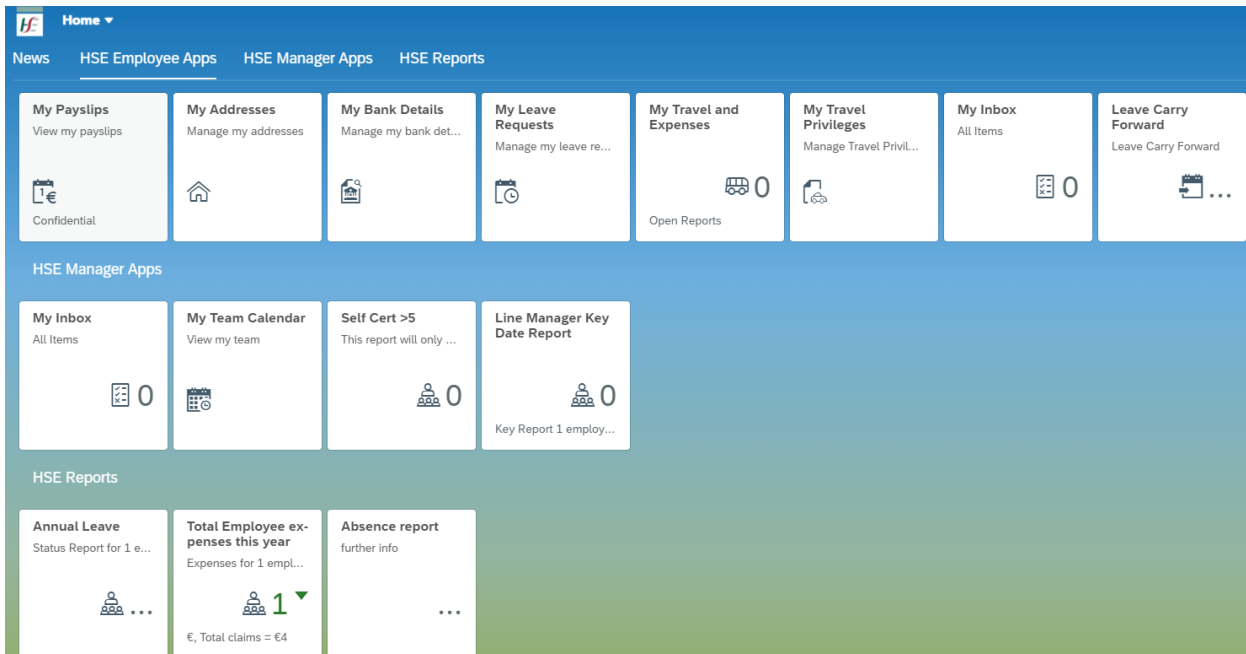




## My Inbox – Manager – Processing Travel Claims

1. Log into SAP Fiori using Username/Password.
2. Click the “My Inbox” tile.



**Note: My Inbox appears twice under HSE Employee Apps and HSE Manager Apps, both tiles contain the same information**

3. The Inbox opens and displays 3 types of messages for Manager review;
- Submitted Leave Requests
  - Submitted Travel claim Requests
  - Submitted Travel Documentation



<

Filter By: Task Type

⌵

Search

🔍

☐ Select All

☐ Approve document

☒ Approve expense

☐ Leave Request

OK

Cancel

4. Select the Travel Claim submission that you wish to review on the left hand side of the screen – It will then open to view on the right.

My Inbox
Q

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**Conway Magee**

Workflow System Medium

Date Requested 06.08.2019 Overdue

Personnel No.: 30037604

**62.83 EUR**

INFORMATION EXPENSES COST ASSIGNMENT

Trip Number: 1700026067  
 Total Cost of Trip: **62.83 EUR**  
 Amount to be Reimbursed: **62.83 EUR**  
 Destination: Ireland  
 Start Date: 06.08.2019, 08:00  
 End Date: 06.08.2019, 17:00

### EXPENSES

Date	Category	Amount
06.08.2019	Mileage	56.93 EUR >
06.08.2019	Tolls	5.90 EUR >

### COST ASSIGNMENT

Description	Category	Share
0046152191	Cost Center	100.00 %

5. Click on each item to review the detail behind e.g. Mileage, Tolls.

**My Inbox** My Inbox

Search Filter by: Task Type (Approve expense)

