



# CLAIMING EXPENSES

**YOUTH  
LEADS.**

## HOW TO MAKE A CLAIM

Remember you'll need evidence (photo/screenshot/PDF receipts or details of your mileage) before you submit a claim.

## REGISTER & SUBMIT

Either we will add you to the system as a user, or you can register yourself by scanning the QR code and clicking 'Submit'.

If we add you as a user, you will get an email asking you to register an account.

**If you get asked for an Organisation Code this is yours: AS5537**

The first time you are submitting a claim, you will need to register by setting a password, their contact details and their bank details.

It's easy to upload the receipt and the details and can be done on the vHelp app or via the vHelp website.

Youth Leads UK will then check and approve the claim within 48 hours and the payment will be made within a further 48 hours.



**SCAN THE CODE OR  
[CLICK HERE FOR MORE](#)**

**vHelp**

**vHelp - User Registration**  
Youth Leads UK

[Skip to Registration](#)  
You can claim expenses later...

**Expense Claim**  
Please fill the form below to claim your first expense.

Already have an account? [Login here](#)

Email (required)

First Name (required)

Last Name (required)

Category (required)  
Travel

Details (required)  
s

Expense date (dd/mm/yyyy) (required)  
21/07/2023

Amount (in pounds) (required)  
1.01

Receipt  
Choose file No file chosen

[Proceed to Registration](#)