

## Process

## Common Errors

Enter expense claim on Agresso and submit

- Ensure you do not unintentionally leave claim in draft format; choose status 'Ready' as opposed to 'Draft' if intending to submit
- If a Research account, please ensure there is adequate funding in the category concerned and that the end date has not expired
- Please ensure you have not exceeded the three month time limit for expense claims (otherwise they will need to be signed off by a member of the UMT)

Submit hard copy of receipts/back-up to approver(s)

- Ensure hard copy goes to approver(s) as opposed to Finance Office
- Ensure all documentation/information required is submitted
- Please SIGN the hard copy before submitting to approver
- Please also STAPLE or SECURELY ATTACH any receipts

Approver gets email alert to notify that a claim is awaiting approval

- If an approver, please ensure you follow up if hard copy receipts are not received within the expected time frame
- If a claimant, please follow up with approver(s) if you do not receive email notification within the expected time frame to confirm that your claim has been approved

Approver approves claim (assuming all in order) & forwards hard copy to Finance Office

- Please ensure you forward the hard copy to the Finance Office as without receipts/back-up documentation the claim cannot be processed