


How to approve expenses via myTeam for your reportees

For example, Flu Vaccinations or Home Working Refunds



1 You will receive an email notifying you that a reportee has processed a claim for either a flu vaccination or a home working refund


 **Flu Vaccination Refund request**

_____, personal reference number _____ made a flu vaccination refund request, MILNT0000011 .

Please log in to [myTeam](#) to action this request.

NB: Requests can only be actioned by the applicable manager whilst the payroll is open. If you cannot action the request at this time, the payroll may be closed. For details of when the payroll is open/closed, click [here](#).

If you require additional support, please contact the Employee Service Centre People Helpdesk on 01698 403151 or by [email](#). Thank you.

 **Overtime & Allowances request**

_____ personal reference number _____ s made an Overtime & Allowances Claim Request, WFHAGH000010.

Please log in to [myTeam](#) to action this request.

NB: Requests can only be actioned by the applicable manager whilst the payroll is open. If you cannot action the request at this time, the payroll may be closed. For details of when the payroll is open/closed, click [here](#).

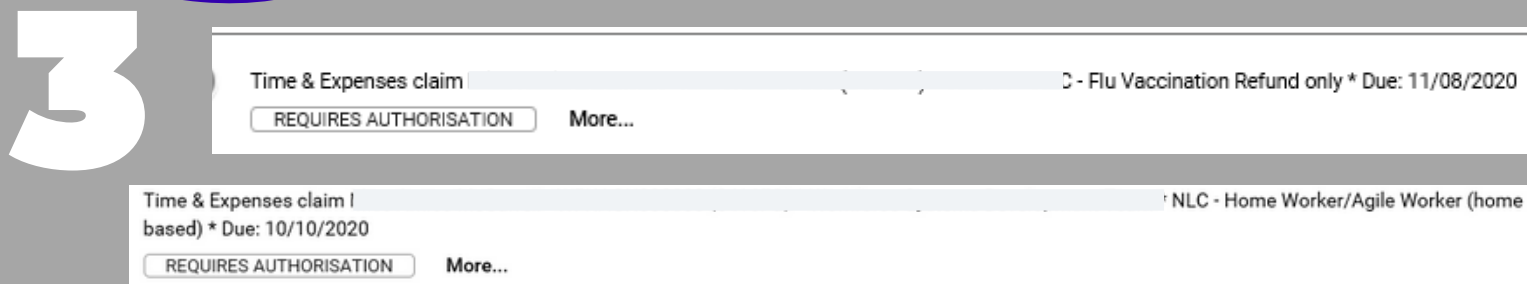
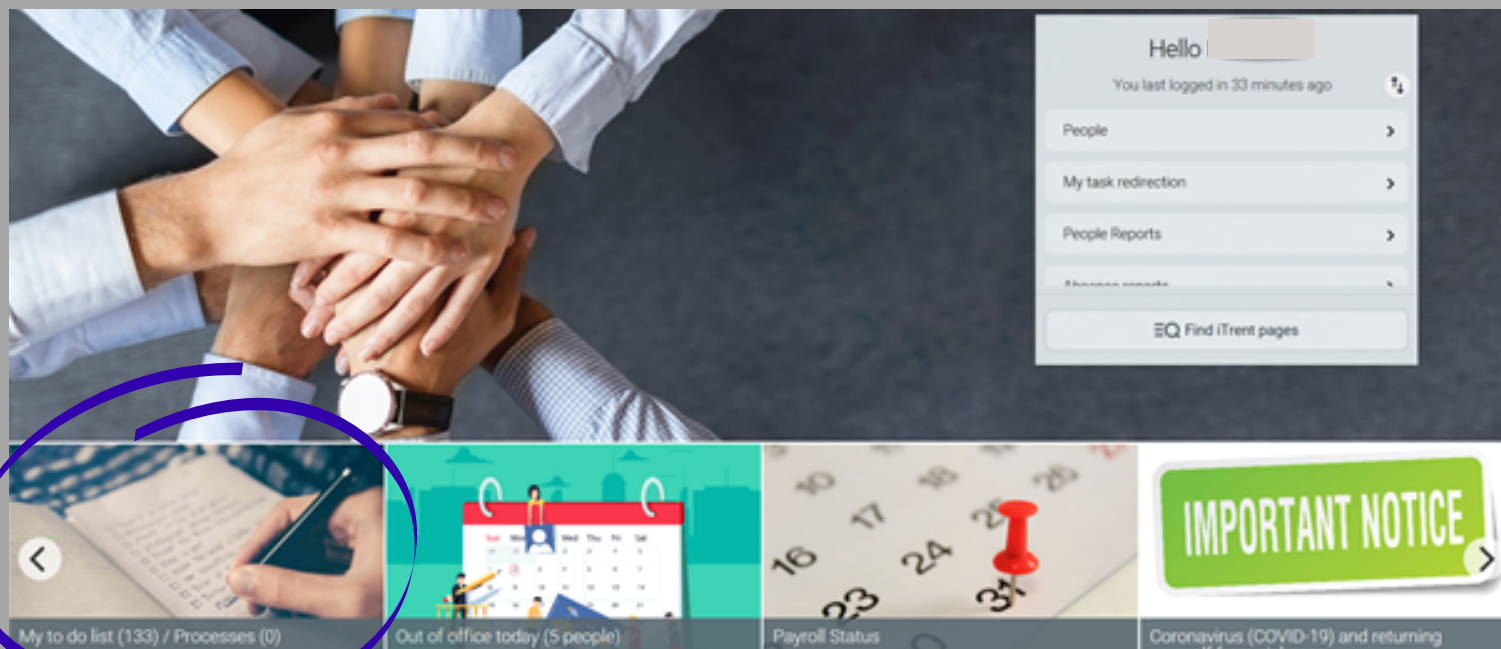
If you require additional support, please contact the Employee Service Centre - People Helpdesk on 01698 403151 or by [email](#).

