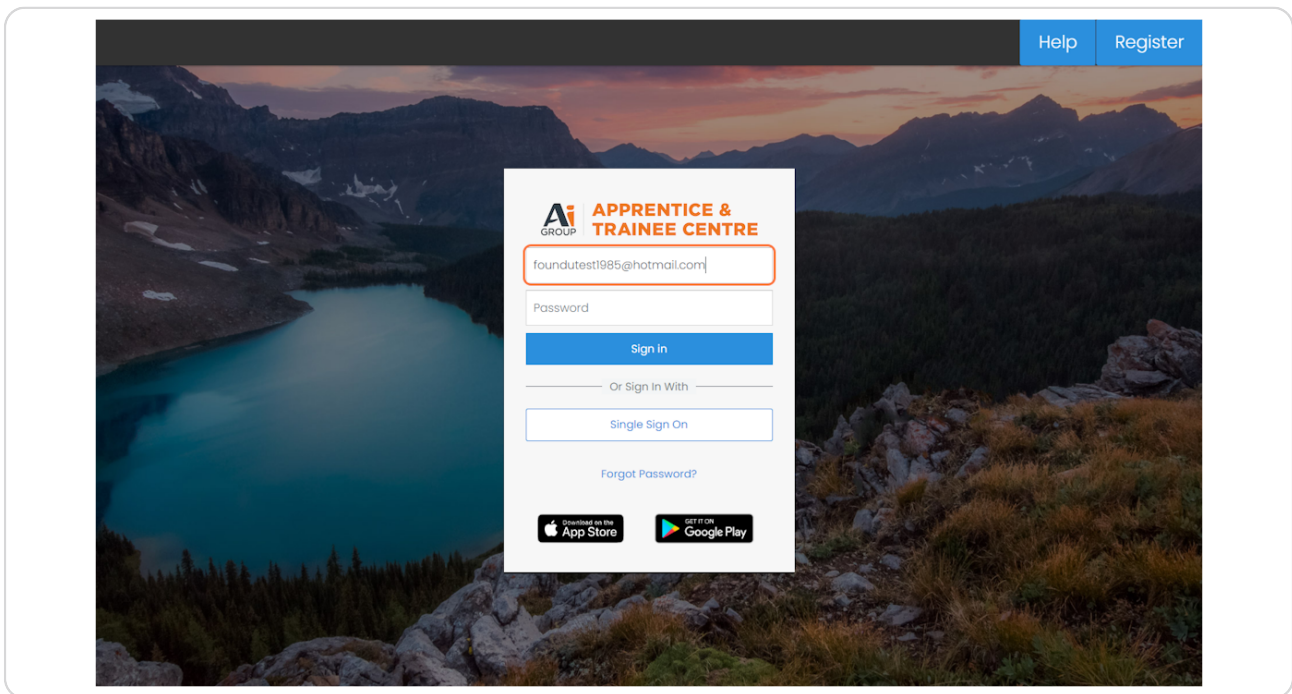


 Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

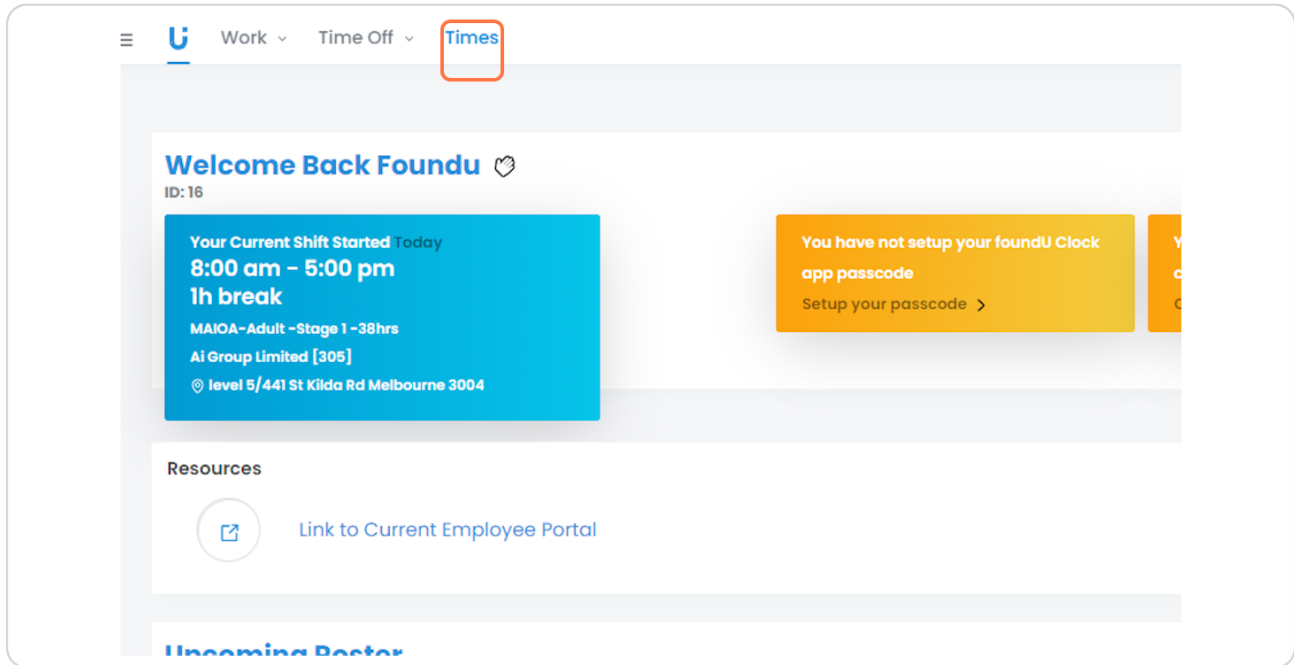
Login to your FoundU profile from your app or using your internet browser

