

The job of reviewing and approving expense claims belongs to the Treasurer unless the claim involved was submitted by the Treasurer. When local members submit expense claims a record of the form appears on their Personal Expense Claims screen and on the **Local Admin/Expenses** screen. Here you see the listing of submitted expense on the **Local Admin/Expenses** screen.

Pending & Approved Expense Claims									
Recent Claims All Search									
Show 10 entries from found set Filter:									
Claim No.	Status	Name	Member ID	Event	Local	Submitted	Total		
94792-2	Submitted	Tinker Bell Fairy (Filed by Local Exec)	94792	Local AGM	72	09/21/2017 11:28:04	\$33.33	Duplicate	

Note the submitted status. Also note the presence of **Show entries, sorting options, and Filter**. If there is a long list and you are reviewing claims, you may want to filter by submitted to clear the display of everything except the claims needing your attention.

Submitted forms need to be reviewed and the Local Executive is responsible for ensuring the form has been correctly completed.

To view the claim, click the **Details** (the **Up Arrow**) button that appears beside the claim number. This opens the expense claim form.

Recent Claims All Search									
Show 10 entries from found set Filter:									
Claim No.	Status	Name	Member ID	Event	Local	Submitted	Total		
94792-2	Submitted	Tinker Bell Fairy (Filed by Local Exec)	94792	Local AGM	72	09/21/2017 11:28:04	\$33.33	Duplicate	

Carefully check the data as it is presented to you and determine if the claim should be **Approved** or **Rejected**. If hotel expenses are claimed for more than one day, the system automatically splits the amount into a daily charge. On the finalized version of the claim you see the daily charge, not the total entered in edit mode.

<a href="#">Print</a>				<a href="#">Reject</a>	<a href="#">Approve</a>
Expense Claim 94792-2					
Event Name	Local AGM		Name	Tinker Bell Fairy (Filed by Local Exec)	
Member ID	94792		Address	123 Sleepy Hallow Birch Tree AB T0K 3S9	
Local	72		Home Phone	(780) 987-3214	
Funding	Local 72		Work Phone		
Status	Submitted		Submitted	09/21/2017 11:28:04	
Kilometers	66 km between home and edmonton hotel			\$33.33	
	<b>Total</b>			<b>\$33.33</b>	

**No receipts**

If an error is found, click the **Reject** button. A verification window appears enter an explanation to

share with the member making the claim then, click **Reject**.

## Confirm Reject

Are you sure you want to reject this claim?

*Rejecting will send an e-mail to the submitter notifying them of the status update. You may enter an optional explanation as to why the claim was rejected:*

Successfully updated the status of Expense Claim 94792-2.

It has been marked as **Rejected** with the following explanation:

enter reason

The e-mail notification was successfully sent to the Member.

Back at the **Pending & Approved Expense Claims** section you will now see the claim as **Rejected**.

## Pending & Approved Expense Claims

Recent Claims All Search

Show 10 entries from found set Filter:

Claim No.	Status	Name	Member ID	Event	Local	Submitted	Total	
94792-3	Submitted	Tinker Bell Fairy (Filed by Local Exec)	94792	AGM	72	09/21/2017 11:51:28	\$271.02	Duplicate
94792-2	Rejected by Local	Tinker Bell Fairy (Filed by Local Exec)	94792	Local AGM	72	09/21/2017 11:28:04	\$33.33	Duplicate

If you **Approve** the Expense Claim they you will have a confirmation screen appear. Enter notes if required and click **Approve**.

### Confirm Approval

Enter any instructions you may have for the Finance department when they process the claim.

Enter in details

Successfully updated the status of Expense Claim 94792-3.

It has been marked as **Approved** with the following instructions:

Enter in details

Back at the **Pending & Approved Expense Claims** section, you will now see the claim as **Approved**.

Note that when approved no email message is sent. Instead, the form is now accessible to **UNA**

**Centralized Accounting.** Since the expense claim form is to be paid by the Local and handled by **Centralized Accounting**, the only anticipated problem would be relative to **TD1**. Without a TD1 on file, no direct deposit can be made on any claim involving salary payments.

The status of the Expense Claim form will reflect you have approved it - visible to the person submitting the claim when they access their own Expense Claim screen. Again, this page needs to refresh to display the status change.

Pending & Approved Expense Claims

Recent Claims All Search

Show 10 entries from found set Filter:

Claim No.	Status	Name	Member ID	Event	Local	Submitted	Total	
94792-3	Approved by Local (Tony Stark)	Tinker Bell Fairy (Filed by Local Exec)	94792	AGM	72	09/21/2017 11:51:28	\$271.02	Duplicate
94792-2	Rejected by Local	Tinker Bell Fairy (Filed by Local Exec)	94792	Local AGM	72	09/21/2017 11:28:04	\$33.33	Duplicate

Since your detailed view appears in a separate window, once you have completed reviewing one expense claim, close the window used to display it. You are able to move to the next submitted form. Note that you may now have several claims showing a status of **Rejected**. You just is complete until the status again show submitted. This status indicated that the person submitting the claim has edited and resubmitted the claim for you review.

If you want to verify your work and you know that you have completed your review of expense claims, you can refresh the page.

Pending & Approved Expense Claims

Recent Claims All Search

Show 10 entries from found set Filter:

Claim No.	Status	Name	Member ID	Event	Local	Submitted	Total	
94792-3	Approved by Local (Tony Stark)	Tinker Bell Fairy (Filed by Local Exec)	94792	AGM	72	09/21/2017 11:51:28	\$271.02	Duplicate
94792-2	Rejected by Local	Tinker Bell Fairy (Filed by Local Exec)	94792	Local AGM	72	09/21/2017 11:28:04	\$33.33	Duplicate

Any claims that are **Provincially** or **District** funded are handled immediately by **UNA Provincial Accounting**. They do not require any review by the Local Executive. Instead, UNA staff will do the review and complete a similar **Reject/Approve** process. Any claim that still shows the **Pencil** button is still available for modifying if needed.