Video script: Claiming expenses at Brackenmoor

90-second explainer for all staff · Brackenmoor Supply · Finance team · Draft 3, approved

> For the video team: read the voiceover exactly as written. On-screen notes are suggestions.

Scene 1 · Opening

ON SCREEN Title: Claiming expenses at Brackenmoor.

VOICEOVER Spent your own money on a work trip or a client lunch? Here's how to get it back, in three steps and about five minutes.

Scene 2 · What you can claim

ON SCREEN Four icons: train ticket, hotel, meal, taxi.

VOICEOVER You can claim travel, hotels, meals with clients, and taxis when there's no other way to get there. Personal items, fines and alcohol on your own are never covered.

Scene 3 · Step one: keep the receipt

ON SCREEN A phone taking a photo of a receipt.

VOICEOVER Step one: keep every receipt. Take a photo of it on the day, because paper receipts fade and get lost.

Scene 4 · Step two: submit it

ON SCREEN The Expenses page: New claim, add photo, pick a category, Submit.

VOICEOVER Step two: open Expenses in the staff portal and choose New claim. Add the photo, pick a category, and say who you met or where you went. Then press Submit.

Scene 5 · Step three: approval and payment

ON SCREEN Timeline: Submitted, Manager approves, Finance checks, Paid.

VOICEOVER Step three: your manager approves the claim, Finance checks it, and the money arrives with your next pay. Claims sent by the 20th are paid that month.

Scene 6 · The 60-day rule

ON SCREEN Big number: 60 days.

VOICEOVER One rule to remember: claim within 60 days of spending the money. After that, we can't pay it back.

Scene 7 · Close

ON SCREEN Keep it, submit it, get paid. Questions: #ask-finance.

VOICEOVER Keep it, submit it, get paid. If you're not sure whether something counts, ask in the ask-finance channel before you spend.