Note: If you do not have the app you can download this in your Google Play or Apple App Store



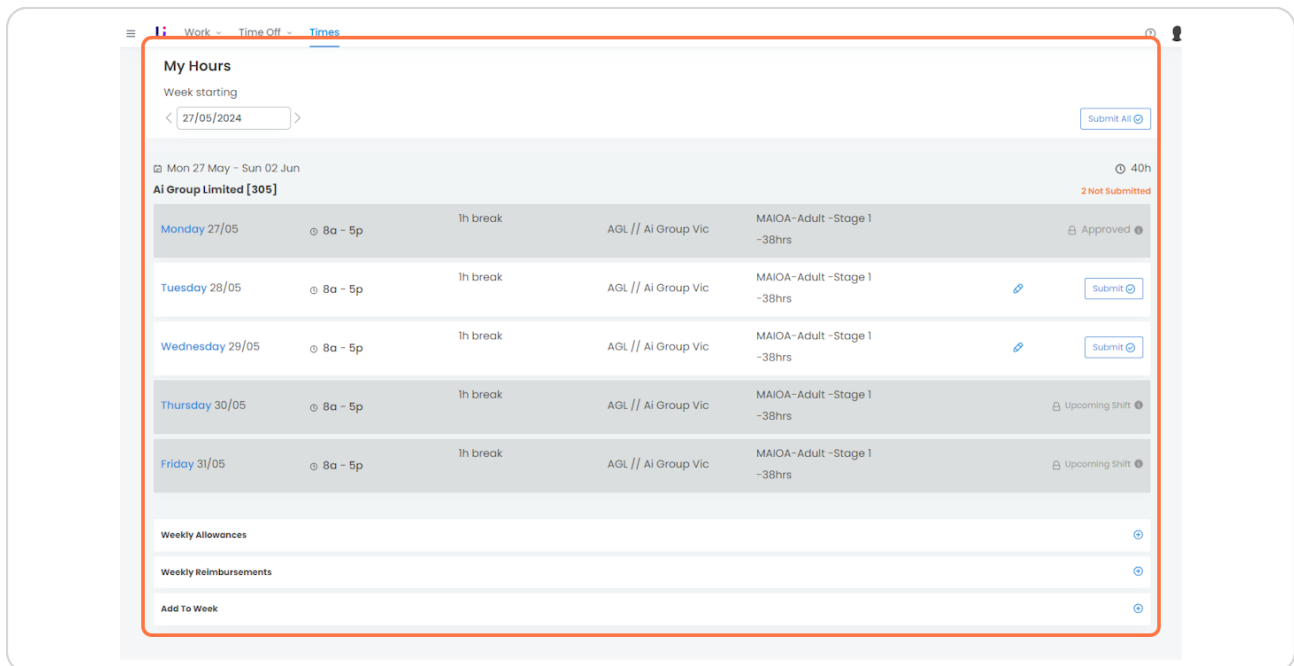
STEP 2

When you login to FoundU - Click on 'Times'



