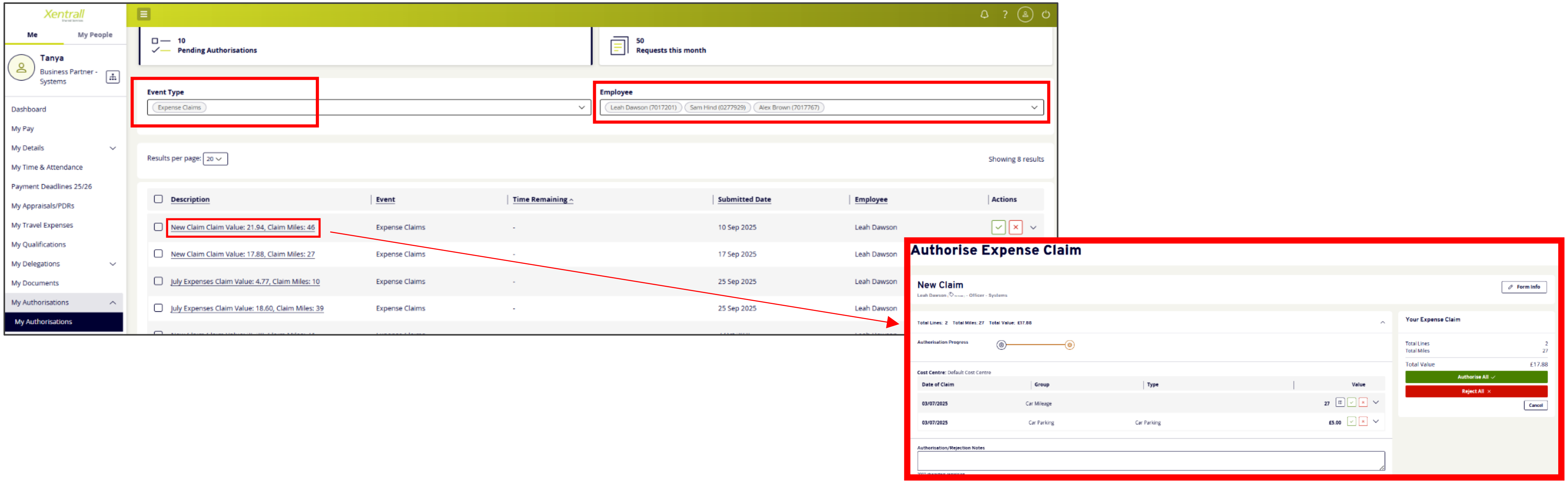
Car Mileage: Authorising a Claim

Manager Responsibilities:

- Ensure all claims are submitted in accordance with the policy before approving them.
- Verify that all **car parking claims** include a valid receipt. This may be a photograph or screenshot of the parking ticket. If no receipt is attached, the claim should be rejected.
- Confirm that employees have answered **"Yes" to the vehicle safety check** declaration. Managers are responsible for reviewing supporting documentation regularly to ensure vehicles remain roadworthy and that mileage claims comply with policy requirements.
- Check that the **user type** selected on each claim matches the employee's vehicle details. For example, an employee driving an electric vehicle must have the Electric Vehicle user type selected. Claims with an incorrect user type should be queried or rejected until corrected

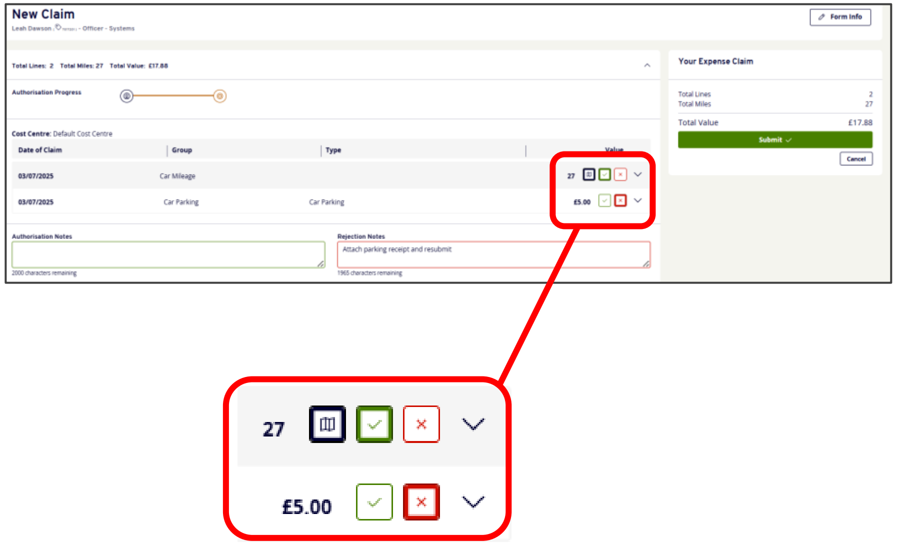
- Click My Authorisations (left hand menu)
- Event Type: Expense Claims
- Employee: Default is Select All, Use drop down to filter to specific employee
- Click "Description" link to view claim



- Each claim will have a separate line for each journey travelled
- Using the drop-down arrows, open up the details of each claim line to view journey
- Review claim details to ensure they align with policy
- Add an Authorisation or Rejection note as required
- Click Authorise All or Reject All for the whole claim

Partial Approval

- You can approve or reject individual lines of the claim
- For each line expand the drop down to view the details
- Use the Authorise / Reject buttons on each claim line (highlighted red) to respond to each line individually
- Add Authorisation or Rejection notes as required
- Click Submit when complete



- The employee will receive an email to advise that the claim has been reviewed with details of any approval/rejection.
- For rejected claims employee can resubmit claim after reviewing and making the changes required.