

QRG Processing an Expense Report Approval

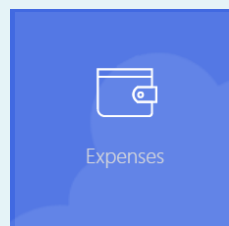
1 Launch Expenses

The below is a basic guide on how to view an Expense Report approval and what options are available to you as an approver. **Please refer to the full guide for more in-depth information or topics not covered in this document.**

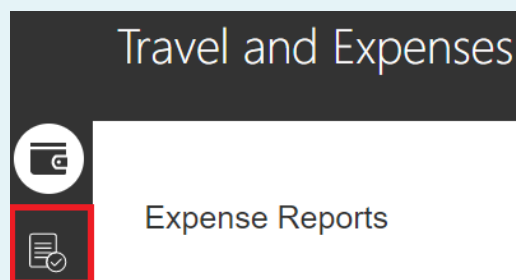
You will receive an email notification from the system when you have Expense Reports pending for your approval.

Step1. Click on the **Expenses** option on the One Source homepage

Note: If you are accessing One Source through your mobile phone, you will need to go into your browser menu and select 'Desktop View' to see the Expenses icon.



Step2. On the Travel and Expense page, click on the document icon on the left hand side to show the list of waiting approvals.



2 Viewing Approvals

The list will show the Employee's Name, Expense Report Number, No. of Expense items, Total Value, Date and Report Name.

Russell, Danielle - EXP0041868116	1 item	6.75 GBP
TEST EXPENSE REPORT 17/02/2021		17/02/2021

Although you have the option to approve on this screen, you will need to click on the employee's name to view the full details of the report and confirm that suitable receipts have been provided for all items.

Please note, receipts are not mandatory for Excess Mileage or On / Off Street Parking but **must** be provided for all other expense types. Any Expense Reports that do not contain valid receipts must be returned to the employee.

QRG Processing an Expense Report Approval

3 Expense Report

The Expense Report will open in a new window showing the below information.

Expense Report Approval EXP0041868116 for Danielle... [View Expense Report](#) Actions ▾ [Approve](#) [Reject](#)

Expense Approval

6.75 GBP -1.00 USD

Danielle Russell

EXP0041868116 submitted on 17/02/2021

TEST EXPENSE REPORT 17/02/2021

Expense Items

01/01/2021 Car Allowances	6.75
January 2021 car mileage	15 Miles

⚠ Policy Violations

📄 Receipt required

Step3. Click on View Expense Report to open the report.

Expense Report: EXP0041868116 [Submit Receipts](#) [Cancel](#)

Purpose TEST EXPENSE REPORT 17/02/2021 Report Total **6.75 GBP**

Attachments None +

Status Pending manager approval

Expense Items (1)

Date ▾	Type ▾	Amount ▾	Merchant ▾	Location ▾	Description ▾	Attachments
01/01/2021	Car Allowances	6.75 GBP			January 2021 car mileage	(2)

On this screen you can click on the date to see more details of the claim.

4 Approving an Expense Report

Step4. Click on document icon at the end of the line will allow you to download a copy of the receipt(s) to your computer for viewing. You must then ensure that the receipt provided is sufficient for the claim.

Note: *If a mileage claim does not contain a petrol receipt and full journey / mileage details (as outlined in the Car Mileage Log book) it **must** be returned to the user to provide the missing information before approval can be given.*

Approving an Expense Report

Once you have viewed and checked the Expense Report you can click on the Approve button in the top right corner followed by the Submit button to authorise it.

Actions ▾ [Approve](#) [Reject](#)

Once authorised, the Expense Report will disappear from your list of pending approvals.

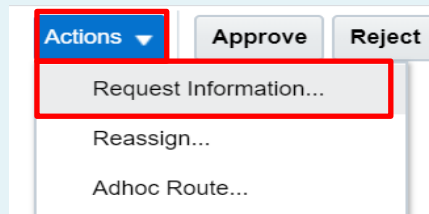
The Report will then be added to the next available payment run for the employee.

