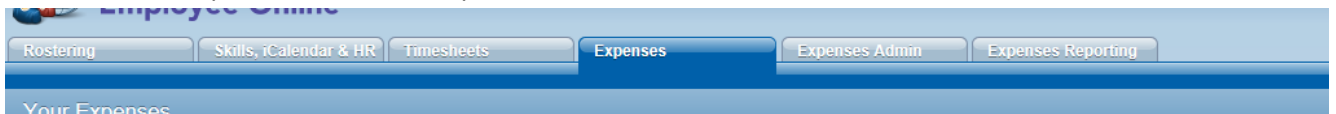


## How to approve expenses

Log into your Employee Online account:



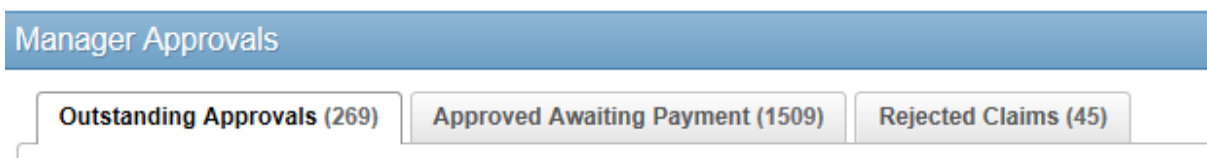
Select the tab 'Expenses' across the top:



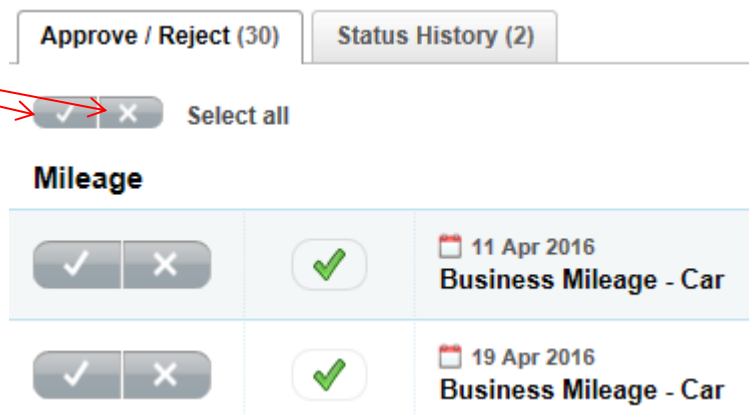
Select 'Approvals' down the left hand side:



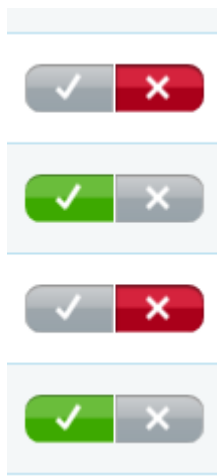
Here you will see the outstanding approvals, approved awaiting payment and rejected claims:




To approve or reject the claims, click on the claim itself and it will bring up in full detail. You will need to approve or reject the full claim. You approve or reject the whole claim if you tick or cross here




Once the claim has been rejected or approved:



If there are any pictures of receipts attached, you will need to click on and view the receipt before approving:

 1	<b>£5.00</b>
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 Please check claim before submitting

Cancel

Submit

You can now submit in the bottom right corner:

Cancel

Submit