

iExpenses

Approve an Expense Claim

- 1 When an expense claim is submitted to you for approval, a notification will appear on your Oracle homepage.

Click on this to review the claim.

Worklist				
				Full List (5)
				
From [△]	Type [△]	Subject [△]	Sent [▼]	Due [△]
Demo, Harry	Expenses	Expense EA15007 for Demo, Harry (15.99 GBP)	02.03.2023	07.03.2023

- 2 This will open the claim details. Review these as required.

You can check the receipt by clicking on the **Attachment** icon (circled below).

Expense EA15007 for Demo, Harry (15.99 GBP)				Approve	Reject	Request Information
From	Demo, Harry	Person	Demo, Harry			
To	Supervisor, Stacy	Cost Center	52102			
Sent	02.03.2023 10:39:56	Purpose	Eye Test			
Due	07.03.2023 10:39:56	Report Total	15.99 GBP			
ID	5124412	Attachments				
Instructions						
Please approve or reject this expense report. Please provide a Note if you reject.						
Cash and Other Expenses: Business Expenses						
						
Line	Date	Expense Type	Merchant Name	Reimbursable Amount (GBP)	Justification	Attachment
1	14.02.2023	Eyesight Test Fee (£20.00 max for test)	Local Opticians Ltd.	15.99	Eye Test	
Total				15.99		

- 3 This will open the Attachment page. To view the actual receipt, click its name as shown in the image below. This will automatically download a copy to your computer to view.
- Once you've reviewed the receipt, return to the previous page.

Search

Note that the search is case insensitive

Title

▶ [Show More Search Options](#)

Seq ▲	Title ▲	Type ▲	Description ▲	Category ▲
10	Receipt for Eye Test 02.0...	File		Miscellaneous

- 4 Once you have reviewed the claim, you can either **Approve**, **Reject** or **Request Information**. No matter the choice, the claimant will receive a notification informing them of the outcome:
- **Approve** will process the claim for payment to the claimant
 - **Reject** will block the claim from being paid
 - **Request Information** will notify the employee that more information is required, and request that they resubmit the claim with the required info

If you are using **Request Information**, ensure the **Note** field is filled out with the required information you need.

Response

Note

[Return to Worklist](#)

- 5 Once you're ready, click the required response. In our example, we are approving the claim.

Response

Note

[Return to Worklist](#)

6 The claimant will receive a **notification on their account**, informing them of the outcome.

Worklist

[Full List \(1\)](#)

       

From 	Type 	Subject 	Sent 	Due 
Supervisor, Stacy	Expenses	Expense EA15007 (15.99 GBP) has been forwarded for approval	02.03.2023	

