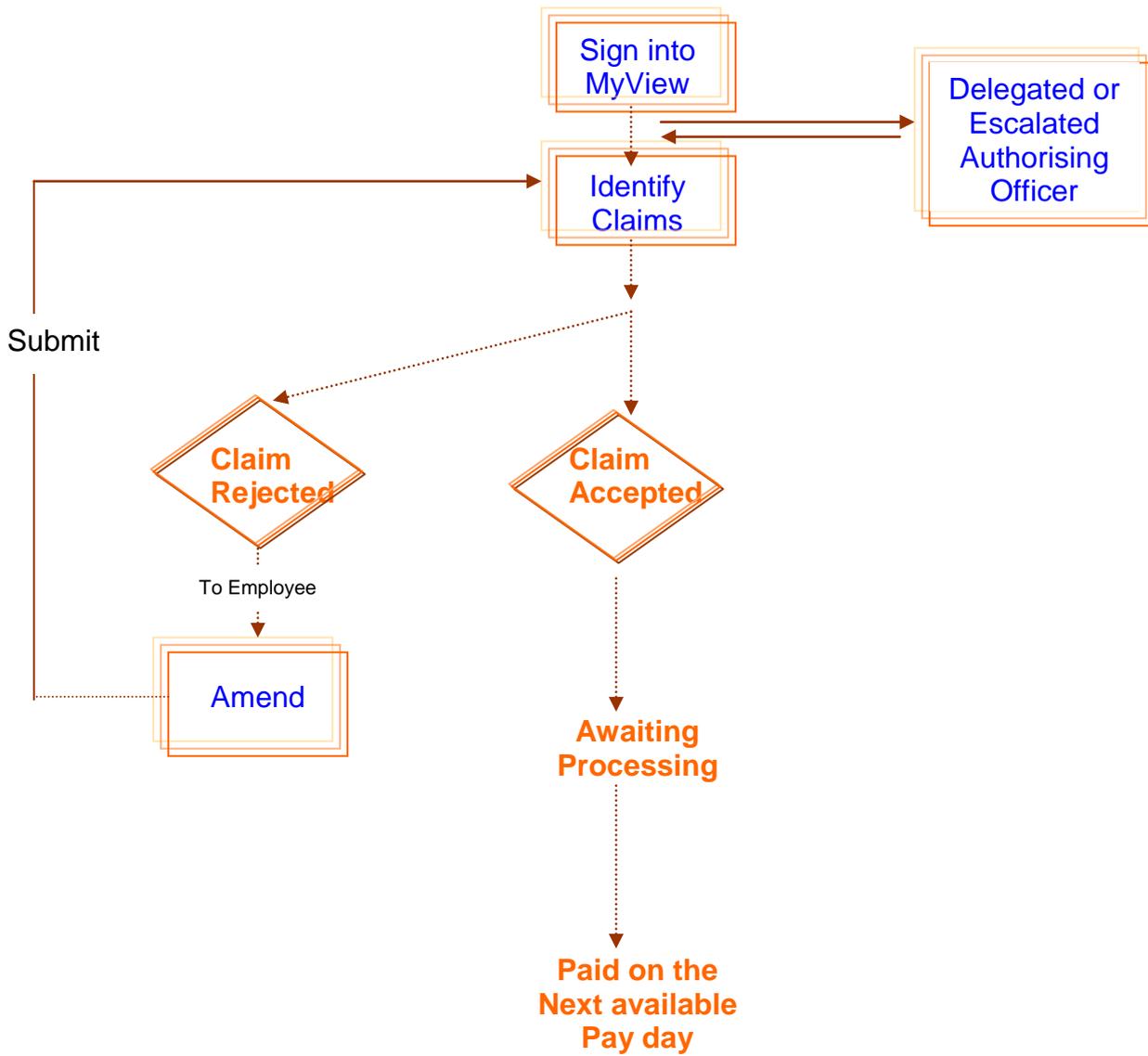


Expenses Claim Process Overview – Manager



Expenses Claim Guidance Notes - Manager

Getting Started

Welcome Tkoqse
[home] [view your details]
[change password] [update profile] Log out

Authorisation
You have the following items awaiting authorisation:
[6 Expense Claims]

Click [here](#) to check if you have any items awaiting authorisation.

This identifies you have claims to authorise

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

Authorisations: 1

Date	Time	Description	Value
19/01/2012	13:08:30	1101803 - MRS ANOTHER PERSON - My Manager Name	2.70

Team [Select All] [Deselect All]

- MY MANGER MANGER (Post No: 1000000BK, Post Desc: Manager Post)
- MR BOB SMITH Know as (Known as) (Emp: 1132229, Post No: 6000000BK, Post Desc: Admin Post)
- MRS ANOTHER PERSON Know as (Known as) (Emp: 1101803, Post No: 9000000BK, Post Desc: Clerical Assistant)
- MRS ANOTHER PERSON Know as (Known as) (Emp: 1208551, Post No: 4000000BK, Post Desc: Officer Post)

Modules

- Delegation of Responsibility And Auth
- Employee Appraisal
- Expense Claims
- Holiday Request
- Leavers
- Manager Reports
- Organisation / Posts
- Performance Review
- Planner
- Training Request
- Transfers

Process Groups

- Employee Contract Change
- Leaving Council or Post(s)
- MYT Processes - Non Schools
- New Starter or Additional Post
- Other Electronic Forms on Ask HR
- Post Set-up & Update
- Transfer to New Post

Stage 1. Claims will have the line manager's name at the end

Stage 2. Tick the employee who's claim you need to authorise

Stage 3. Click to reveal the claim history for this team member

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.

Open				
Date	Form			Value
28/03/2011	0000000689 Olive Tree			0.00

This is a list of claims your team member is completing but has not yet submitted to you

Submitted				
Date	Form	Description	Value	
28/03/2011	0000000690 Col Mustard	01/03/2011 to 10/03/2011	0.00	
28/03/2011	0000000691 Mrs White	11/03/2011 to 27/03/2011	0.00	

This is a list of claims that you will have waiting for you to authorise

Authorised				
Date	Form	Description	Value	
05/04/2011	0000000728 Miss White	28/03/2011 to 04/03/2011	0.00	
05/04/2011	0000000737 AO	05/04/2011 to 05/04/2011	0.00	

Claim previously authorised. The date is when the claim was first created and **NOT** the date of the first journey

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?

Position Clerical Assistant
 Description Mr Bloggs - 01.01.2012 - 31.01.2012

Mileage

Journey

Date	Vehicle	Journey	Mileage
03/01/2012	12001500		40

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

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

Expenses (All)

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

Total for Expenses (All) 32.00

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

The claim is no more than 3 months old

Accuracy

Normal commuting miles or local agreement

The correct scheme applied

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

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.

[Back] [Authorise] [Reject]

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