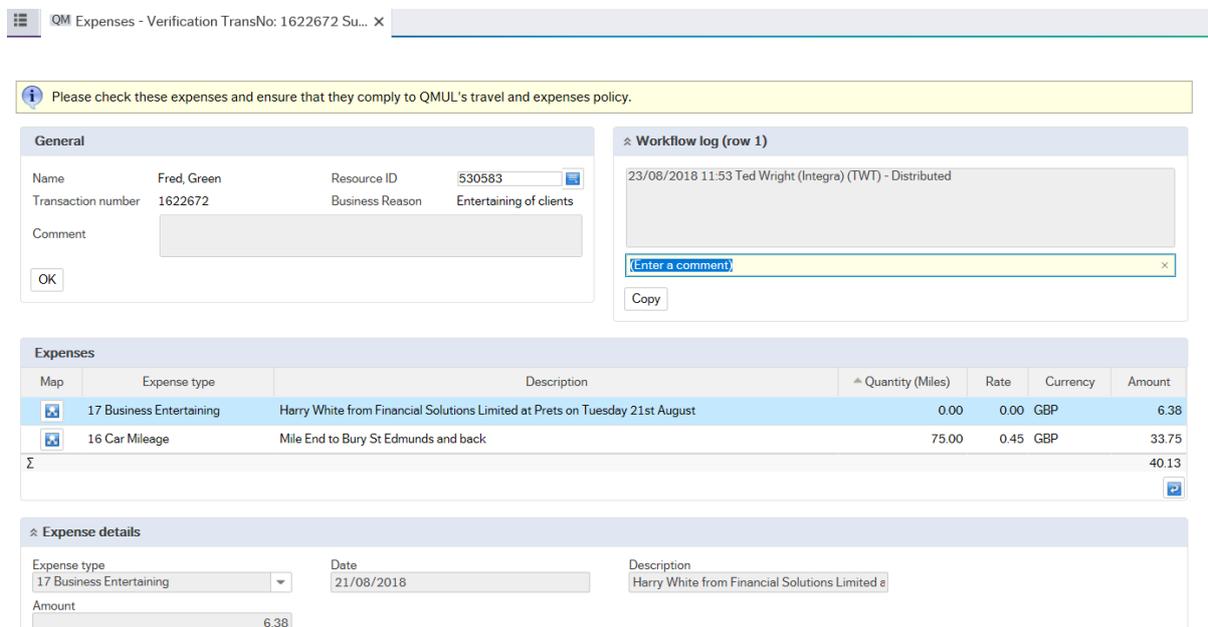


An expense claim needs to be verified by a designated user or users for the cost centre involved before it can be sent in workflow for approval. Please do not verify any of your own claims as this will just delay the workflow as the task will get routed automatically to your manager/supervisor.

Each Agresso system verifier for the cost centre will receive an email alert in regard to the expense claim. They will need to log into Agresso Web to verify the expense claim. The number of outstanding tasks will be shown on the top right-hand side of their sign on screen:



The expense claim then needs to be reviewed by double clicking on a task:

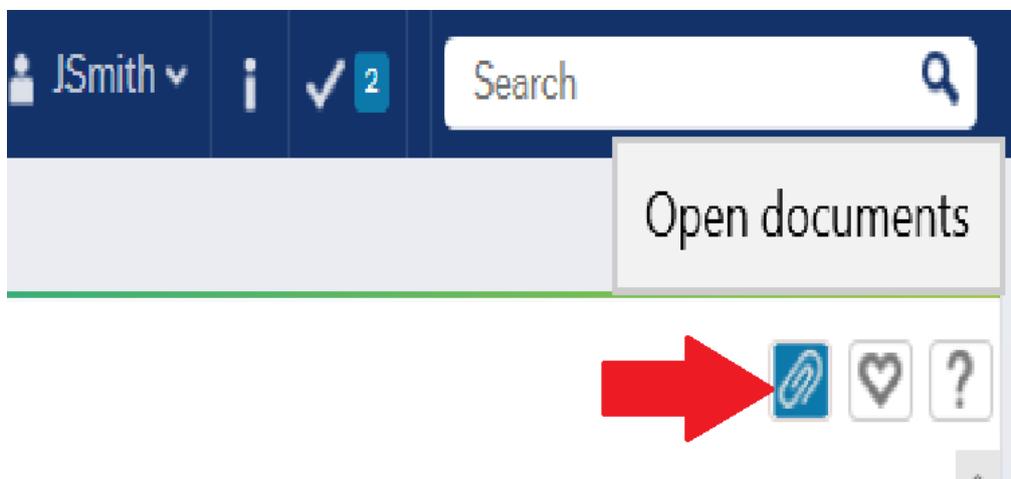


What needs to be checked for each line on the claim:

- The claim follows the QMUL Travel and Expenses Policy Guidelines in full and complies with the prescribed limits, e.g. meal type, class of hotel and airline flights.

