



Aston Staff Portal

Approving / Rejecting Expense Claims

Notes for Approvers

1. Where expense items require a receipt, any such claims without a receipt must be rejected by the approver.
2. Approvers should check that the receipt is legible and matches the expenses claim in context and value.
3. Approvers should check that the project code matches the cost centre – the project code is prefixed with the cost centre to facilitate this.
4. Approvers should check that the project code against which expenses are claimed is valid and has an associated budget.
5. Approvers should ensure that they are authorised to approve expenditure from the project budget.
6. If approvers should have, but do not have authorisation to approve expenditure from the submitted project code, they should notify HR Systems, who will assign appropriate authorisation.
7. Approvers should review submitted claims as soon as possible after receipt – there may need to be amendments to the claim, and the claimant will expect that the process will be concluded in the shortest time possible.
8. Approving managers can approve whole expense claims only – if a claim contains an expense item that does not qualify as bona fide expenses, the whole claim must be rejected.
9. To comply with funding bodies financial regulations, please note that ALL expenses claimed against external and research funding within project codes 50000 to 69999 MUST be accompanied by receipts.

Any claims which fall outside of the University's agreed expenses policy must be rejected by the authorising manager.

Reports and Reminders

To support the timely approval of expenses claims, the process will be supported by automated emails as follows:

For Claimants – where submitted claims have not been approved, an automated email will be sent to claimants on the 1st of each month, and again just before the deadline for payments via payroll. This gives claimants the opportunity to un-submit their claims, and re-submit them to another Departmental Approver, in cases where the original approver is on leave etc.

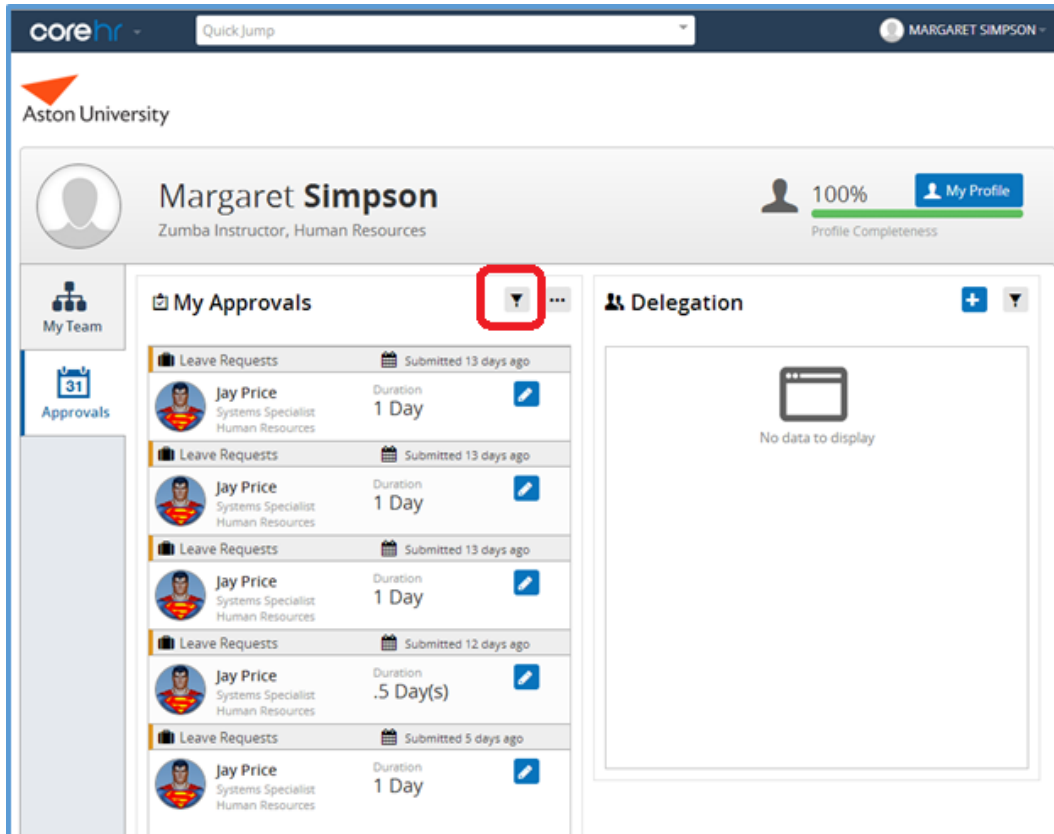
For Approvers – A weekly report detailing all outstanding approvals (including leave and absence requests) will be sent to all managers for action.

