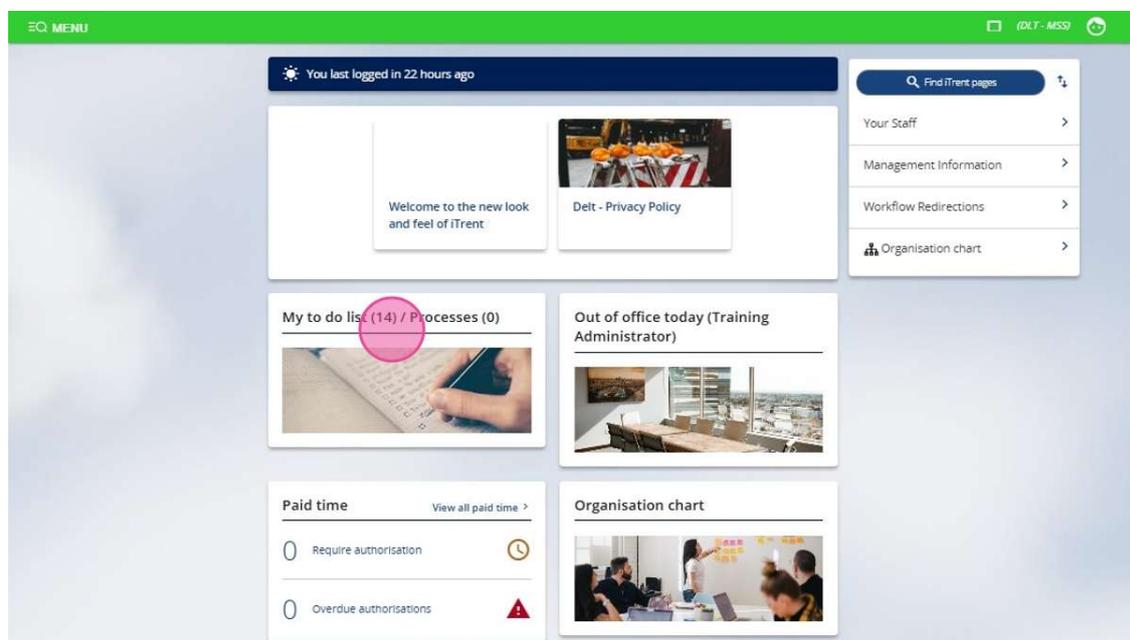


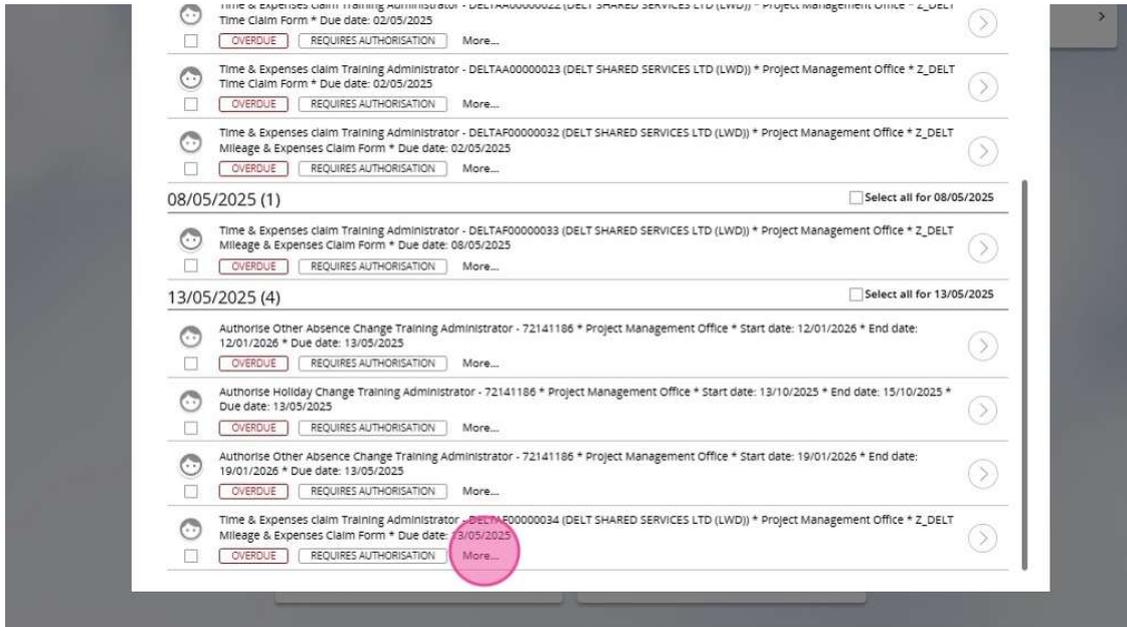
Manager Guide - Approvals

As a manager, it's important to review and approve submissions from your team in a timely and accurate manner. This guide walks you through the simple process of accessing and approving employee claims through your manager dashboard. Follow these six steps to complete approvals quickly and efficiently.

