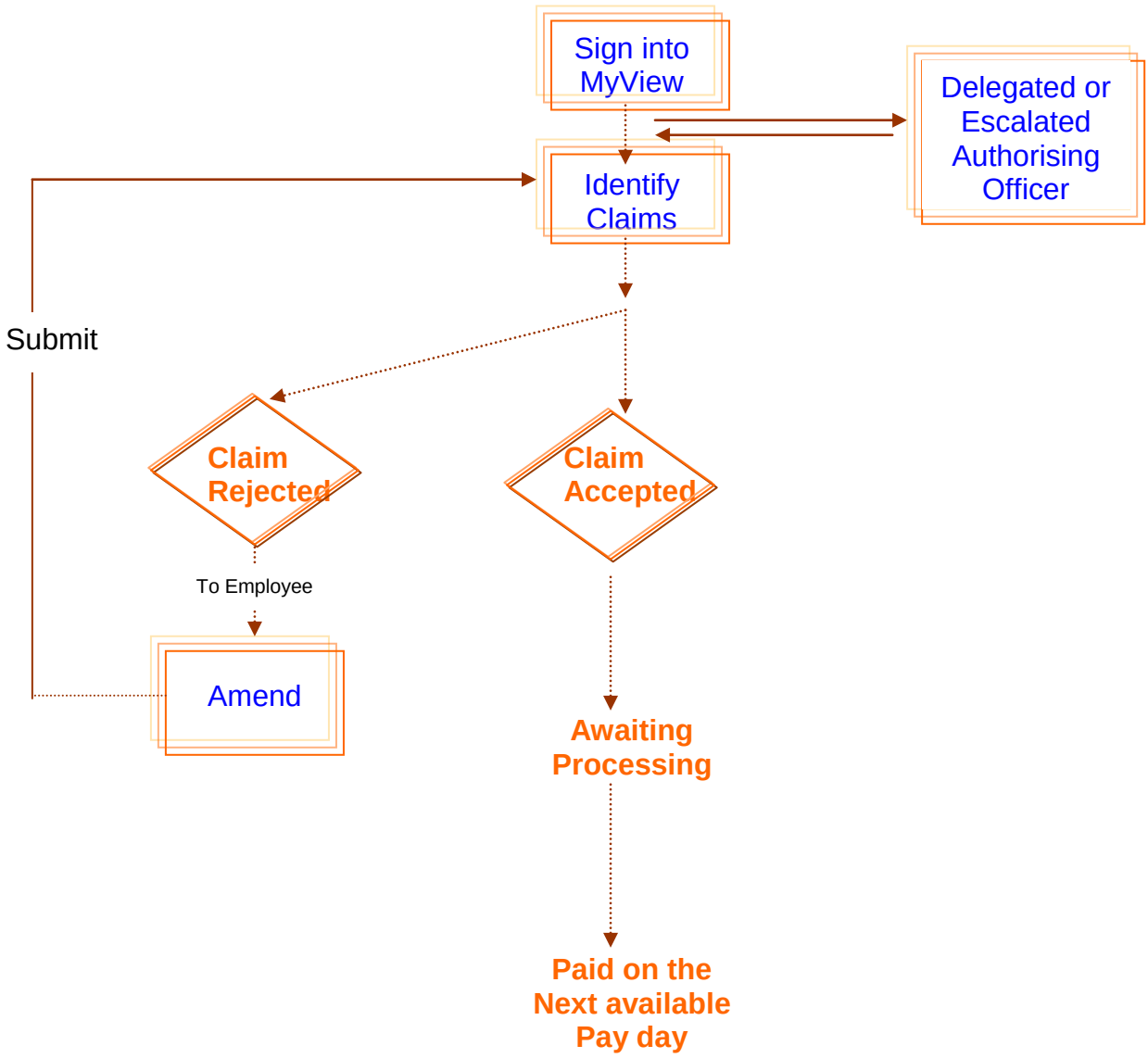
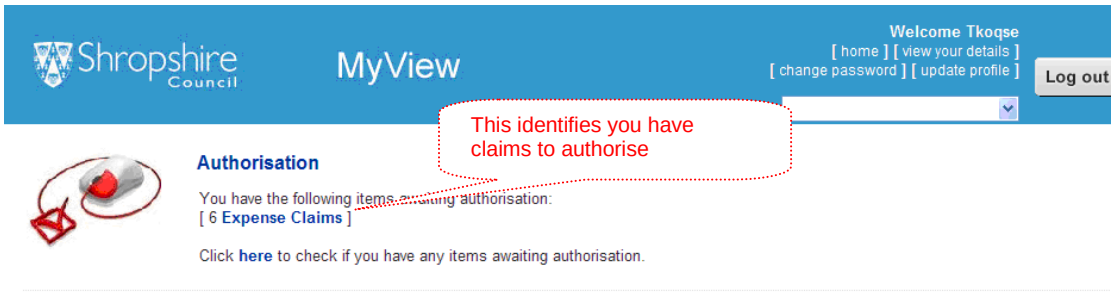
Expenses Claim Process Overview – Manager



