

# **E-Expenses**

## Manager/Approver User Guide



Version 7 Date: 14.02.19

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The approval of expenses is now done within Employee online (EoL).

• Login to EoL with the same details as you would have used to log into Manager previously (these will also be the details that you use to enter your own claim)

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R	Request Duty	20	21	22	23	24	25	26
G	Call-Outs	View and share your roste	er calendar on other devices					

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If you reject any elements of the claim, you will need to give a reason in this box then click submit



This box will appear. Tick to confirm and click 'Confirm'



The claim will then appear in the 'Approved Awaiting Payment' section

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It will then appear back in the 'Outstanding Approvals' section

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NB<sup>\*\*</sup> If you had previously rejected any part of the claim that you unapproved, the rejected element will have already been sent back to the claimant and will not be in the newly unapproved claim

You should make sure you have seen any receipts attached to the claim

Claims should be ready for you to check from the 5<sup>th</sup> of the month, and need to be approved and ready for payroll action by the 10<sup>th</sup> of the month. Any claims that have been rejected must also be re-submitted and approved by the 10<sup>th</sup>. Any claims that have not been approved by the 10<sup>th</sup> of the month will not be paid until the end of the following month.

\*\*NB\*\* It is strongly recommended that claims are input as they arise on a regular basis and are submitted and approved on time every month, regardless of how large or small the claim. - Retrospective claim date restrictions will apply.

\*\*NB\*\* If regular journeys are done, claims should be created on a monthly basis with multiple journeys entered within the same claim. Separate claims should not be created for each individual journey.