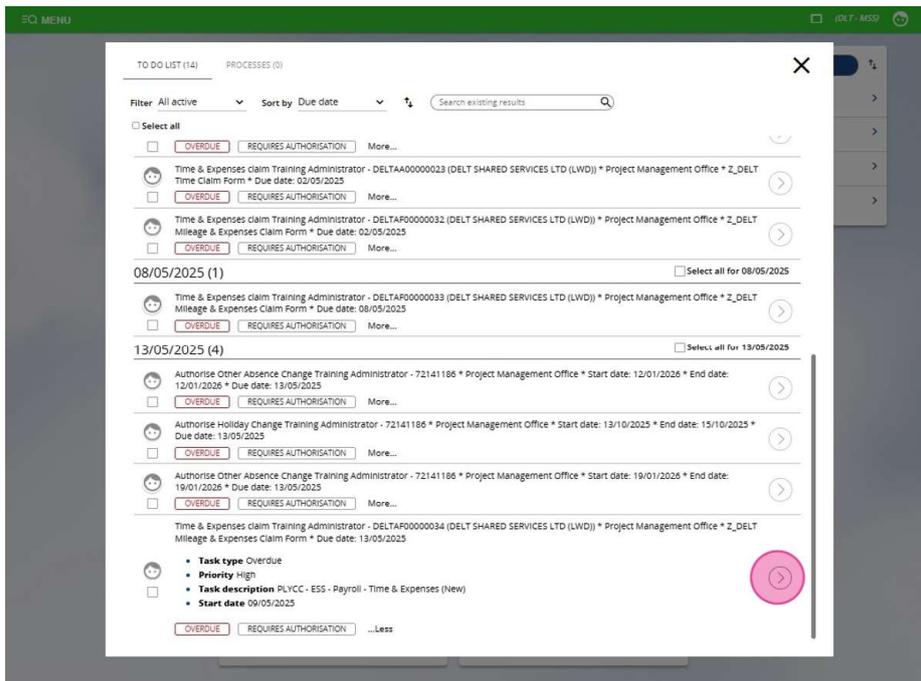
1. After logging in, you will land on your **Manager Dashboard**. Locate the "**My To Do List**" box and click on it.



2. A list of employee submissions requiring your attention will appear. You can filter these by date, task type, or other relevant criteria to help manage your workflow.



3. To view more details, expand the task. When you are ready to proceed, click the arrow on the relevant task to open it.



4. Carefully review the claim submitted by your employee. Use the drop-down menu to select one of the following options:

- **Authorised**
- **Not Authorised**

- **On Hold**

Some claims may span multiple pages. Be sure to check all pages, as the relevant information may not appear on the first one.

5. If you choose **Not Authorised**, please include a brief reason in the provided text box to inform the employee of your decision.

6. Remember to check all pages! Once you've reviewed everything and made your selection, click **Save** to complete the approval process.

Authorisation status*

Reason

Page 1 | Page 2

DELT SHARED SERVICES - DELT MILEAGE & EXPENSES CLAIM FORM

Use this form to claim Mileage and/or Expenses.

PAGE 1 = Enter Number of miles
PAGE 2 = Expenses details

Enter a cost centre only your claim needs to be charged to a different to your normal cost centre. If you need to make claims against a different cost centres, use a claim form per cost centre need to claim against more than one item, click the "+" or "-" to add or remove extra rows.

PLEASE ENSURE THAT MINUS HOURS ARE PREFIXED WITH A "-" MINUS SYMBOL.

Vehicle: PEE4543543 Scheme: Cost Centre (if not home cost centre):

Date	Miles claimed	No of Passengers	From postcode	To postcode	Reason
<input type="text" value="08/05/2025"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="PL6 5QZ"/>	<input type="text" value="pl7"/>	<input type="text" value="Travel"/>