



How to approve/reject a travel & subsistence claim

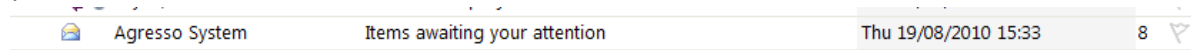
Background

This document details how to approve or reject a travel & subsistence claim. Every budget holder (or substitute) is an approver for their designated cost centre/ subaccount(s) and must approve all claims submitted on the subaccount(s). Subaccounts are also termed budget or project codes.

Approvers may also be employees that have a senior role in the organisation (e.g. Deans and Vice Presidents) who may have to approve claims in this role.

1. E-mail alert received per travel and subsistence claim

- Approvers are alerted by e-mail from “**Agresso System**” that a claim that is awaiting attention by you.



2. Log on to travel and subsistence online

- Click the link <https://agresso.nuigalway.ie/Agresso/Login/Login.aspx>
- At the login screen enter the following and click **Login**:

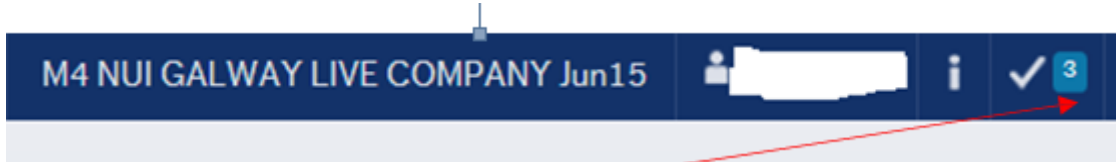
User name: Enter your six digit payroll number
Client: Enter **U1**
Password: Enter your travel & subsistence (Agresso) password

A screenshot of the login page for the Agresso System. The page features the NUI Galway OÉ Gaillimh logo at the top. Below the logo, there are three input fields: "User name", "Client", and "Password". At the bottom of the form, there is a blue "LOGIN" button and a link that says "Forgotten your password?". The page is set against a light blue background.

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3. Review the claim(s) awaiting your approval.

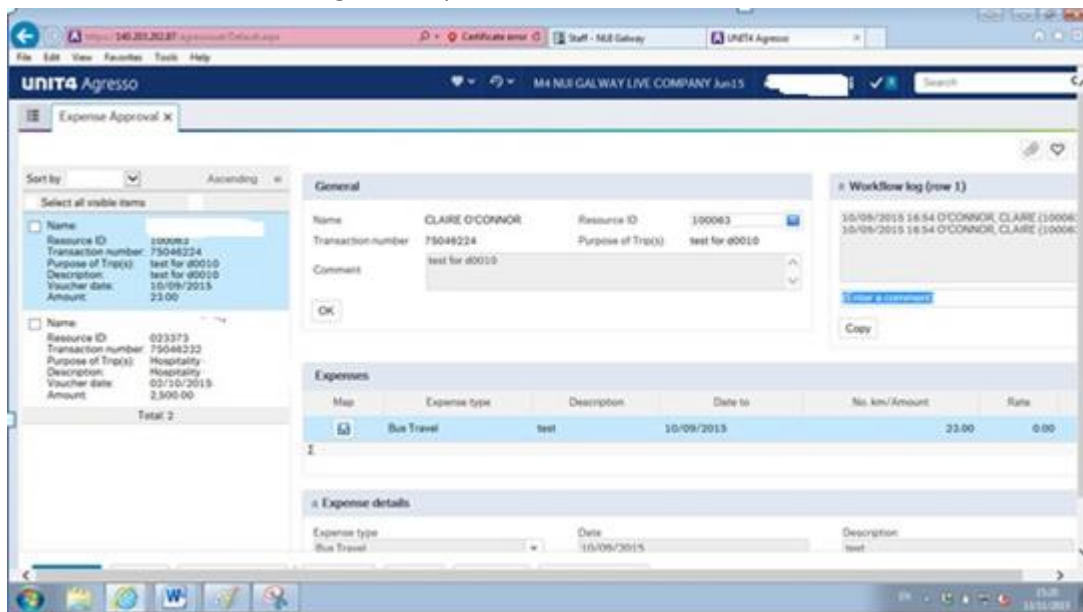
- Following log in, in the top right corner, you should see one or more **Expense Approval** items beside the tick



- Click on the **tick** to display the claims waiting for your review in the middle pane.

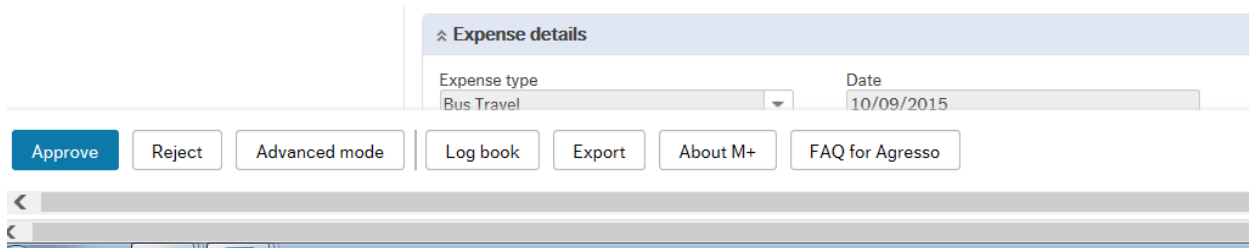


- Click on each item in the right hand pane to see the detail



How to approve/reject a travel & subsistence claim

Select the claim(s) you want to approve and click on the Approve button in the bottom left hand corner of the screen.

