How to Authorise/Reject a Mileage Claim in MyView

Only an Authorising Officer for MyView will have the **Authorisation** module listed on their MyView dashboard. Not all managers will have this module listed. You will be notified by a system generated email to your registered email account when a team member has submitted a claim.

All submitted claims will be listed under the **Authorisation** module.

As an Authorising Officer it is **YOUR** responsibility to ensure that any submitted claims do not contain any payment already authorised. You will need to go into any claim which may contain a duplication to ensure you do not authorise payment again. Failure to do so could result in disciplinary action being taken against you for failure to discharge your duties. You can check previous employee claims in the MyTeam section of MyView.

Authorisation of a claim

Before authorising the claim ensure;

Mileage

1.The correct **position** has been selected.

2. The **Description** contains the name of the Operations Manager/Line Manager who required the journey along with the start date and end date.

3. The claim is no more than 3 months old or you have director approval to authorise the claim beyond this timeframe.

4. The **Actual Miles Travelled** are accurate for the journey taken.

5. The correct mileage payment **type** has been selected.

6. Check the **Journey Start and Journey End** fields to determine if **Private Miles** are required.

7. Check the **Calling At** and the **Reason for Journey** fields. You may have to click into these fields and scroll across to view the full details.

Expenses

1.The correct expense type has been selected.

2. The value is acceptable.

3. If a receipt has been sent in by the employee it cross references to the expense, date and value in accordance with the travel policy.

4. A **'Y'** or **'N'** has been entered if the expense value is below £25 or a number **(01,02)** has been entered if the value is above £25. Receipts must be kept for a period of two full financial years plus the current financial year and should be available for inspection at any time.

When you are satisfied that the claim is not a duplication of a previous claim, it can be authorised.

5. Click **[Authorise] a** message will be displayed asking you if you're sure you want to submit the claim for payment. Click on **OK** to submit

A system generated email will be sent to the team member stating the claim has been authorised and will be paid in the next payroll cycle.

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If you do not authorise within five days of the claim being submitted, it will be escalated to the next **Authorising Officer** for authorisation.

Rejection of a claim

If you have any queries with the claim form or the attachments required, the claim should be rejected.

Any questions/reasons for rejection should be recorded in the **Authorisation/Rejection Notes** field along with the action the team member needs to carry out

Some policy levels are built into the system and warning messages will be displayed if breaches are made. A red **X** will be displayed against a claim if a policy beach has been made

Click [**Reject]** a message will appear asking if you are sure you want to reject the claim. To reject the claim click **OK**.

A confirmation message will be displayed.

A system generated email will be sent to your team member to inform that the claim has been rejected and they need to log in to MyView to read the **Rejection Notes** and carry out any necessary changes before resubmitting.