Within the notification of the claim, there is a direct link to myTeam.

Please log into myTeam to action the claim for your reportee.

Please note, you will only be able to action claims when payruns are open!

2 Within your 'To Do List' you will be able to view and action the claim.



Click on the claim you wish to action and scroll down to view the claim.



Element	Date	Location of where vaccination was received	Cash Amount
Flu Vaccination Refund	04/08/2020	Lloyds Chemist, Motherwell	10.00
			10.00

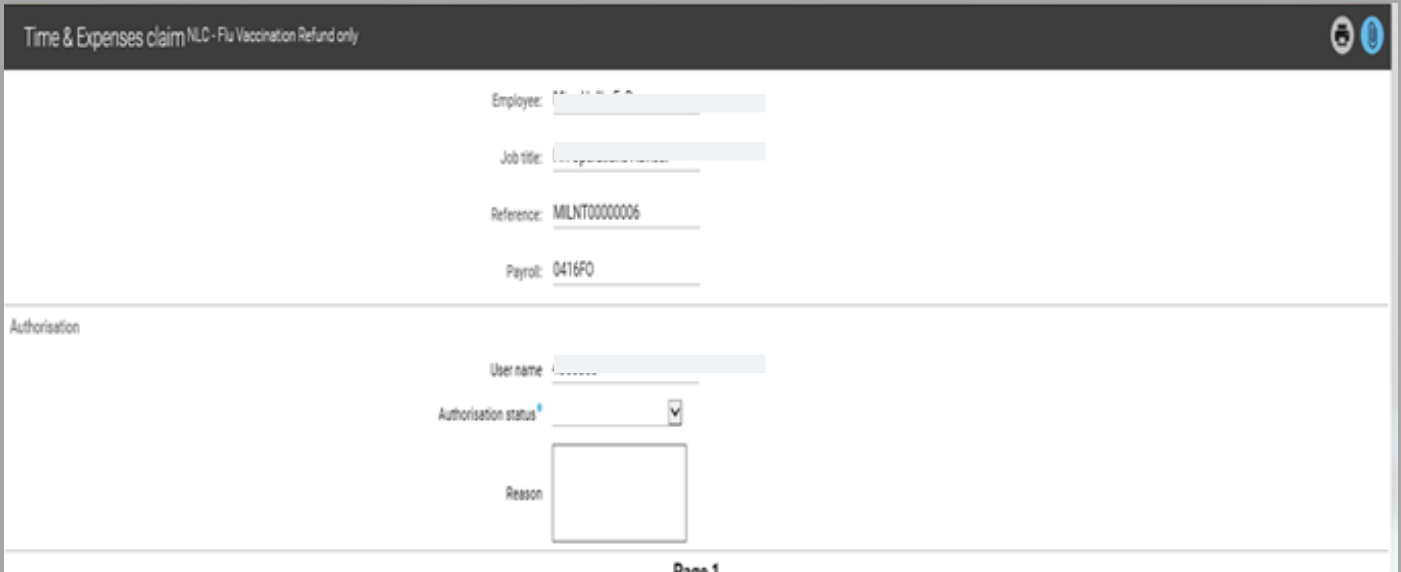
Element	Date	Item(s) bought	Cash Amount
Home Worker Payment	02/10/2020	Desk	90.00
			90.00

Before you action the claim please ensure:

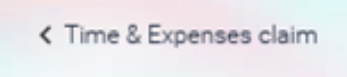
- You view the attached receipt & ensure the amount claimed is the same amount on the receipt. Please note, for home working refunds, the total amount should be **no more than £100**
- All fields have been completed correctly (shown above).



To view the receipt, please select the blue paperclip at the top of the claim  and select download to view the attachment. 



Select download to view the attached receipt.

Once you have viewed the attachment, click  to take you back to the claim page.

Within authorisation status, please select the drop down to the appropriate action.

Authorisation status

Authorised
Not authorised

Once the claim has been actioned, the reportee will receive a confirmation email.

The approved refund will be calculated and processed to the employees payslip.
Refund on a flu vaccination is subject to a tax deduction.

Click [here](#) for further guidance

If you require any further support, please call ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk