

# EXPENSES AGRESSO WEB → HOW TO CHECK THE STATUS OF T&S CLAIM?

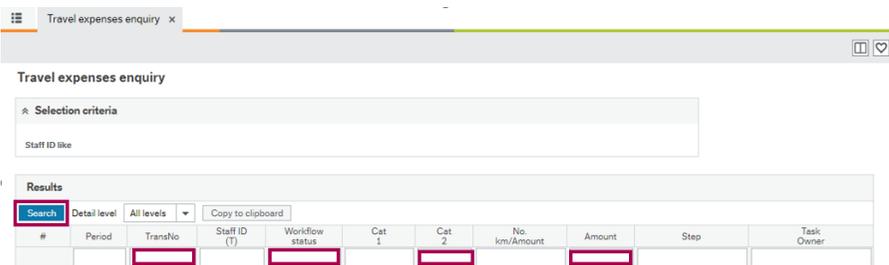
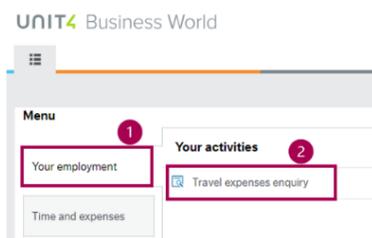
## Step 1: Agresso Login

- Username: Your six-digit Staff/ Scholarship ID number
- Client: U1
- Password: Financial System Password



## Step 2: Search your claims

Menu → under 'Your Employment' → click 'Travel expenses enquiry'



- Enter cost centre under **Cat 2** and select search (if you want to see claims that were paid on a particular cost centre)
- Enter **Trans No** and select search (if you want to see the status of a particular claim number)
- Enter the total **amount** of the claim and select search (if you do not know the trans number of the claim)
- Enter the **workflow status** of R or W and click search (if you want to see all your claims that have an outstanding status)

## Description of Workflow Status:

The following screenshot illustrates the various workflow statuses:

#	Period	TransNo	Staff ID (T)	Workflow status	Cat 1	Cat 2	No. km/Amount	Amount	Step	Task Owner
1	202212	75112030	Claimant	W		D0020	1,056.68	2,524.68	Expense Approval	Approver / Budget holder name
18	202211	75112018	Claimant	W		RSF1752	173.00	72.31	Finance Receipt Check	Payroll & Expenses Office
19	202211	75112018	Claimant	W		RSF1752	173.00	72.31	Finance Receipt Check	Payroll & Expenses Office
3	202212	75112018	Claimant	R		D0020	838.06	838.06	Rejected Expense	Claimant
14	202211	75112016	Claimant			D0020	9,351.82	6,391.90		
21	202211	75112019	Claimant	T		RSF1752	851.58	472.12		

- R (Rejected):** This status indicates that the claim has been rejected due to the need for amendments. For guidance on how to address a rejected claim, please consult the [FAQs](#).
- W (Currently in Progress):** When a claim is marked as "W," it signifies that the claim is currently in progress. The name of the approver or office responsible for processing your claim is listed under "Task Owner."
  - If the task owner is indicated as "Finance Receipt Check," it means your claim has been approved by your approver (budget holder) and is awaiting processing by the Payroll and Expenses Office (expense claims are processed twice a month. Refer to [Travel & Subsistences Expenses Pay Date](#)).
- T (Terminated):** A "T" status indicates that your claim has either been processed by the Payroll and Expenses Office for the upcoming payment run or has already been paid to you (Refer to [Travel & Subsistences Expenses Pay Date](#)).
  - To confirm the status of your payment, please check your bank statement, and look for your staff/scholarship ID number, which serves as the payment reference.
- Blank:** status means your claim has been saved as a 'draft.' To proceed for approval by your approver, you must save it as 'Ready.' Refer to the [FAQs](#) for guidance on handling claims saved as 'draft.'