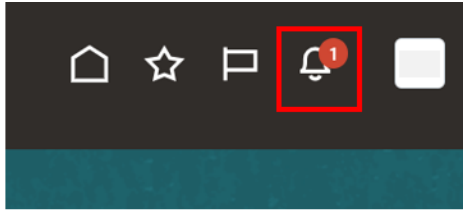# Oracle Fusion

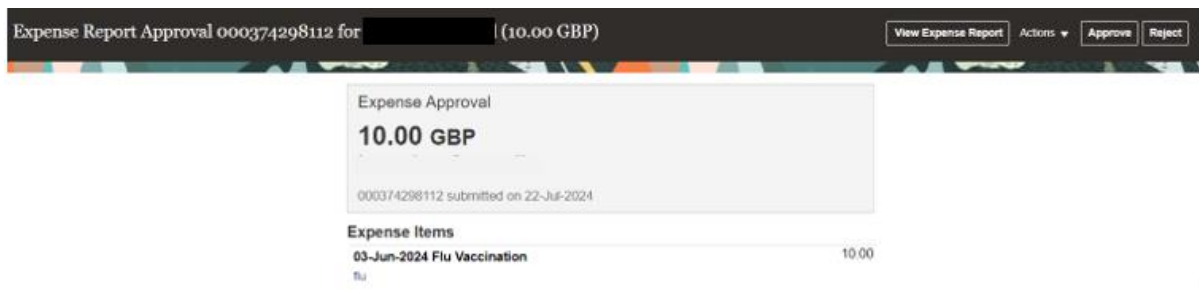# How to approve an expense report submitted by Employee

When an employee submits an expense claim, you will receive a notification via your bell icon, you will also receive an email. When you click on the bell icon you will receive a list of all notifications that require your attention.
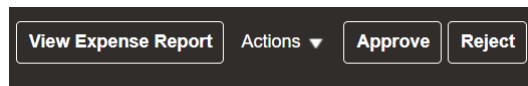

Once you click on the link, it will show the reason for the expense and the amount.

You will have the choice to approve or reject in the top right corner. You must click on 'View Expense Report' to access the attachments, such as receipts, and to view the claim in detail. Under the 'Action' tab you can request further information from the employee if required.

When you select approve, a box will appear, and you should add comments or attachments as necessary, then click submit.
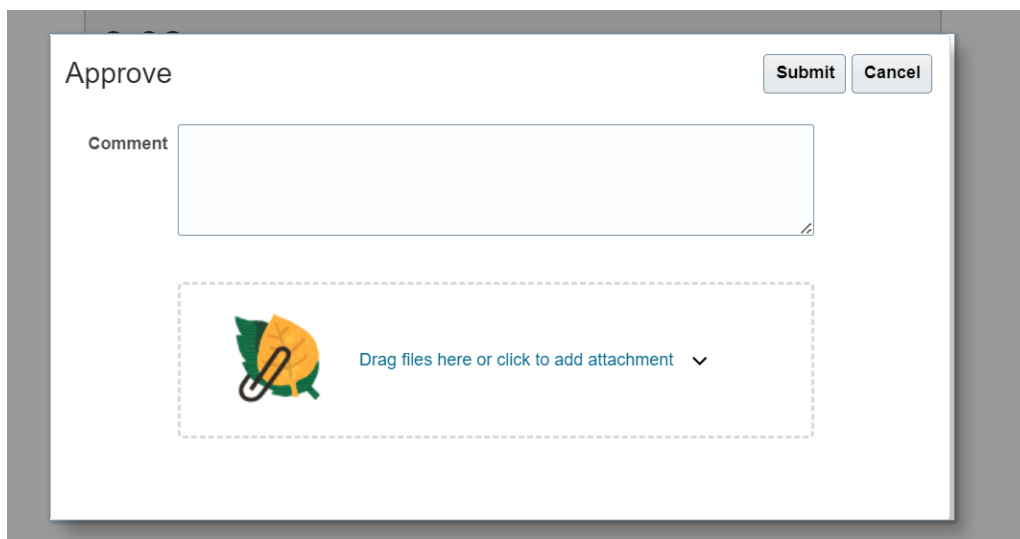
The employee will then be notified that their claim has been approved.

Key points to remember when approving expense reports
- Authorised expense approvers should only approve expenses within their resource/department.
- Claims should only be approved if the information is clear and complies with the travel expenses policy.
- Ensure the relevant evidence is attached to support the expense report (such as receipts and vat receipts) and you have checked these, prior to approving.
- Request further information from employees where necessary before approving their claim.
- Retrospective claims can be submitted up to 90 days after the date of the claim.
- Some expense types require cash values and others will require further information such as journey details.

Expense Audit

Claims will be audited prior to payment in the following circumstances:
- The business mileage/trip distance is greater than 80 miles,
- The expense claims in the expense report fall out-with the 90-day timescale,
- The expense claims in the expense report amount to over £250.00.

In some instances, employees may be asked to provide further information or justification and if their claim is not valid it may be rejected.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.