QRG Processing an Expense Report Approval

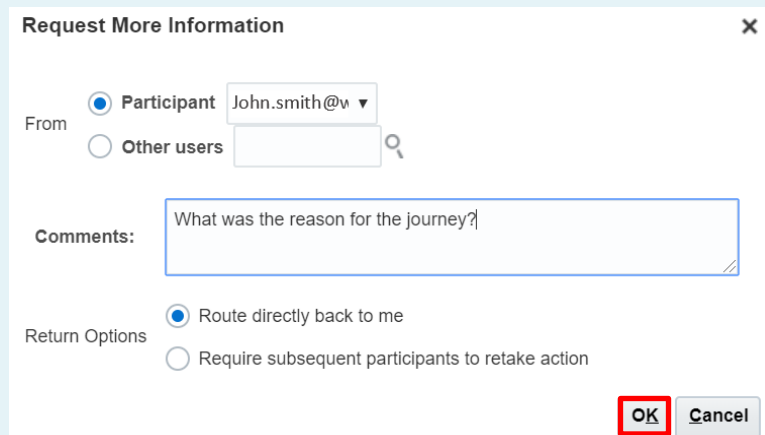
5 Requesting More Information

Step5.

If you need to request further information from the employee, such as missing receipts or an extended description, you can click on the **Actions** menu in the top right corner and select **Request information**.



You will be able to enter a comment to the employee in the window that appears. Once entered, click **OK** to send the Expense Report back to them.

A screenshot of a 'Request More Information' dialog box. It has a title bar with a close button (X). Inside, there are two radio buttons under the label 'From': 'Participant' (selected) and 'Other users'. Next to 'Participant' is a dropdown menu showing 'John.smith@w'. Below this is a text area labeled 'Comments:' with the text 'What was the reason for the journey?'. At the bottom, there are two radio buttons under the label 'Return Options': 'Route directly back to me' (selected) and 'Require subsequent participants to retake action'. At the bottom right, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

6 Approval Received in Error

If the Expense Report has come to you in error and needs to be authorised by a different approver, you will need to submit a One Source Help Desk ticket to request a change to the approver. The team will need to know the budget code on the expense claim and the name of the correct approver.

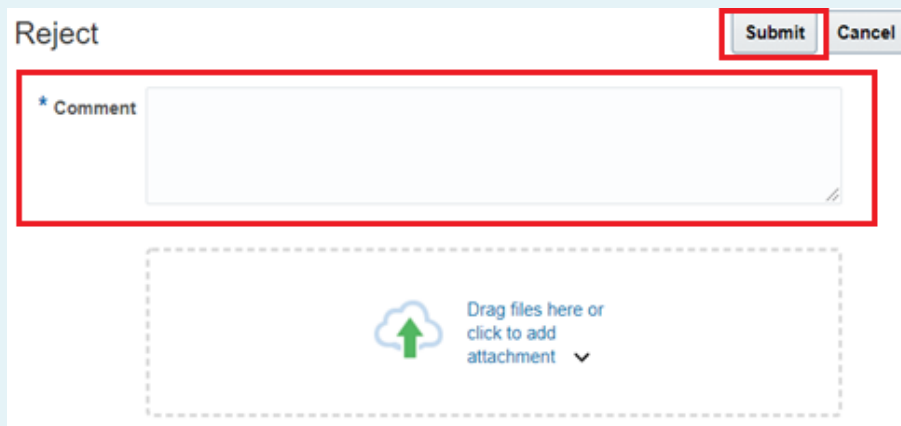
Please note, any changes to the approval hierarchy will also affect requisition and invoice approvals, not just expense claims.

QRG Processing an Expense Report Approval

7 Rejecting an Expense Report

If you are not happy for the employee to claim the listed Expenses you can reject the report back to them by clicking the Reject button.

You will need to add a comment to the field before you submit the rejection so the employee knows why you are not happy for it to be authorised.



Reject

Submit Cancel

* Comment

Drag files here or click to add attachment

8 Vacation Rules

Vacation Rules

A vacation rule can be created to redirect approvals during periods of absence or to automatically redirect approvals with a specific criteria (such as expense reports from a named employee). Please refer to the full guide for details on how to do this.