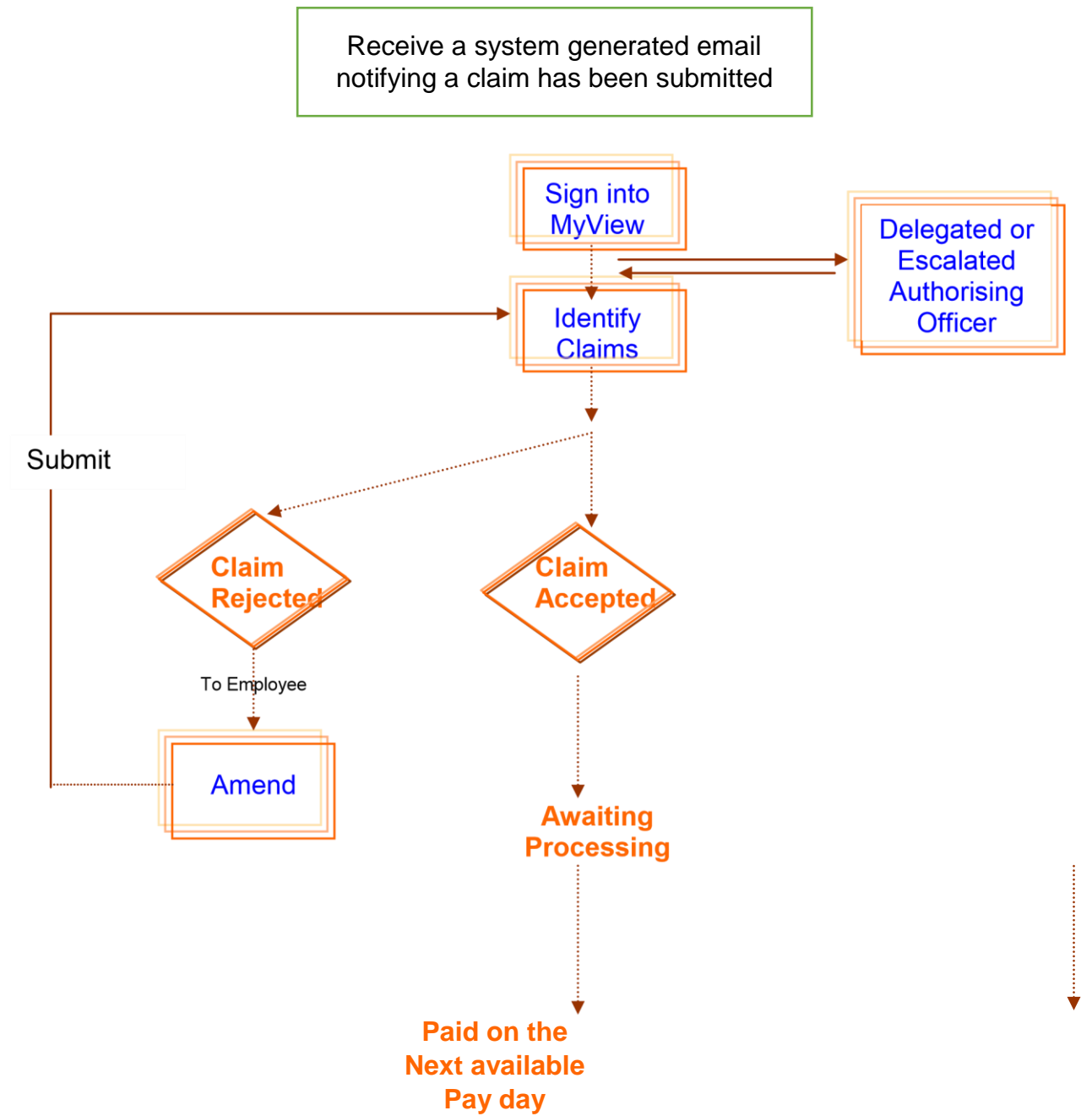


Authorising Officer MyView Expenses Claim Process



Authorising Officer – MyView Expenses Claim Process

Read this guidance in conjunction with the Travel and Expenses Policy, which can be found on the Intranet.

Getting Started

The Authorising Officer will receive a system generated email to their registered work email account when a team member has submitted a claim.

Only an Authorising Officer for MyView will have the authorisation module listed on their MyView dashboard. Submitted claims awaiting authorisation are shown (see below).

The screenshot shows the MyView dashboard header with the Shropshire Council logo and user information: 'Welcome Tkoqse', '[home]', '[view your details]', '[change password]', '[update profile]', and a 'Log out' button. Below the header is a search bar labeled 'GO TO:'. The main content area is titled 'Authorisation' and contains the text: 'You have the following items awaiting authorisation: [6 Expense Claims]'. Below this is a link: 'Click [here](#) to check if you have any items awaiting authorisation.' A red callout bubble points to the '[6 Expense Claims]' link with the text: 'You have received claims which are waiting to be approved'.

