Manager MyView

Approving / Rejecting an Expense Claim

Document:	Manager MyView – Approving / Rejecting an Expense Claim
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Author:	Payroll

1   Manager MyView – Approving an Expense Claim

Please ensure that online expense claims are approved in line with payroll cut off dates so that claims are processed in time for the next payroll.

Only a Line Manager can approve expense claims forms. Before approving expenses, Managers are responsible for ensuring that expenses claimed are legitimate and that appropriate receipts have been attached electronically to all claims. Once approved, claims will be automatically forwarded to Payroll for payment.

Audit spot checks will be carried out on approved claims to ensure adherence to policy.

From your MyView Dashboard

My People Authorisations

> ➤ Click on [My People Authorisations]

Authorisations screen will appear

Authorisation [You have 7 items awaiting authorisation]   Travel & Subsistence policy

Expense Claims

Date	Time	Description	Value
14/10/2015	18:50:06	01/09/15 30/09/15 September Expenses	8.50
12/10/2015	17:26:05	01/08/15 31/08/15 August Expenses	8.50

> ➤ Click on [Expense Claim]

Expense Claims

Date	Time	Description	Value
14/10/2015	18:50:06	01/09/15 30/09/15 September Expenses	8.50

Employees should **ensure** that the Expense claim [Description] is easily recognisable to both employee and Manager as there may be multiple lines within the expense claim.

Example: Travel start and end dates: 01/09/2015 – 30/09/2015 September Expenses

Employee Expense claim will appear

		Date	Group	Type	Value	
✔	✖	01/09/2015	Car Mileage		75	▼
✔	✖	01/09/2015	Payroll 32 Travel & Su...	Lunch (£10.00 max)...	£8.50	▼

Total Value	£8.50
Total Miles	75

Default Cost Centre - Submitted

Authorisation/Rejection Notes

	Total Lines	Total Value	Total Miles	
Cancel	2	£8.50	75	Edit Authorise Reject

Manager can drill down into each line of the expense claim form by clicking on the ▼ button

✔	✖	01/09/2015	Car Mileage	75	▼

➢ Click on the drop down button

Full expenses claim will be available to view

Default Cost Centre - Submitted

		Date	Group	Type	Value	
✔	✖	01/09/2015	Car Mileage		75	▲

Group

Car Mileage

Description

0800-1600 Base to Moray Council – Elgin (Meeting)

Date	Vehicle	User Type
Sep 1, 2015	CR158BG	Pay32 Business

Actual Mileage	HQ/Base to place visited	Mileage	Est. Claim Value
75		75	£33.75

➢ Manager should be satisfied that the employee has correctly detailed the reason for claim and that the expense was incurred appropriately.
➢ At [User Type], ensure that the mileage type chosen by employee is the correct one.

The Highland Council has a range of User (Travel) Types. Some examples are:

- If an employee is using their own private vehicle, they are classed as a Business user. Therefore, they would select **Business**. However, in the event of travelling from Home to Base they **must** choose **Business Taxable**.

- If an employee is only claiming Excess or Secondment or for Bicycle or Motorcycle there are also relevant options to choose.

- Lease car users must choose **HC Lease Car** (and the respective fuel type ie Petrol / Diesel / BiFuel)

➢ Depending on your review, click on either ✔ or **x** to approve or reject the line

Default Cost Centre - Submitted						
		Date	Group	Type	Value	
✔	✖	01/09/2015	Car Mileage		75	▼
✔	✖	01/09/2015	Payroll 32 Travel & Su...	Lunch (£10.00 max)...	£8.50	▼
					Total Value	£8.50
					Total Miles	75

==If an employee has claimed [Short Term Car Hire - £26.50] the value will be shown in the claim as £1.00 but the employee will still be paid £26.50 as per policy.==

Default Cost Centre - Open				
Date	Group	Type	Value	
09/09/2015	Payroll 32 Travel & Subsi...	Short Term Car Hire - £...	£1.00	🗑 ▼
09/09/2015	Car Mileage		200	🗑 ▼
			Total Value	£1.00
			Total Miles	200

➢ Continue through the expense claim form by going down to the next line and clicking on the ▼ button

		Date	Group	Type		Value		
✔	✖	01/08/2015	Car Mileage			75		▼
✔	✖	01/08/2015	Payroll 32 Travel & Subsistence	Lunch (£10.00 max). If outwith...		£8.50		▲

Group	Type
Payroll 32 Travel & Subsistence	Lunch (Â£10.00 max). If outwith HC VAT
Description	
08:00 – 16:00 Base to Elgin (Meeting with Moray Council)	
Date	Value
Aug 1, 2015	£8.50

Total Value	£8.50
Total Miles	75

➢ Review the line accordingly, paying particular attention to [**Description**] and [**Type**]

Ensure that:

(i)   All journeys have been <u>necessarily</u> undertaken while on Council business:

(ii)   The expense has been incurred and the amounts claimed are strictly in accordance with the rates laid down by the The Council;

(iii)   The claim is strictly within the Code of Conduct; and

(iv)   The claim has not been included under any other reimbursement scheme (e.g. excess travel, trade association etc).

(v)   Dates and Times of travel have been included

➢ Depending on your review, click on either ✔ or **x** to approve or reject the line.

Default Cost Centre - Submitted

		Date	Group	Type	Value		
✔	✖	01/09/2015	Car Mileage		75		▼
✔	✖	01/09/2015	Payroll 32 Travel & Su...	Lunch (Â£10.00 max)...	£8.50		▼

Total Value	£8.50
Total Miles	75

Authorisation Notes

Total Lines	Total Value	Total Miles
2	£8.50	75

Cancel   Edit Submit

➢ Click [Submit]

Claimant will receive an email advising that the claim has been approved and will be paid in the next pay run.

2 Rejecting an expense claim or lines within a claim

Employees can submit expense claims including multiple lines covering expenses incurred throughout the month. A Manager is able to approve or reject specific lines within the same claim instead of rejecting the full claim.

		Date	Group	Type	Value		
Default Cost Centre - Submitted							
✔	✖	01/09/2015	Car Mileage		10		▼
✔	✖	❗ 01/09/2015	Payroll 32 Travel & Su…	Lunch (Â£10.00 max)….	11.50		▼
					Total Value	11.50	
					Total Miles	10	

➢ Depending on your review, click on either ✔ or **x** to approve or reject the line

		Date	Group	Type	Value		
Default Cost Centre - Submitted							
✔	✖	01/09/2015	Car Mileage		10		▼
✔	✖	❗ 01/09/2015	Payroll 32 Travel & Su…	Lunch (Â£10.00 max)….	11.50		▼
					Total Value	11.50	
					Total Miles	10	

➢ If you are rejecting a claim line then please complete Rejection notes

Authorisation Notes

Rejection Notes

Claim rejected as the £11.50 value claimed is £1.50 outwith policy (£10 maximum), please resubmit this line

Cancel	Total Lines	Total Value	Total Miles	Edit	Submit
	2	11.50	10		

➢ Click [Submit]

Claimant will receive two emails, first one advising that all the claim lines that were approved will be paid in the next payrun. The second advising that a line has been rejected with an explanation

Please be advised that the following subsistence expense claim has been rejected:

Claim Number: 0000003141
Claim Date: 01/09/2015
Claim Description: Training Course in Perth 01/09/15
Claim Total: 11.50

Rejection reason: Claim rejected as the £11.50 value claimed is £1.50 outwith policy (£10 maximum), please resubmit this line