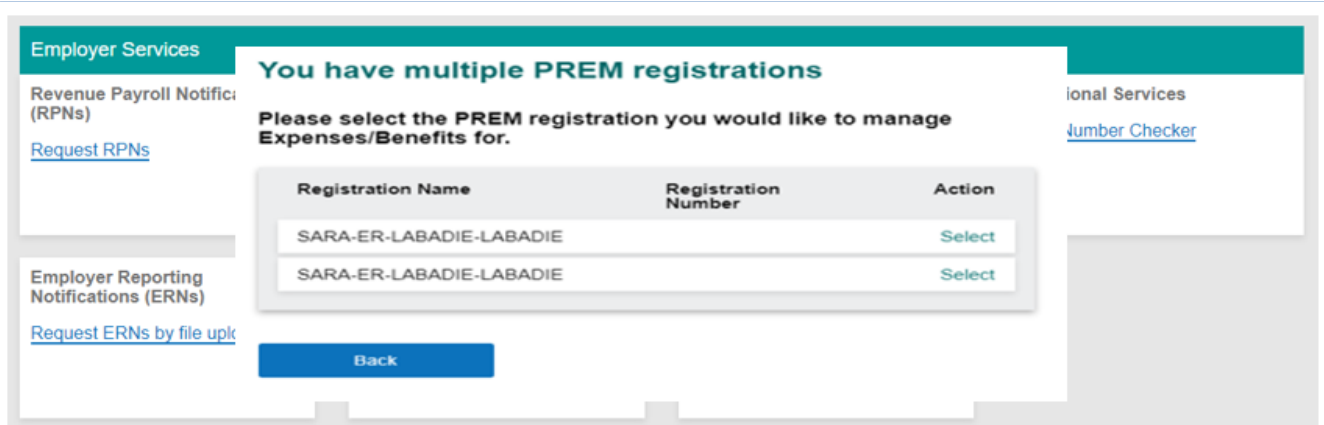# Submit Expenses/Benefits – Online Form

- Click on '**Submit Expenses/Benefits'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.
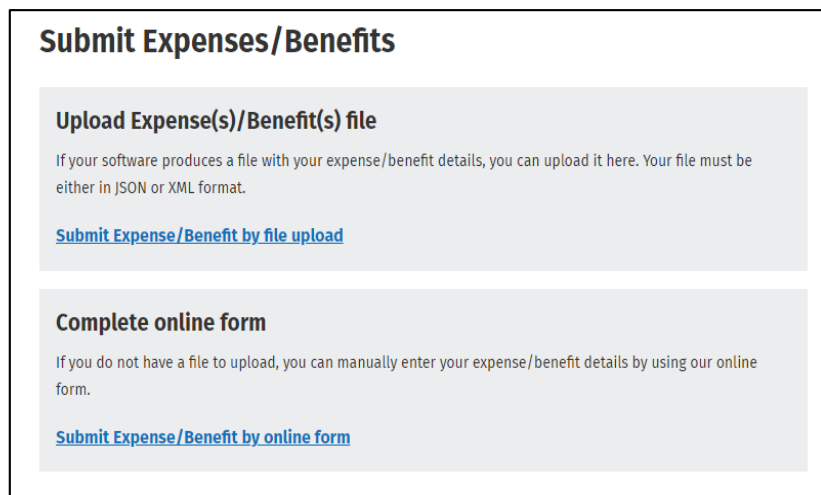
  If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

- Click on '**Submit Expenses/Benefit by online form**' in the 'Complete online form' section.

A list of your existing employees will be displayed. Select each employee individually to input their expense/benefit details.

- Click **'Edit'** or '**Select**' on the employee line.

Create a new Expense or Benefit.

Please select an employee for whom an expense/benefit is being reported.

Previously submitted employee details.

Search: [   ]

PPS Number	Employment ID	Employee Name	Action
	FCT1	TAlysson MAYERT	Edit Select
	1	Test11 Test12	Edit Select
	FCT1	Sandie Shadie	Edit Select
	ID_TEST	MONAHAN LOUVENIA	Edit Select
	FCT1	Sandie Shadie	Edit Select
	FCT	Cesar Schroeder	Edit Select

Showing 1 to 6 of 6 entries

Previous **1** Next

My employee is not on the list →

You will be brought to the '**Expense/Benefit details**' screen. The '**Employee Name', 'PPSN'** and '**E**mployment ID'** fields will be prepopulated. If '**Expenses/Benefits'** have not previously been submitted this screen will be blank. Click '**My employee is not on the list'** to start a submission for the employee.

You need to input the relevant information under the relevant categories:

- Travel and Subsistence
- Remote Working Daily Allowance
- Small Benefit Exemption

Enter the '**Amount or Value**' of the expense/benefit and the '**Date of Payment/Benefit**'.

When all boxes have been completed, click '**Save**' on the bottom left of the screen.

Submission Items

The section displays the information submitted. You can search by '**PPSN**' or '**Employee name**'.

You can click the '**Amend or Delete**' option to make changes to the submitted details for this employee.

Submission items

The following items are ready for submission. Add another expense/benefit by clicking the 'Add new Expense/Benefit' link.

[PPS Number ▾] [   ] [**Search**]

Clear filter

PPS Number	Employee Name	Employment ID	Employer Reference	Date of Payment/Benefit	Amount/Value	Category	Sub-Category	Actions
	TAlysson MAYERT	FCT1	-	03/05/2024	€185.60	Remote Working Daily Allowance	-	Amend Delete

Add new Expense/Benefit →

Only ten submission items are displayed on the screen. If there are more than ten items, click on 'Next page' to see the other submission items. If you click on the '**Add new Expenses/Benefits**' link it will return you to the '**create a new expense/benefit**' screen where you can add expense benefits details for another employee.

Once you have reviewed the submission item(s) and require no further amendments or additions, and confirm the details are correct click '**Submit Expenses/Benefits**' on the bottom right of the page.

Submission items

The following items are ready for submission. Add another expense/benefit by clicking the 'Add new Expense/Benefit' link.

PPS Number	Employee Name	Employment ID	Employer Reference	Date of Payment/Benefit	Amount/Value	Category	Sub-Category	Actions
'	TAlysson MAYERT	FCT1	-	03/05/2024	€185.60	Remote Working Daily Allowance	-	Amend Delete

Add new Expense/Benefit →

I confirm these details are correct ☐

Submit Expenses/Benefits

- Input your password.
- Click on '**Sign & Submit**'.

Once you have signed and submitted your submission you will be automatically assigned an expenses/benefit Run Reference and Submission ID. You should keep these for you records.

There are two buttons on this screen:
- 'Return to ROS' – this is a quick link back to the ROS homepage.
- 'Print screen' – this will present the acknowledgement screen in a print friendly format, should you wish to print this for your records.

There is also a '**View expenses/benefits**' link which will bring you to the View expenses/benefits screens where you can view the details on this submission.

Thank you

Your expenses/benefits run reference is: **ERR_RUN_20240503-0941096_cad2605f44de**
Your expenses/benefits submission reference is: **ERR_SUB_20240503-0941096_8915584ebdab**

You can view your expenses/benefits on the "View Expenses/Benefits" screens. From this screen you can also edit your expenses/benefits if necessary.

You may wish to print this screen to keep a record of your expenses/benefits submission reference for future correspondence.

View Expenses/Benefits   **Print screen**   **ROS homepage**