When a member of your team submits an expenses claim you will first receive an email advising you of this. The claim will not be sent to Salaries to be paid until you have authorised it. To process this claim you must first log in to Self Service.

[https://www.st-andrews.ac.uk/selfservice](https://www.st-andrews.ac.uk/selfservice)

Any claims that are ready to be authorised by you will automatically show on the ‘Authorisation’ widget on the HR Self Service dashboard.

If you don’t see this widget you can add it by clicking the tool icon on the left sidebar.
Here you will then see any available widgets. Click the widget you want to add and it will appear on your dashboard.

From the widget you can hover over each claim to get a basic summary of each claim.
If this is all the information you wish to review, you can approve/reject the claim from the widget. To do this, just select the relevant button next to the claim and click ‘Submit’.

If you need more detail about the claim you can view this by clicking the date or persons name. This will then take you to the full claim screen.
To approve/reject the claim you just scroll to the bottom of the screen.

You can provide a note if needed. This can be helpful if you are rejecting the claim. You then just click ‘Authorise’ or ‘Reject’. The person who made the claim will now receive an email advising them of the outcome.
HR Self Service
Expenses – Authorising a claim

If you have authorised the claim, it will be sent to Salaries who will process the payment upon receipt of the summary sheet and the receipts from the claimant.

If rejected the claimant can edit the claim and resubmit if needed.