Expenses Claim Guidance Notes - Manager

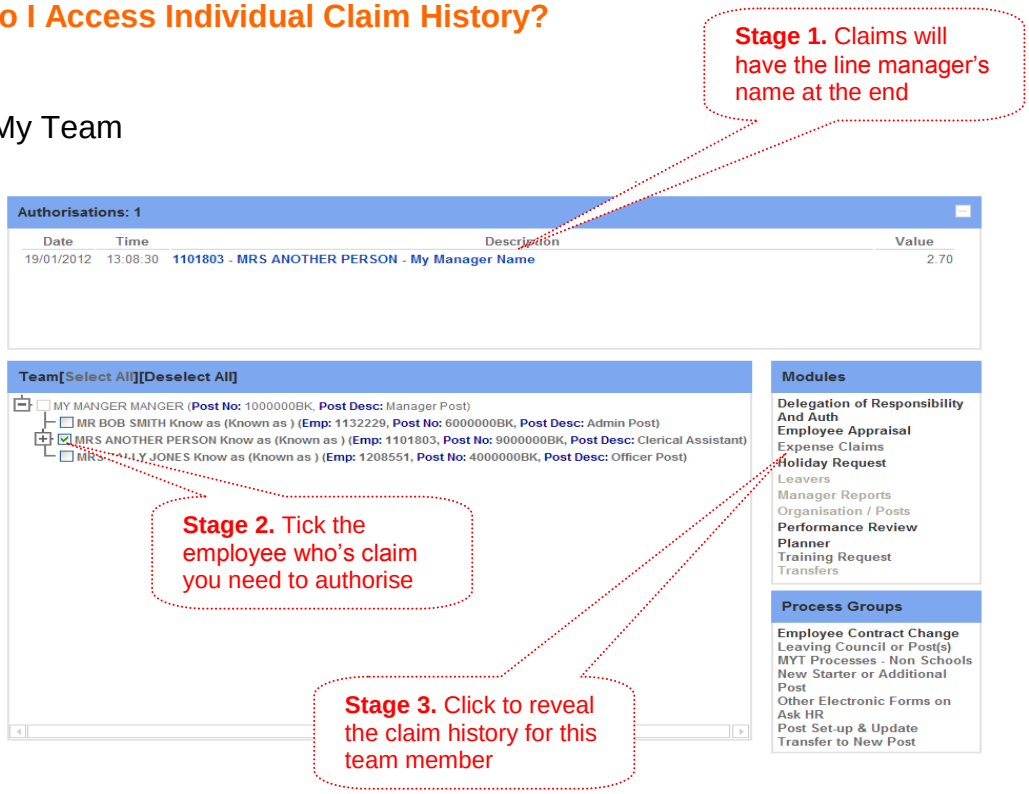
Getting Started



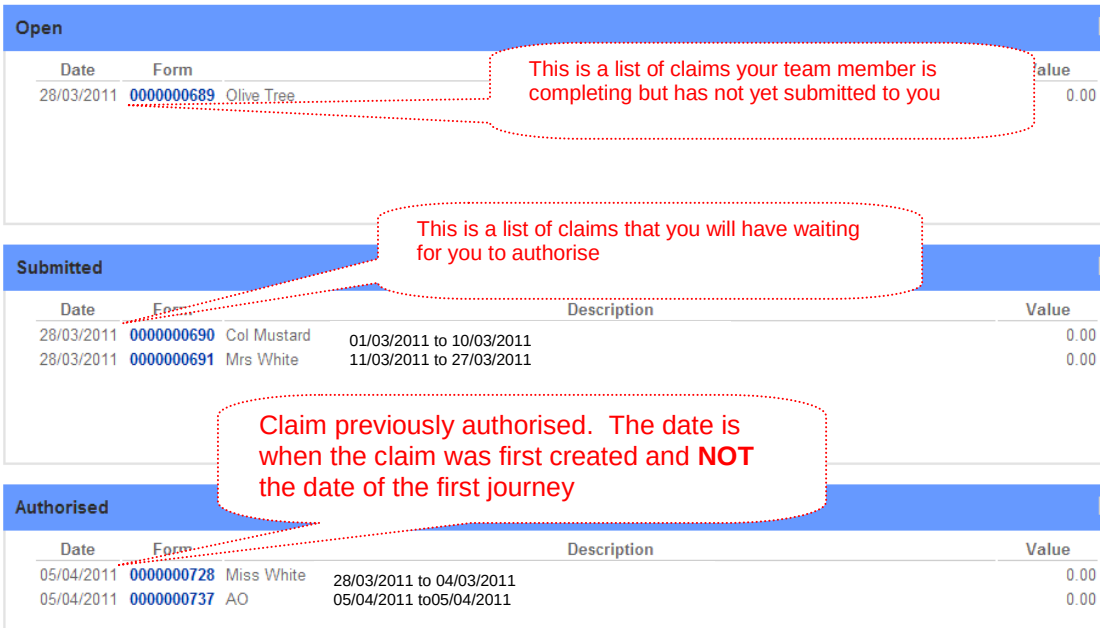
Part of the authorisation process requires you to check for duplicate claims (either accidentally or fraudulently). Do **NOT** click on any of the links. These take you direct to the claims. Before authorising any claim you **MUST** satisfy yourself that any claim does not contain any journey or expense from a previously paid claim. The access below gives you the employee's claims history for you to check.

How do I Access Individual Claim History?

Go to My Team



It is YOUR responsibility to ensure any submitted claim does not contain any payment already authorised. You will need to go into any claim which may contain a duplication to ensure you do not authorise payment again. Failure to do so could result in disciplinary action being taken against you OR failure to discharge your duties.