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 06.08.2019 **Overdue**

**Approve trip of Lisa Hogan** Personnel No.: 30921149 72.95 EUR

Workflow System Medium  
Date Requested 12.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 13.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 14.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 14.08.2019 **Overdue**

**Mileage**

**N.B. Accumulated mileage based on paid expenses only - hence the value of this claim could change at payment**

**Details**

Amount: **56.93 EUR**  
Expense Date: 06.08.2019  
From/Start Time: 07:00 Sligo  
To/End Time: 17:00 Dublin  
Distance: **150 KM**

**COST ASSIGNMENT**

Description	Category	Share
0046152191	Cost Center	100.00 %

[Approve](#) [Reject](#) [Show Log](#) [Claim](#)

**My Inbox** My Inbox

Search Filter by: Task Type (Approve expense)

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 06.08.2019 **Overdue**

**Approve trip of Lisa Hogan** Personnel No.: 30921149 72.95 EUR

Workflow System Medium  
Date Requested 12.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 13.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 14.08.2019 **Overdue**

**Approve trip of Conway Magee** Personnel No.: 30037604 62.83 EUR

Workflow System Medium  
Date Requested 14.08.2019 **Overdue**

**Tolls**

**Details**

Amount: **12.00 EUR**  
Expense Date: 12.08.2019  
Description: dfdsffd

**Attachments**

[Show document](#)

**EXPENSES**

Date	Amount
12.08.2019	45.54 EUR
12.08.2019	15.41 EUR
12.08.2019	12.00 EUR

**COST ASSIGNMENT**

Description	Category	Share
NA192301	Cost Center	100.00 %

[Approve](#) [Reject](#) [Show Log](#) [Claim](#)

6. **Note:-** Where an attachment exists – click on the Show Document link and this will open the attachment for e.g. Toll receipt.

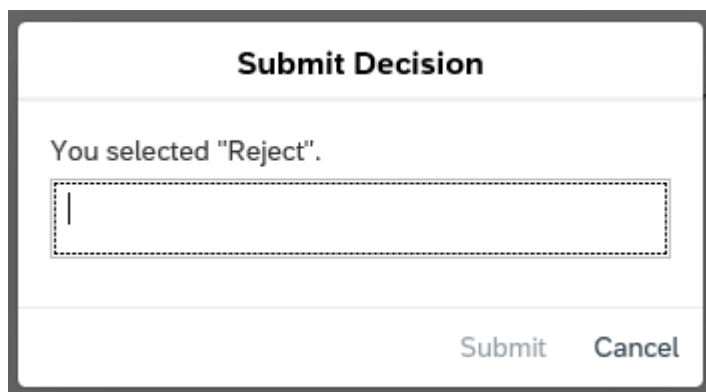
7. Further detail about the trip is available by scrolling down at right hand side of screen;
8. To Approve the travel expense request select the “Approve” button at end of screen – the following pop up box presents



The screenshot shows a pop-up window titled "Submit Decision". Below the title, it says "You selected 'Approve'." There is a text input field with a vertical cursor. At the bottom right, there are two buttons: "Submit" and "Cancel".

*You may enter reason for decision if you wish but it is not required for Approvals.*

9. To Reject the request select the “Reject” button at end of the screen – the following pop up box presents



The screenshot shows a pop-up window titled "Submit Decision". Below the title, it says "You selected 'Reject'." There is a text input field with a vertical cursor. At the bottom right, there are two buttons: "Submit" and "Cancel".

***Reason for decision must be populated to inform the employee of the reason for rejection of the claim***

10. This request then leaves the inbox, for approved claims the status in the employees’ My Travel and Expenses is updated to approved, for rejected claims a message with the reason why is sent to the employee’s My Inbox.
11. Continue this process until all travel claims have been reviewed/approved/rejected or forwarded if appropriate

#### **Items listed from Employee who do not report to you**

12. If a Manager finds leave/travel requests or documents that relate to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.

**My Inbox** ▼ 🔍

**Leave Request**

**Patricia Monahan** 0609 Personnel No.: 30707228 Date(s) Requested: 06.08.2019 1 day 22.07.2019

**INFORMATION**

**Leave Type:** Annual Leave  
**Requested:** 1 day  
**Available Balance:** -80.35 hours  
**Total Deduction:** 7.20 hours



Approve Reject Show Log Claim Forward

Click on Forward and input OM Admin in the search and select accordingly.

**Forward selected task to...**

OM Admin ⊗ 🔍

No recipients found

13. To exit My Inbox choose the Back arrow  or Home Button .