Forwarding

Where managers have been sent an expense claim for approval that should have been sent to another manager – e.g. the research project or Erasmus project budget holder, there is no longer a need to reject the claim and have the employee re-submit it elsewhere. Managers can now simply forward the claim to another manager, where it will appear in their Approvals tab for approval.

1. Approving / Rejecting Expense Claims

To approve expense claims – go into your manager dashboard in Portal, and click the “Approvals” tab. All of your items awaiting approval are displayed, including annual leave requests.



You can filter these requests to show only the types you want to process, by clicking the filter button (highlighted above). This opens the filter menu – you can select based on submitted dates, or approval types. In the example below, I have clicked the Expenses requests on, and other requests off, to show only expenses requests. Click on “Apply” to save your filter.

Approvals Filter

Submitted Between

_____ And _____

Approval Types

Expense Claims

Leave Requests

Staff Requests

Having filtered on expense requests only, the approvals screen now shows only the outstanding expense request.

corehr QuickJump MARGARET SIMPSON

Aston University

Margaret Simpson
Zumba Instructor, Human Resources

100% Profile Completeness [My Profile](#)

My Approvals

Expense Submitted 51 seconds ago

DAVID GOODENOUGH ^{Value} £190.00

Hr Upgrade Project Ass...
Human Resources

My Team Approvals 31

- Click the action button on the claim you wish to approve
- The approve / reject window displays
- Click the magnifying Glass icon to view the expense claim detail

Approve/Reject

DAVID GOODENOUGH

 23 May 2016
 12:35 PM

| | |
|--|---------------------------------------|
| Value £190.00 | YTD £0.00 |
| Description Attendance At Conference | Cost Centre Human Resources |
| Date From 05 May 2016 | Date To 05 May 2016 |

Have you viewed the attached receipts?

Why Not?

Click [here](#) to read and review the terms and conditions for approval.

Trip Detail

Powered By **core**

Approve Trip 866

Trip Plan

| | | | |
|-----------------|---|--------------|----------------------------|
| Trip ID: | 866 | Claimant: | Faye Ellis (1002233) |
| Date From: | 3rd February 2016 | Date To: | 3rd February 2016 |
| Position: | G08M Grade 08 | Cost Centre: | C03 Psychology |
| Scale Class: | A | Engine CC: | N/A |
| Car Reg: | N/A | Status: | Submitted |
| Travelled With: | N/A | Approver: | David Goodenough (1001374) |
| Description: | Visit To London For International H.E. Conference | | |

Further Analysis Detail

No analysis detail to display.






Receipt Items/Expense Detail Total

This claim contains 2 items.

| Expense Type | Date From | Date To | From Location | To Location | Units | Item Reason | Project Code | Cost Centre | More Info | Item Total |
|-----------------|----------------|----------------|---------------|-------------|-------|--------------------------------------|--------------|----------------|-----------|------------------------------------|
| Conference Fees | 03/02/16 - N/A | 03/02/16 - N/A | London | N/A | N/A | Fees for International HE conference | 14001 | C03 Psychology | | 320.00 |
| Mileage | 03/02/16 - N/A | 03/02/16 - N/A | Birmingham | London | 254 | Car journey to London and back | 14001 | C03 Psychology | | 114.30 |
| | | | | | | | | | | Sub Total |
| | | | | | | | | | | Deductions |
| | | | | | | | | | | Already Paid |
| | | | | | | | | | | Trip Total (Pound Sterling) |

The expense claim is shown, with the individual expense items detailed in the lower half of the screen. Note that not all expense items require a receipt.