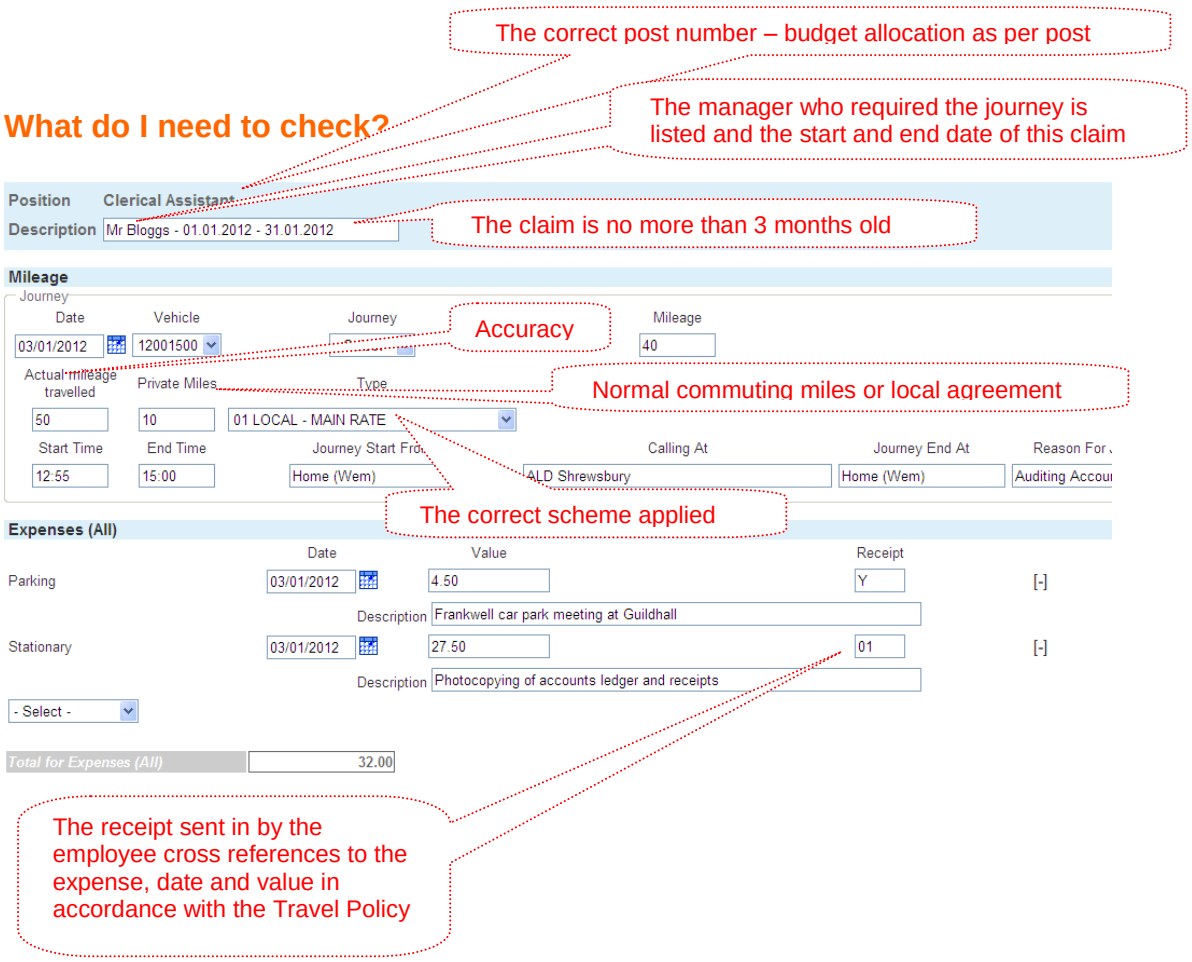


e.g. – as above

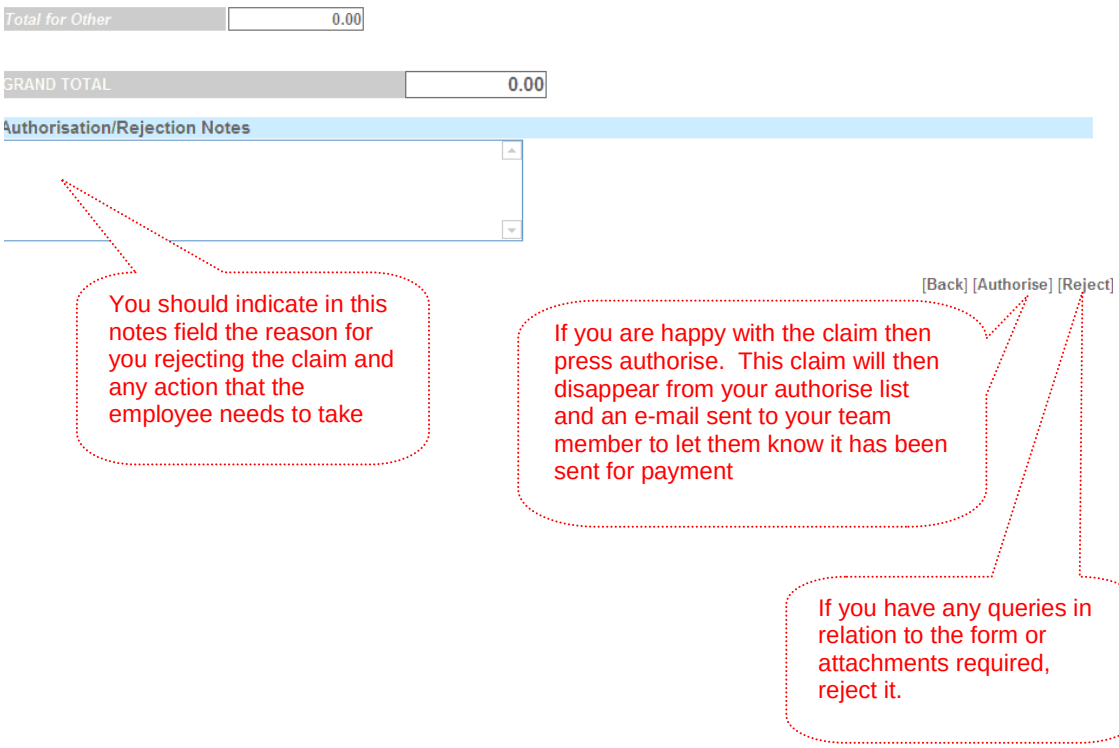
Claims can be submitted up to 3 months in arrears. As the two claims waiting for authorisation were created on 28/03/2011 you will need to look at any claims authorised with a claim date on or after 01/01/2011. Any claims dated after the ones submitted will also need to be checked (i.e. in this case those of 05/04/2011).

To assist you in this process, the employee's guidance asks them to also include in the description box the start and end date of the form to assist you. This will appear here after the line manager's name.

What do I need to check?



What happens when I have finished checking?



If you do not authorise a claim within 5 calendar days of it being submitted, it will be transferred up to **your** line manager to authorise.

Receipts

The employee must send in a VAT receipt for any single expense of more than £25.00. These may be attached to a copy of the claim summary or you may have agreed an alternative method of receiving them. However you agree to receive them, after you have cross referenced them to the claim you must keep them for a period of 2 financial years plus the current one and able to retrieve them for inspection at any time.

NB: Receipts **must** be stored and retrievable in their original paper format