



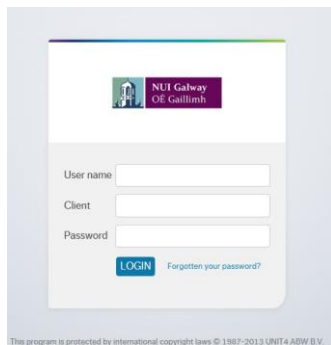
How to search the status of a claim

This document shows you how to quickly check where your claims are in the process.

Guide

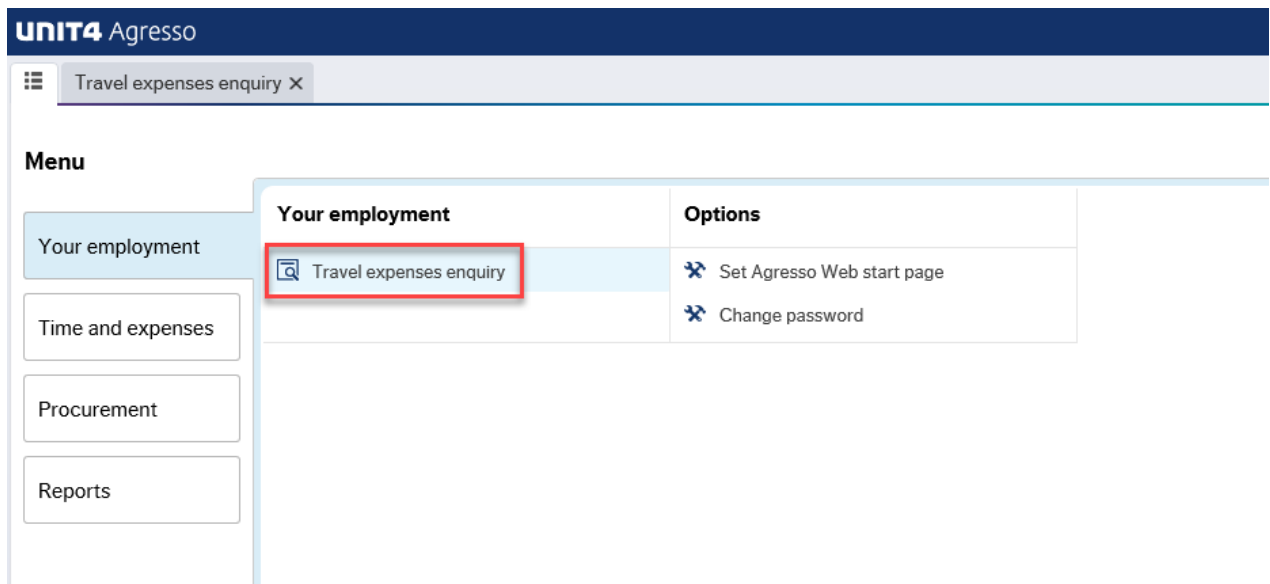
Log in to travel and subsistence online:

Click the link <https://agresso.nuigalway.ie/Agresso/Login/Login.aspx>



To search and display your claims

- In Your Employment menu, Click **Travel Expenses enquiry** to display all your claims



How to search for a travel & subsistence claim

You can search on one of the specific fields to find the claim (s) you have a query with:

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

#	Period	TransNo	Staff ID (T)	Workflow status	Cat 1	Cat 2	No. km/Amount	Amount	Step	Task Owner

Description of the Workflow Status

The following print screen shows the different types of workflow status.

#	Period	TransNo	Staff ID (T)	Workflow status	Cat 1	Cat 2	No. km/Amount	Amount	Step	Task Owner
1	201810	75082787	TEMP2 PE	R		D0020	25.00	190.34		
Σ1		75082787					25.00	190.34		
3	201810	75082788	TEMP2 PE	W		D0020	1.00	133.73	Expense Approval	O'CONNOR, CLAIRE
Σ1		75082788					1.00	133.73		
79	201809	75082783	TEMP2 PE	T		D0020	19.00	19.00		
Σ1		75082783					19.00	19.00		
85	201809	75082786	TEMP2 PE			D0020	23.00	23.00		
Σ1		75082786					23.00	23.00		

Workflow Status **R (rejected)** means that the claim has been rejected because it needs to be amended. Please see [FAQs](#) on how to deal with your rejected claim.

Workflow Status **W (workflow in progress)** means that the claim is in progress and the name of the approver/office who is currently working on your claim is listed under "Task Owner". If the task owner states "Finance Receipt Check", then your claim has been approved by your approver and it is awaiting to be processed by the payroll & expenses office (expense claims are processed every week).

Workflow Status **T (Terminated)** means your claim has been processed by Finance for the next weekly payment run or it has been paid to you already. Please check your bank statement and look for your staff / scholarship ID number which will be the reference on the payment.

Workflow Status is **Blank** means your claim has been saved as 'draft' but it must be saved as 'ready' to proceed for approval by your approver. Please see [FAQs](#) on dealing with claims saved as 'draft'.