Expenses Claim Process Overview – Manager

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                          ┌──────────────┐
                          │  Sign into   │
                          │   MyView     │
                          └──────┬───────┘                    ┌──────────────┐
                                 :                            │ Delegated or │
                                 :               ┌───────────▶│  Escalated   │
                                 ▼               │            │ Authorising  │
                          ┌──────────────┐       │◀───────────│   Officer    │
              ┌──────────▶│   Identify   │───────┘            └──────────────┘
              │           │    Claims    │
              │           └──────┬───────┘
              │            .     :
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        ┌──────────┐        ◇───────────◇
        │          ◇       ◇             ◇
Submit  │   Claim   ◇     ◇    Claim      ◇
        │  Rejected ◇     ◇   Accepted    ◇
        │          ◇       ◇             ◇
        │          └──◇─────────────◇────┘
        │             :                   :
        │         To Employee             :
        │             :                   ▼
        │             ▼              Awaiting
        │      ┌──────────────┐      Processing
        └......│    Amend     │
               └──────────────┘           :
                                          ▼
                                    Paid on the
                                    Next available
                                    Pay day
```
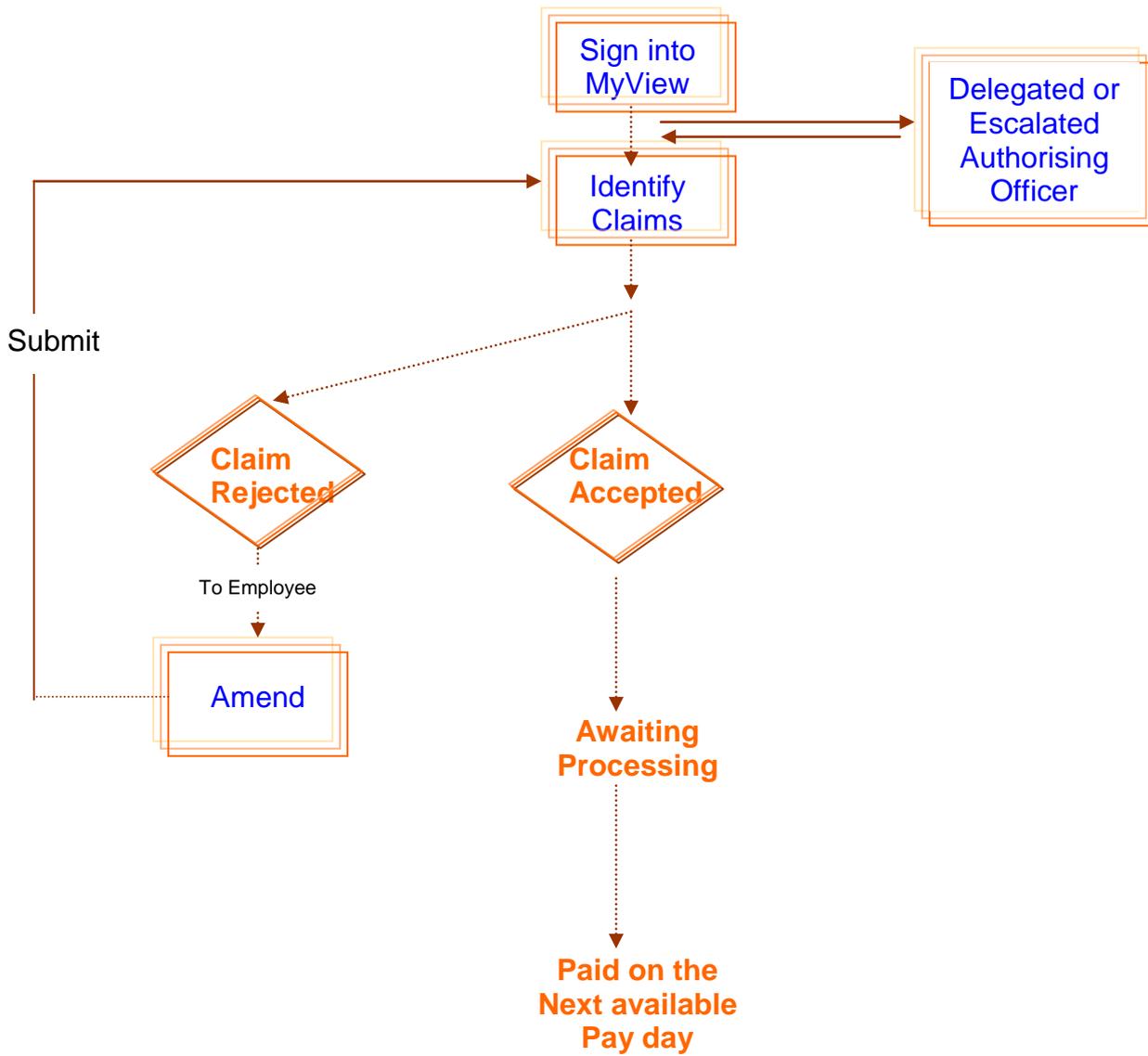
Expenses Claim Guidance Notes - Manager

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?

The correct post number – budget allocation as per post

The manager who required the journey is listed and the start and end date of this claim

Position	Clerical Assistant
Description	Mr Bloggs - 01.01.2012 - 31.01.2012

The claim is no more than 3 months old

Mileage

Journey

Date	Vehicle	Journey	Mileage
03/01/2012	12001500		40

Accuracy

Actual mileage travelled	Private Miles	Type
50	10	01 LOCAL - MAIN RATE

Normal commuting miles or local agreement

Start Time	End Time	Journey Start From	Calling At	Journey End At	Reason For J
12:55	15:00	Home (Wem)	ALD Shrewsbury	Home (Wem)	Auditing Accou

The correct scheme applied

Expenses (All)

	Date	Value	Receipt	
Parking	03/01/2012	4.50	Y	[-]
	Description	Frankwell car park meeting at Guildhall		
Stationary	03/01/2012	27.50	01	[-]
	Description	Photocopying of accounts ledger and receipts		

- Select -

Total for Expenses (All)	32.00

The receipt sent in by the employee cross references to the expense, date and value in accordance with the Travel Policy

What happens when I have finished checking?

Total for Other	0.00

GRAND TOTAL	0.00

Authorisation/Rejection Notes

[Back] [Authorise] [Reject]

You should indicate in this notes field the reason for you rejecting the claim and any action that the employee needs to take

If you are happy with the claim then press authorise. This claim will then disappear from your authorise list and an e-mail sent to your team member to let them know it has been sent for payment

If you have any queries in relation to the form or attachments required, reject it.

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 **<u>must</u>** be stored and retrievable in their original paper format