For Principals

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| Approve a Teacher’s Mileage or Expenses Claim |

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| **1** | If a Teacher has made a mileage or expenses claim claim, this will appear in your **Worklist** on the Oracle homepage. Click on the entry.  Mileage claims will look like this:  Example of what a received mileage claim looks like for a Principal approving a claim, with Individual Compensation Distribution featured in the centre of the screen.  Expenses claims will look like this:  Example of what a received expenses claim looks like for a Principal approving a claim, with Expenses and the code featured in the centre of the screen. |
| **2** | Review the claim, and any attachments with it. Attachments can be viewed at the top of the page for mileage, and the right hand of the page for expenses – clicking on them will open the attached document.  **IMPORTANT**   * If the claim is for an **individual journey**, an attachment is not required. You can approve the claim without this. * If the claim is for a **series of journeys (e.g. all journeys in a month)**, the TSE form attachment is required. If this is missing do not approve the claim – instead reject this and get the employee to put through a new claim with the attachment. * **For expense claims**, please ensure all required receipts are attached to the claim before approval. **Any VATable claims must include a receipt with a VAT number – credit card receipts are not acceptable.**   **Example Mileage Claim**  Example of where to view an attached document in a mileage claim, with the hyperlink for the attachment featured in the top-right of the screen.  Example of the summary of all the details recorded in the mileage claim.  **Example Expenses Claim**  **Example of an expenses claim, including where to view an attached - featured in the mid-right of the screen.** |
| **3** | To approve the claim, click **Approve** in the top-right or bottom-right corner of the screen. You can also **Reject** or **Request Information** as required. The employee will get a notification informing them of the outcome once you’ve made a decision.  Example of the three action buttons for claims, available both in the top-right and bottom-right of the screen. These are Approve, Reject and Request Information. |