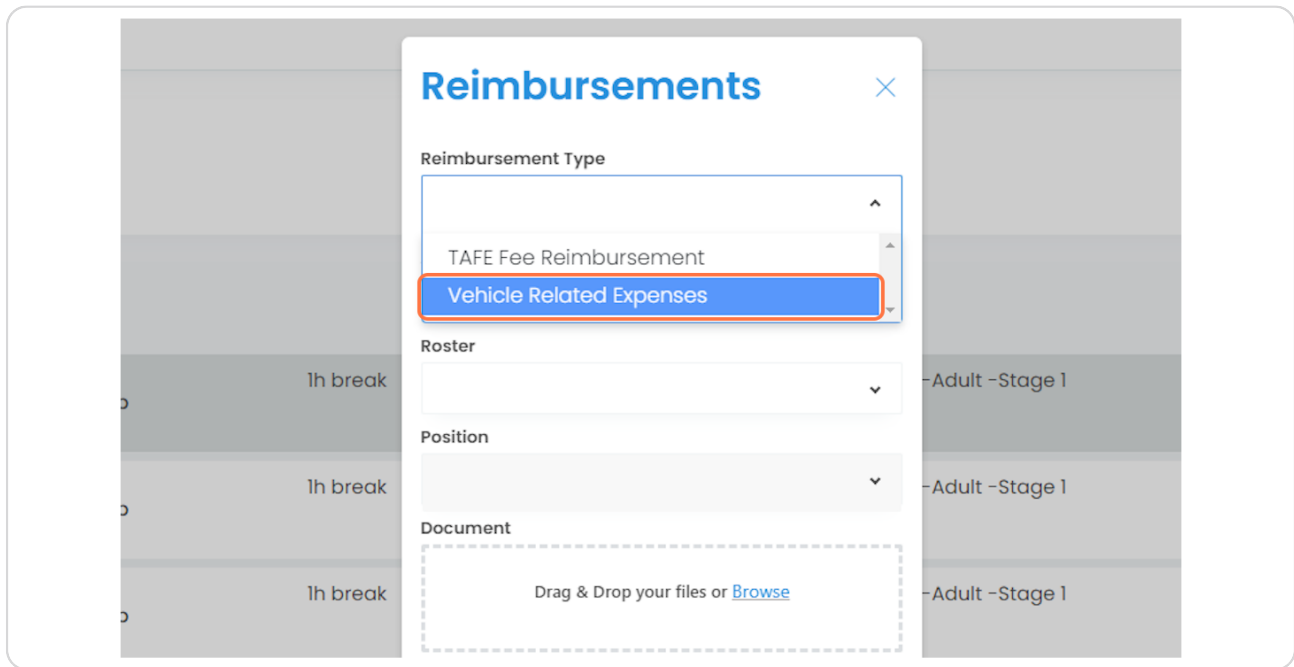
STEP 3

In the my hours section select 'Weekly reimbursements'