To the right of each expense item, are some icons which can be clicked to reveal more detail – see key below.

| | |
|---|--|
| More Info | These icons give an overview of the expense items contained within the expenses claim |
|  | The green tick tells you that this item requires a receipt |
|  | The magnifying glass tells you that a receipt is provided - click the magnifying glass to view the receipt |
|  | If a receipt is required, but missing, hover over this icon to view the missing receipt explanation. |
|  | This icon gives access to further information in the form of analysis codes. These are not currently in use. |
|  | The approver can make notes against each expense line. Click the notes icon to view these notes. |

Received Items will show a green tick as the first icon – items for which a receipt is not required will show a red cross.

Where a receipt is attached, a magnifying glass icon will be present. Click this to view the attached receipt.

The approver can also add notes to their approval – click the “notepad with +” icon to bring up a free text window for writing notes. Click the save button when finished.

| Item Reason | Project Code | Cost Centre | More Info | Item To |
|--------------------------------------|--------------|----------------|---|---------|
| Fees for International HE conference | 14001 | C03 Psychology |  | 320.0 |
| Car journey to London and back | 14001 | C03 Psychology |  | 114.3 |

Received Item

No Receipt Required

Once you have viewed receipts and added notes as required, close this window (click X at top right) and return to the approval / rejection pop-up. Scroll to the bottom of the pop-up window to show the approval / rejection buttons.

The screenshot shows a window titled "Approve/Reject" with the following details:

| | |
|---|--------------------------------|
| Value £190.00 | YTD £0.00 |
| Description Attendance At Conference | Cost Centre Human Resources |
| Date From 05 May 2016 | Date To 05 May 2016 |

Below the details is a form with the following elements:

- A question: "Have you viewed the attached receipts?" with a green toggle switch.
- A text box labeled "Why Not?" which is currently empty.
- A link: "Click [here](#) to read and review the terms and conditions for approval."
- A confirmation statement: "I confirm that I have checked the expense claim reported" with a checkbox.
- Two buttons at the bottom: "Reject" (red) and "Approve" (green).

- Click the slider to green to confirm that you have viewed receipts – if you leave the slider unclicked, you will need to confirm why you haven't in the text box.
- Click on Approve. The expense claim has now been approved and passed to Payroll for verification and payment.
- If the expense claim needs to be approved by another manager, follow the forwarding procedure below.

2. Forwarding Expense Claims

***Please note:** With immediate effect any expense approval requests that you receive that are against an Erasmus project code should be forwarded onto Jessica Neumann in the International Office for processing.

Erasmus project codes can be identified from the Cost Centre which is H12 (Erasmus) and the project codes will all be indexed 'H12-' on the trip detail.

To forward the Expense Claim

- Select the claim you wish to forward
- In the approve / reject window, scroll down to view the "forward to" field
- Tick to confirm terms and conditions
- Select an approver from the drop down list in the "forward to" field.
- The expense claim is instantly transferred to the new approver, and will disappear from your approvals list.

Approve/Reject

Value: £100.00 YTD: £157.00

Description: Test Forward Cost Centre: Sports & Recreation

Date From: 20 May 2016 Date To: 20 May 2016

Have you viewed the attached receipts?

Why Not?

- AFSHAN AHMAD
- CHRISTOPHER PHILLIPS
- Jason Price**
- MICHAL ZUBEL
- PARNPREET VIRK
- RUSHNA HASAN
- SEAN JACKSON
- SERGEI SOKOLOVSKY
- SUSAN SMITH
- VICTORIA HUGHES

Click [here](#) to read and review the terms and conditions for approval. I confirm that I have checked the expense claim reported

Forward To:

Approve/Reject

Value: £100.00 YTD: £157.00

Description: Test Forward Cost Centre: Sports & Recreation

Date From: 20 May 2016 Date To: 20 May 2016

Have you viewed the attached receipts?

Why Not?

Click [here](#) to read and review the terms and conditions for approval. I confirm that I have checked the expense claim reported

Forward To: