



# MyEXPENSES

We've made it easier for you to submit your expenses

MyEXPENSES will allow you to submit claims for authorised duty travel and subsistence

- 1 Log into the Defence Gateway from your data enabled device
- 2 Find and click MyEXPENSES

20:06  
https://www.defencegateway.mod.uk/

MyEXPENSES

### New Expense Claim

Expense Type\*  
Subsistence Expense

Date Incurred\*

No of days\*

Expense Currency  
GBP

Expense Location Country  
United Kingdom

Total days subsistence amount (Food)  
£

Total nights subsistence amount (Accommodation)  
£

DHBS Booking Code