STEP 4

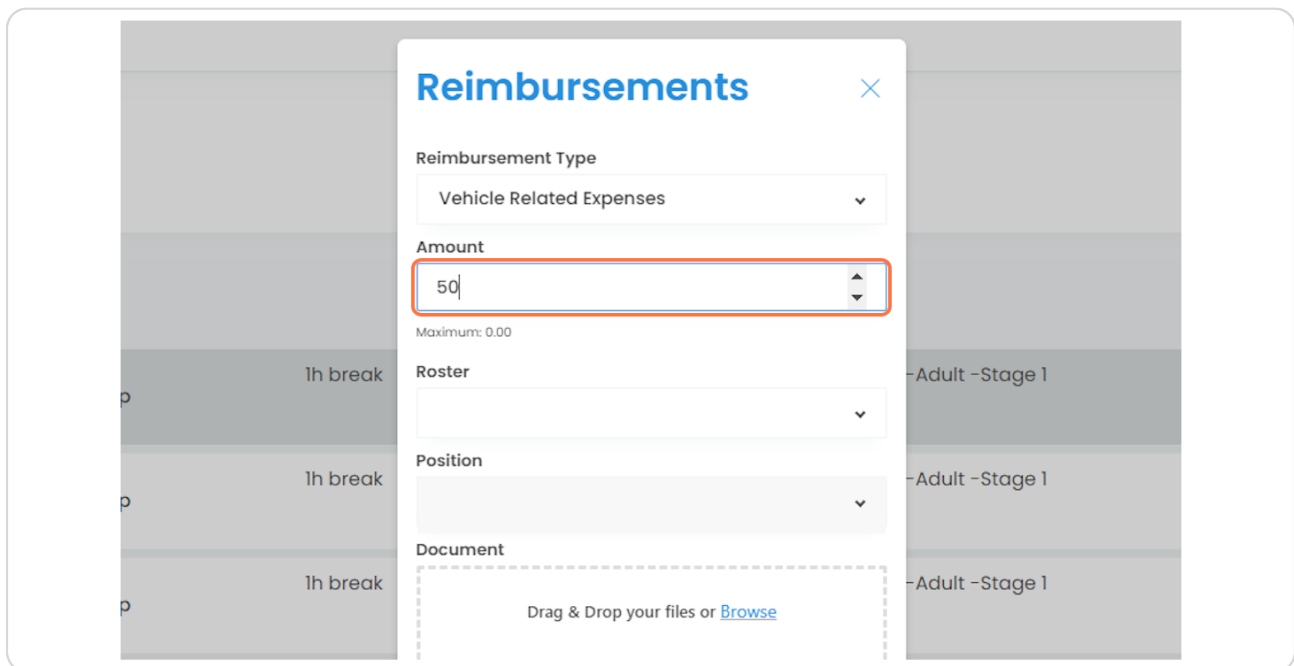
Select the reimbursement type



The screenshot shows a modal window titled "Reimbursements" with a close button (X) in the top right corner. The "Reimbursement Type" dropdown menu is open, showing two options: "TAFE Fee Reimbursement" and "Vehicle Related Expenses". The "Vehicle Related Expenses" option is highlighted with a blue background and a red border. Below the dropdown, there are fields for "Roster", "Position", and "Document". The "Document" field is a dashed box with the text "Drag & Drop your files or [Browse](#)".

STEP 5

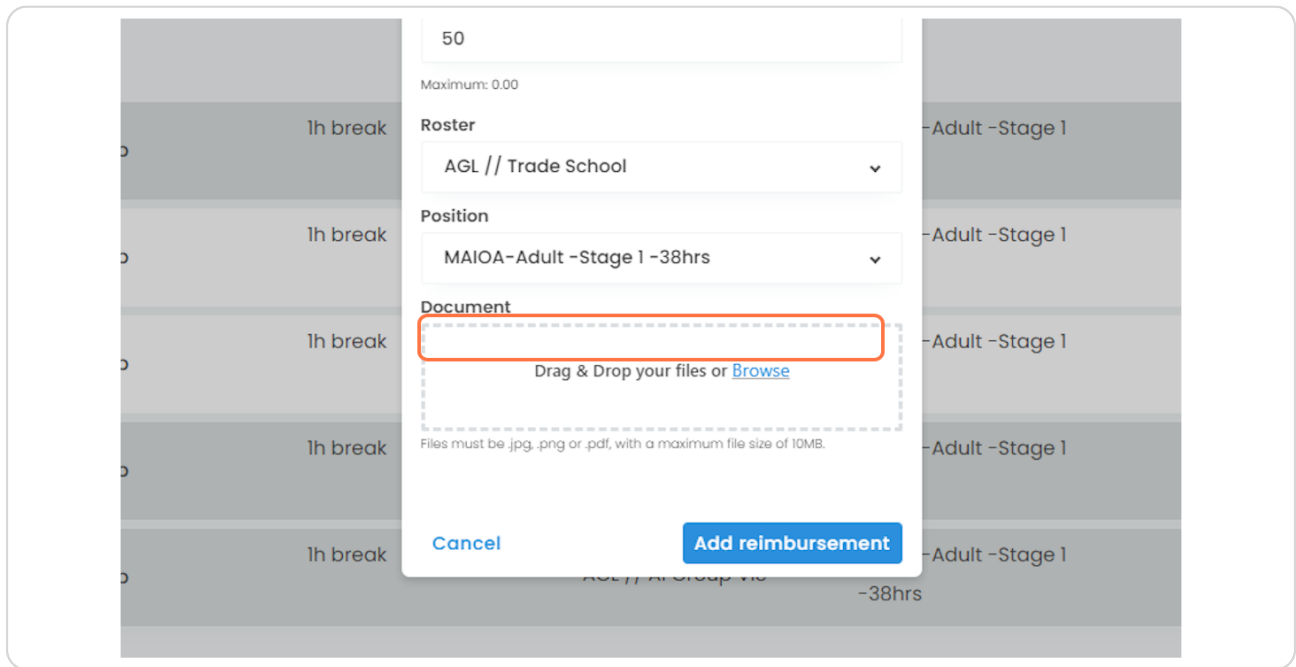
Enter the amount that you wish to be reimbursed



The screenshot shows the same "Reimbursements" modal window. The "Reimbursement Type" dropdown is now closed and shows "Vehicle Related Expenses". The "Amount" field is a text input box containing the number "50", highlighted with a red border. Below the input box, it says "Maximum: 0.00". The "Roster", "Position", and "Document" fields are also visible, with the "Document" field containing the same text as in Step 4.