- Key policy guidelines
 - Claims must be within 3 months of the date of expenditure
 - No personal gain or loss for the claimant
 - Only “out of pocket” expenses can be claimed
 - Each line contains a full and appropriate narrative describing the expense, i.e. business entertaining should include text showing the names and organisation of each attendee.
- The coding in terms of budget code, cost centre and expense type is correct
- The attached images are valid for the claim

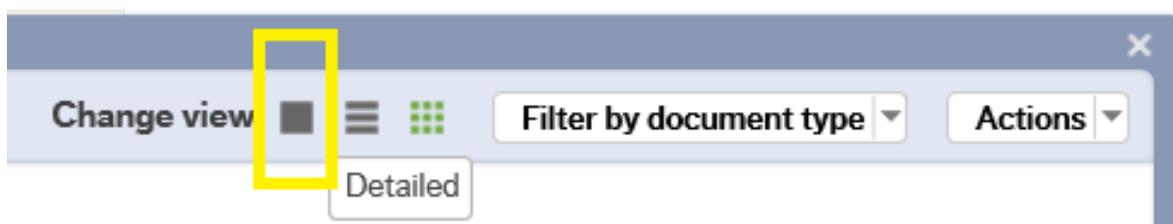
To view these attached images, double click on the paper clip on the top right-hand side of the screen to open up the images/documents screen:



The following screen will appear showing all the attached documents:



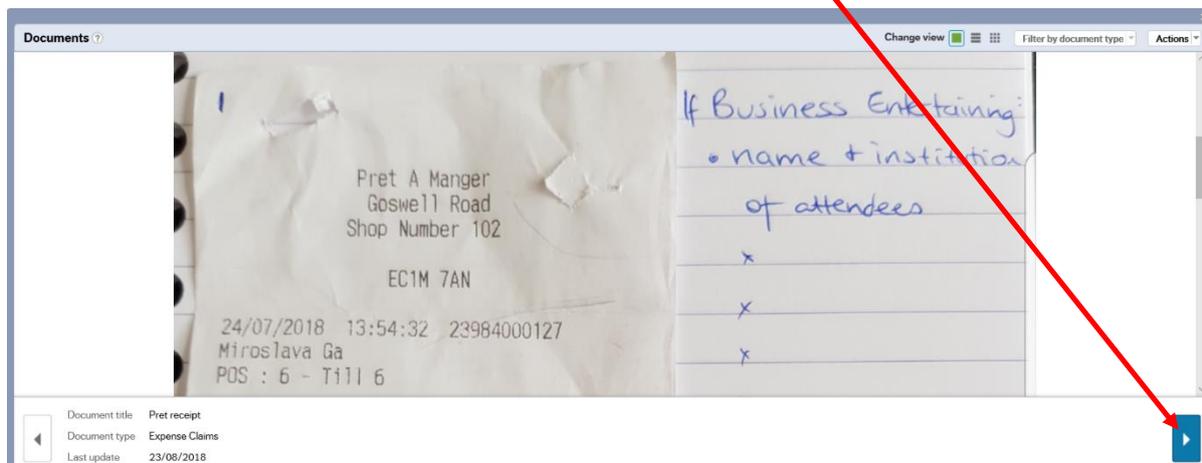
Then change the view type to “Detailed”:



You will then be able to see these receipt images in more detail by pressing the “Fit to screen” icon:

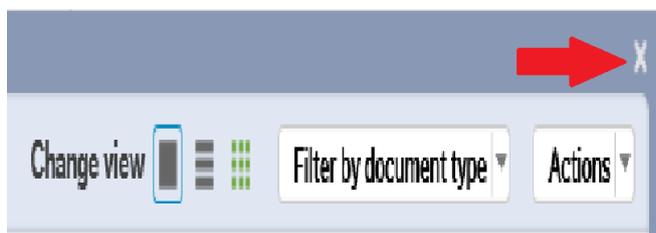


Note that you can view each receipt for the claim by pressing the right or left icon



Note that you can view each receipt for the claim by pressing the  icon. Business entertaining claims should have the organisation and names of all the attendees alongside the receipt.

You can close this window by clicking on the “x” on the top right-hand corner of the pane:



If any lines of the expenses do not comply with the checking requirements, then the claim needs to be rejected. We would recommend that you reject the claim in full.

Rejecting a claim:

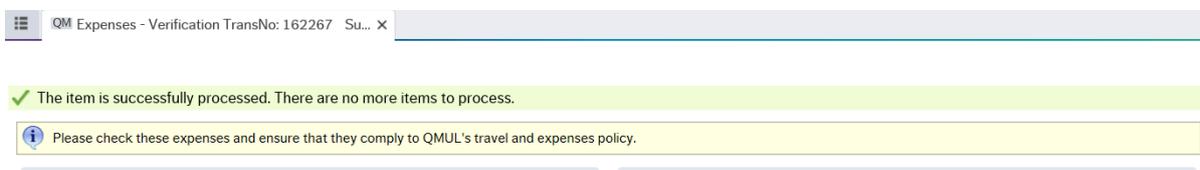
To reject press the  icon at the bottom of the screen. You will then be required to enter a comment explaining why this expense claim is being rejected.



Once you have entered your comment, you will then need to press the Reject icon in this window to save. The claim will then be sent back to the claimant for amendment.

Verifying a claim:

Once the expense claim has been successfully verified confirm by pressing the  icon at the bottom of the screen. It is then sent in workflow for approval. A message should then appear stating that the item has been successfully processed:



It is then worthwhile checking to see if there are any more expense claims awaiting verification by you. This is shown by the number in the top right-hand side of the menu screen. In this following screen shot, 2 are awaiting verification by this user:

