Administrative Information Management System (AIMS)

Filing an Expense Claim in AIMS

Not all employees need to file expense claims, but for those that do, there are several advantages to filing an online claim.

The Administrative Information Management System provides an easy step-by-step process for entering the details of your expenses. The claim form provides boxes to select expense type, location and a field for the amount. The system will indicate if a receipt is required, and receipts can be attached electronically.

After submitting your expense claim, the system routes your claim for approval. You will then be able to track whether the claim is pending approval or approved. Real-time information provides you with an up-to-date status on all your expense claims.

Next week check back for more information on how AIMS will benefit you.