STEP 6

Select your correct roster and position and upload your receipt



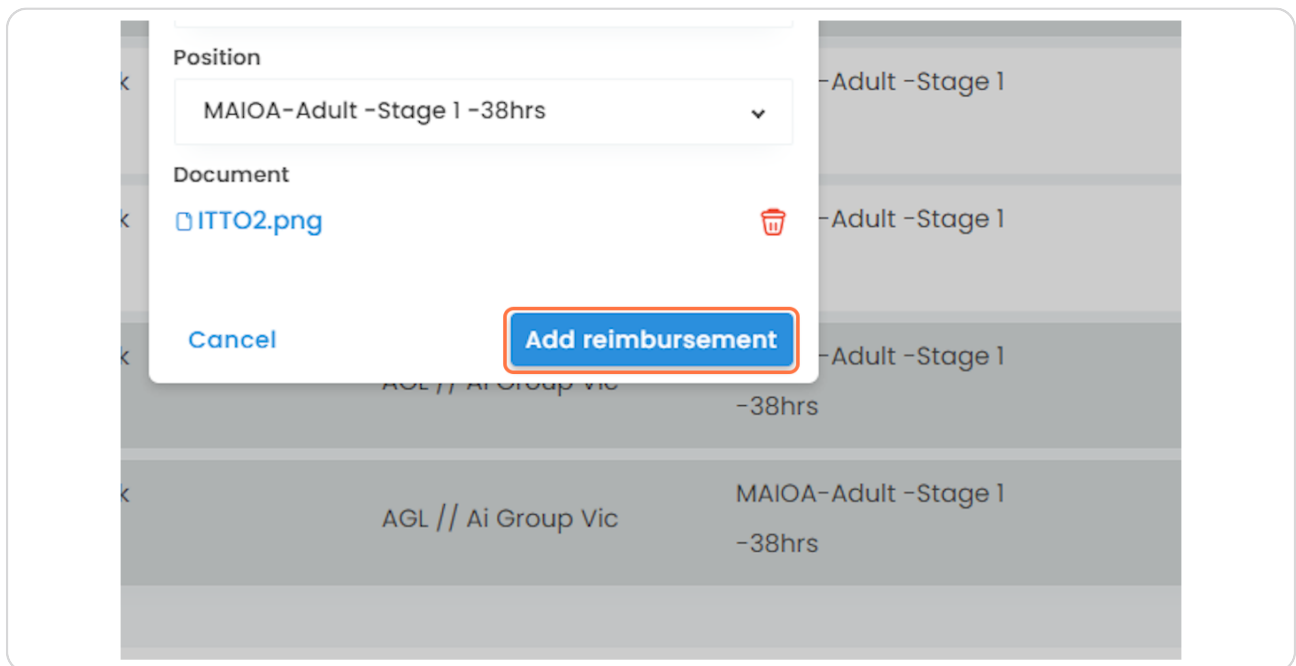
A screenshot of a reimbursement form. A modal window is open in the center, containing the following fields:

- A text input field with the value "50" and a "Maximum: 0.00" label below it.
- A "Roster" dropdown menu with the selected option "AGL // Trade School".
- A "Position" dropdown menu with the selected option "MAIOA-Adult -Stage 1 -38hrs".
- A "Document" section with a dashed border and a red outline. It contains the text "Drag & Drop your files or [Browse](#)". Below this, it says "Files must be .jpg, .png or .pdf, with a maximum file size of 10MB."
- At the bottom of the modal are two buttons: "Cancel" and "Add reimbursement".

The background shows a table with rows containing "1h break" and "Adult -Stage 1".

STEP 7

Click on 'Add reimbursement'



A screenshot of the same reimbursement form, but the modal window now shows a file named "ITTO2.png" with a trash icon next to it. The "Add reimbursement" button is highlighted with a red outline. The background table is partially visible, showing rows with "AGL // Ai Group Vic" and "MAIOA-Adult -Stage 1 -38hrs".