

Busy Person's Guide – Approve/Reject Expenses



Approve or Reject Expenses

This tile sits in the 'My Team' section of DMUhub. The tile is used by line managers as the first level of authorisation to approve or reject expense reports submitted by their team.

It's also used by budget approvers as the second level of authorisation for an expense report.

The grey number on the tile shows how many expense reports are awaiting your approval.

Accessing DMUhub

You can access DMUhub from any device, anywhere as long as you are connected to the internet.

Type <https://dmuhub.dmu.ac.uk> into your internet address field.

List of submitted reports

Expense Reports requiring your approval are listed with the oldest at the top. Each shows the staff member's name, the amount claimed, what the claim is associated with (e.g. an event) and the date the cost was incurred.

The **i** icon (and defaulted view) shows information about the expense, such as total cost and amount to be reimbursed.

The screenshot shows a list of expense reports on the left and a detailed view on the right. The list includes:

- Miss. Penny Pitstop: 22.90 GBP, H & S training event in London, Great Britain, 03.03.2017 - 07.03.2017
- Mr. Jack Reacher: 89.00 GBP, Training in London, Great Britain, 05.03.2017 - 05.03.2017

The detailed view for Miss. Penny Pitstop shows:

- Total amount claimed: 22.90 GBP
- Expenses (2):

Category	Date	Amount
Car Parking Fees (off street)	07.03.2017	GBP 6.00
Rail (UK)	07.03.2017	GBP 16.90
- Cost Assignment (1):

Description	Category	Share
- Total Cost of Trip: GBP 22.90
- Sum of Receipts Paid by Company: GBP 0.00
- Amount to be Reimbursed: GBP 22.90

At the bottom of the detailed view are buttons for 'Approve', 'Reject', and 'Forward'.

View Expense Report in detail

When you select a report from the list on the left, the expense detail will show in the main window.

This icon appears if a note has been added to the expense. Click to read the note

This icon indicates an attachment (e.g. a receipt).

Expense Items

This area shows a list of expense items that are being claimed. Information includes the category of the expense, e.g. car parking, rail travel and the amount.

Please refer to the Reimbursement of Business Expenses Policy for further information on compliance to approve/reject expenses.

Approve/reject expenses

Select these buttons to approve or reject the expense report. If you reject a report a pop-up window will give you the option to add a note to give your reason for the rejection. This will be visible to the requester. **We strongly recommend you complete this box.**

Please note the forward button function above is not activated – do not use!

Jargon Buster

Expense Report: This is your expense claim, it replaces your old e-F15 form. Please use only **one** cost centre/WBS per report.

Expense Item: This is your specific expense e.g. train fare, hotel etc.

Attachments: Add your **fully itemised** receipts as attachments; either take a picture from your tablet / smartphone or add a scan from your computer

Cost Centre: This is where your expense is charged to

WBS: If claiming against a project (research or capital) you must select a WBS code instead of a cost centre



Please note this is a quick start guide. For step-by-step details and additional functionality please refer to the 'Approve Expenses' section of the [training manual](#) or the [e-learning video](#).