




## My Inbox – Manager – Processing Travel Claims

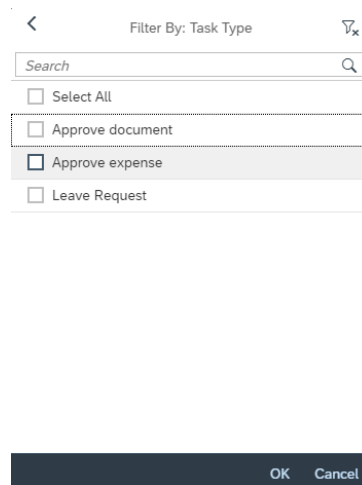
1. Log into SAP Fiori using Username/Password.
2. Click the “My Inbox” tile.

The screenshot displays the SAP Fiori dashboard interface. At the top, there is a navigation bar with the HSE logo and a 'Home' dropdown menu. Below the navigation bar, there are three main sections: 'HSE Employee Apps', 'HSE Manager Apps', and 'HSE Reports'. The 'HSE Employee Apps' section contains tiles for 'My Payslips', 'My Addresses', 'My Bank Details', 'My Leave Requests', 'My Travel and Expenses', 'My Travel Privileges', 'My Inbox', and 'Leave Carry Forward'. The 'HSE Manager Apps' section contains tiles for 'My Inbox', 'My Team Calendar', 'Self Cert >5', and 'Line Manager Key Date Report'. The 'HSE Reports' section contains tiles for 'Annual Leave', 'Total Employee expenses this year', and 'Absence report'. The 'My Inbox' tile in the 'HSE Manager Apps' section shows a count of 0 items.

**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

Note: -Click on the filter icon – on the left hand side of the Inbox at the bottom.  Select Approve expenses and click on OK to view the requested travel claims.



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

Approve expense

Conway Magee 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 %

Approve Reject Show Log Claim

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

**Conway Magee** Personnel No.: 30037604 62.83 EUR

INFORMATION EXPENSES COST ASSIGNMENT

**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

Close

**COST ASSIGNMENT**

Description	Category	Share
0046152191	Cost Center	100.00 %

Approve Reject Show Log Claim

**Lisa Hogan** Personnel No.: 30921149 72.95 EUR

INFORMATION EXPENSES COST ASSIGNMENT

**Tolls**

Details

Amount: 12.00 EUR  
 Expense Date: 12.08.2019  
 Description: dfdsfdd

Attachments

[Show document](#)

Close

**EXPENSES**

Date	Amount
12.08.2019	45.54 EUR
12.08.2019	15.41 EUR
12.08.2019	Tolls 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 large, empty rectangular text input field with a dashed border. At the bottom right of the window, 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 large, empty rectangular text input field with a dashed border. At the bottom right of the window, 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

Search

Approve trip of Kristen Murphy  
Workflow System user Medium  
Date Requested 02.08.2019 **Overdue**

Patricia Monahan's Leave Request  
Workflow System user Medium  
Date Requested 06.08.2019 **Overdue**

Approve trip of Kristen Murphy  
Workflow System user Medium  
Date Requested 01.09.2019 **Overdue**

Patricia Monahan  
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 .