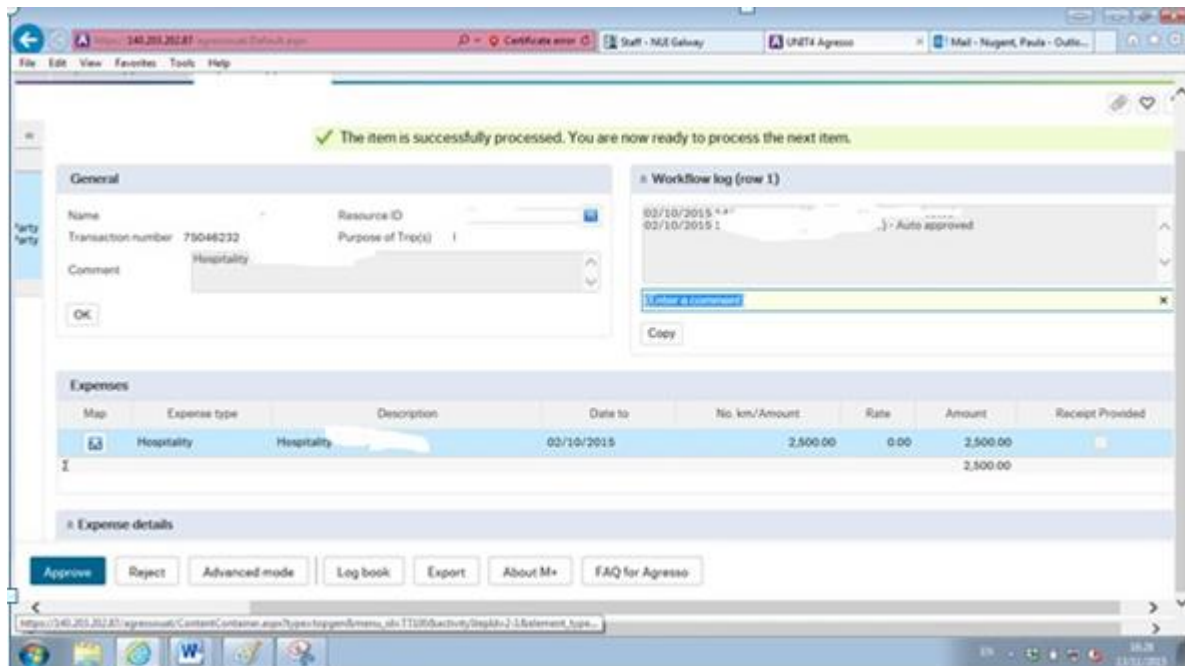


4. Approve or reject the web expense claim(s).

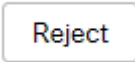
(i) To APPROVE a claim

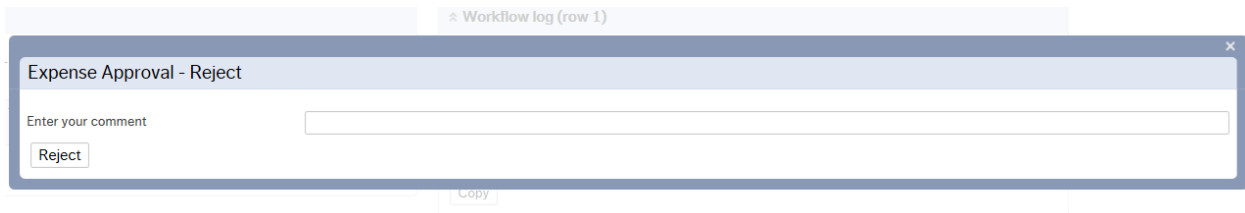
Approve

In the side pane, check the claim checkbox and click the **Approve** button below it. After this is successfully approved you will get a confirmation message and the claim will no longer be in your task list.

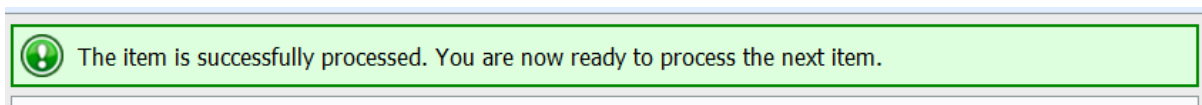


(ii) To REJECT a claim

In the middle pane, check the claim checkbox and click the  button on the bottom left. After this is successfully approved you be prompted to leave a **rejection comment (optional)** for the claimant to see.



After this a green confirmation message will be displayed and the claim will no longer be in the middle pane or from your task list.



The claimant receives an e-mail notification of the rejection and that the item requires their attention.