There are two levels of approval for an expense claim. The first is within the School or Unit and the second is the final check by Salaries. The claim can be rejected at both levels.

When a claim is rejected, the person rejecting it should provide a note on the form explaining why it has been rejected and any changes you need to make. You will receive an email advising you that the claim has been rejected.

**Split Claims**

HR Self Service allows for individual lines within a claim to be approved or rejected. This means that when you get a notice of rejection, it may only be for one item on the claim with the others approved.

**Viewing the rejected claim**

In HR Self Service, navigate to **Expenses>History**.

You will now see a list of every claim you have submitted using HR Self Service. Each claim has its status listed.
Summary view

There are two different ways to view the claim. A summary view and the full claim view.

To see a top-level summary of the claim, click the arrow to the right of the line.

This will provide you with some basic details about the claim including the authorisation progress. Authorisation progress allows you to see where the claim was rejected. Clicking the red circle will give you details of who rejected it.
Full claim view
To view the full claim, click the claim description.

This will take you to the full claim where you can see every line you added to it and the status of each line.
As this claim has been rejected, you will see the rejection notes at the bottom of the claim.

Editing the claim for resubmission
If you need to make changes and resubmit the claim, you first need to reopen it. Click ‘Reopen’.

The status of the form will now change, and you will see options to edit existing lines and also add new ones.
Each line has three options. Edit, copy or delete.

Clicking ‘edit’ will display a screen where you can make changes to the line e.g. amending the detail code within the cost centre. You can also add attachments if needed.

The only two fields you cannot edit are Group and Type. If you have been asked to make a change to the Group or Type, the expense line would need to be deleted then re-entered selecting the different Group and/or Type.
Resubmitting the claim
Once you have made the changes needed, you can resubmit the claim by clicking ‘Submit.

The claim will now follow the standard approval process as it did before.