



Expenses Report for Managers

Total Employee expenses this year
 Expenses for 4 employees
 **5** 
 €, Total claims = €1944

This report allows you to review all expenses which are Submitted – Not Approved, Approved and Reimbursed for employees who reports to you and also allows you to run the report for yourself.



The report runs from 1st of the current calendar year up to the date the report is accessed.

These dates can be changed and pressing Search will return the updated data. The report can also be run by Personnel Number – enter the Personnel Number and press Search.

Note if you wish to view your own absences then click on .

When you click on My Absence the button changes to . This way it is possible to Toggle between the two.

Expense report							
<input type="text" value="Personnel number"/>	<input type="text" value="01.01.2019"/>		<input type="text" value="23.04.2020"/>		<input type="button" value="Search"/>	<input type="button" value="My Travel"/>	
Personnel number	Name	Trip End	Total Claim (EUR)	MLs KMs (EUR)	Subsistence total	Other Expenses total	Status
30015321	Sadb Maguire	06.01.2020	111.45	99.65	0.00	11.80	Reimbursed >
30015321	Sadb Maguire	16.12.2019	134.58	119.58	0.00	15.00	Reimbursed >
30015321	Sadb Maguire	15.01.2020	469.83	159.44	278.59	31.80	Reimbursed >
30015321	Sadb Maguire	11.02.2020	236.27	199.30	36.97	0.00	Approved >
30911577	Eimear Regan	10.07.2019	52.60	37.19	15.41	0.00	Approved >
30911577	Eimear Regan	02.09.2019	101.76	44.79	36.97	20.00	Submitted-Not Approved >
30911577	Eimear Regan	30.06.2019	2,365.30	2,328.80	0.00	36.50	Submitted-Not Approved >
30911577	Eimear Regan	31.08.2019	669.50	492.72	147.88	28.90	Reimbursed >
30911577	Eimear Regan	18.09.2019	67.43	56.93	0.00	10.50	Submitted-Not Approved >
30911577	Eimear Regan	16.09.2019	75.90	75.90	0.00	0.00	Submitted-Not Approved >
30911577	Eimear Regan	03.09.2019	43.85	37.95	0.00	5.90	Submitted-Not Approved >

Columns Explained:-

Personnel Number	Unique SAP ID number assigned to employees
Name	Name of Employee
Trip End	End date of trip
Total Claim (EUR)	Total amount of claim
Mls KMs (EUR)	Total mileage included in claim
Subsistence Total	Total of any subsistence claimed
Other Expenses Total	Total of any other expenses claimed (excl. subsistence)
Status	Status of Claim – there are 3 categories 1. Submitted – Not Approved 2. Approved 3. Reimbursed




Pop up – Additional fields available on this e.g. Cost Centre, breakdown of totals, Vehicle Details

Expense 1700026173 for Sadb Maguire

Field	Value
Personnel number	30015321
Name	Sadb Maguire
Status	Reimbursed
Cost centre	0010355104
Subsistence total	278.59
- Summary 24hr rate	147.00
- Meal > 24	131.59
Other Expenses total	31.80
- Parking	15.00
- Taxi	11.00
- Tolls	5.80
MLs KMs	400.00
MLs KMs (EUR)	159.44
Cumulative miles	650.00
Vehicle class	1201 - 1500 ccm motor cap
Vehicle type	Car

Cancel

It is possible to download the report to Excel by clicking on [Download](#) on the bottom right corner of the screen. When you click on the this button the following screen appears;

	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p> Data Export Confirmation</p> <hr/> <p>Press OK to Download table to Excel format. Then open Excel and choose Yes.</p> <hr/> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	<p>Click OK.</p>
	<p>Spreadsheet appears in the bottom left corner. Click on it to open.</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; display: inline-block;">  data (40).xls ^ </div>	
	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>Microsoft Excel ×</p> <p> The file you are trying to open, 'data (40).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Help"/> </p> </div>	
	<p>The report outputs with the all the columns included on this download.</p>	
Note	<p><i>It is not possible to download the report on mobile devices or tablets.</i></p>	