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 MyTeam section of MyView provides you with the employee's claims history for you to check.

How do I Access Individual Claim History?

Go to My Team

The screenshot shows the 'My Team' section of MyView. At the top, it says 'Authorisations: 1'. Below this is a table with columns: Date, Time, Description, and Value. The table contains one row: '19/01/2012 13:08:30 1101803 - MRS ANOTHER PERSON - My Manager Name 2.70'. A red callout bubble points to the 'My Manager Name' with the text: 'Step 1. Claims will have the line manager's name at the end.' Below the table is a 'Team' section with a list of employees and checkboxes. The employees listed are: '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)', and 'MRS SALLY JONES Know as (Known as) (Emp: 1208551, Post No: 4000000BK, Post Desc: Officer Post)'. A red callout bubble points to the checkbox for 'MRS ANOTHER PERSON' with the text: 'Step 2. Tick the employee whose claim you need to authorise'. To the right of the team list is a 'Modules' section with a list of modules: 'Delegation of Responsibility And Auth', 'Employee Appraisal', 'Expense Claims', 'Holiday Request', 'Leavers', 'Manager Reports', 'Organisation / Posts', 'Performance Review', 'Planner', 'Training Request', and 'Transfers'. Below the modules is a 'Process Groups' section with a list of 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', and 'Transfer to New Post'. A red callout bubble points to the 'Expense Claims' module with the text: 'Step 3. Click to see the claim history for this team member'.

It is the Authorising Officers responsibility to ensure that a 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.

A list of the claims that your team are working on but not yet submitted

A list of the claims that are waiting for you to authorise.

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

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

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

Claims previously authorised. The date shown is the date the claim was created (not the date of the first journey).

Claims must be submitted within 3 months. As the two claims waiting for authorisation were created on 28/03/2011 you will need to look at any claims authorised for each employee with a claim date between 01/01/2011 to 28.03.11. Any claims dated after the ones submitted will also need to be checked (i.e. in this case those authorised on 05/04/2011). To assist in this the 'Employee Expense Claim Process Overview Guidance' tells the employee to include the period of claims in the description box – this will appear here after the line managers name.

What do I need to check?

The claim must be less than 3 months old, if it's older it must be rejected

Ensure the post title corresponds to your budget

The line manager who required the journey is shown, plus the start and end date of the claim

Check AA route planner for accuracy

Position Clerical Assistant
 Description Mr Bloggs - 01.01.2012 - 31.01.2012

Mileage

Journey Date	Vehicle	Journey	Mileage
03/01/2012	12001500	- Select -	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

Private non work commuting miles to be deducted

The correct scheme applied?

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

Check journey start and end to ensure private miles are deducted. Ensure postcodes are entered.

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

Receipts of £25 or more should be numbered by the employee in chronological order and submitted to the AO attached to the summary of the claim.

Receipts should be retained by the manager for expenses £25 and over and by the employee for expenses less than £25. For three years from date of receipt.

What happens when I have finished checking?

The screenshot shows a software interface with the following elements:

- Total for Other**: 0.00
- GRAND TOTAL**: 0.00
- Authorisation/Rejection Notes**: A text input field with a scroll bar.
- [Back] [Authorise] [Reject]**: A row of buttons.

Callout boxes provide the following instructions:

- Authorisation/Rejection Notes:** You should indicate in this notes field the reason for rejecting the claim and any action the employee needs to take before resubmitting.
- Authorise Button:** If you agree with the claim press authorise, A message will appear, click 'OK'. This claim will then disappear from your authorise list and an email will be sent to your team member to let them know it has been sent for payment.
- Checklist:** Is the claim within 3 months?
Is it a duplicate claim?
Is the mileage accurate?
Have private miles been deducted?
Has a receipt been submitted if £25 or over?
Are the descriptions accurate – does it clearly show start and end locations with postcodes for the journey?
- Reject Button:** If you have any queries in relation to the form or receipts required, reject it. A message will appear, click OK.

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 a VAT receipt to their Authorising Officer for any single expense of £25.00 or over. The employee will staple the receipt to a copy of the summary sheet. The Authorising Officer must cross reference the receipt to the claim and keep for a period of 3 years from the date of the receipt and provide them for inspection at any time for audit purposes.

Receipts of less than £25 should be retained by the employee and periodically checked by the Authorising Officer.

If an employee leaves the Council they must provide their receipts to their Authorising Officer to ensure the correct retention period.

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