

How to view the reason for rejection

Log into your ESS system and click on the expense tab, then manage, all expense reports

John Doe
Occasional Non Academic, Finance

My Expense Reports

+ New Manage This Expense All Expense Reports

Resubmitted Friday 15th Feb 2019

Email Test

Mileage	.00
Subsistence	.00
Other	300.00
Total	300.00

Submitted Rejected New Resubmitted

Expense

Recent Expenses

Year To Date

To get your reason, simply hover over the word rejected to see the reason

Joe Bloggs	20.00	Submitted	
Joe Bloggs	100.00	Submitted	
Joe Bloggs	20.00	Resubmitted	
Joe Bloggs	.00	New	
Joe Bloggs	20.00	Rejected	Reject Reason No receipt attached
Joe Bloggs	20.00	Submitted	

You can then make the necessary changes

9084 12 Feb 19 Test Joe Bloggs 20.00 Rejected

12 Feb 19 to 12 Feb 19

1 of 2

My Trip Destinations Remittances Rates Lookup

- View / Update
- Submit
- Unsubmit
- Print Friendly (All)
- Print Friendly (Receipted)
- Delete

Expense Report (Item: 9084)

Dates * 12/02/2019 12/02/2019 Description * Test

Cost Centre 5000003 Office Of The Bursar

Approver Joe Bloggs

Additional Options

Save Submit

20.00 total claimed 1 # items

+ New Expense Item

Expense Type *	Date From	Date To	From	To	Units	Value	Actions
Books	Tue 12th Feb 2019	Tue 12th Feb 2019				20.00	View / Update Receipts + Additional Information Delete

1 of 1

Once you have made your changes, submit your claim again.

Expense Report (Item: 9084)

Dates * 12/02/2019 12/02/2019 Description * Test

Cost Centre 5000003 Office Of The Bursar

Approver Joe Bloggs

Additional Options

Save Submit

20.00 total claimed 1 # items

+ New Expense Item

Expense Type *	Date From	Date To	From	To	Units	Value	Actions
Books	Tue 12th Feb 2019	Tue 12th Feb 2019				20.00	

1 of 1

Why have multiple claims been rejected?

You have received an email stating your claim has been rejected when you log in multiple claims have been rejected all with the same reason...why?

When you submit multiple claims at once they come into the payments office as one claim (to avoid receiving multiple payments) therefore when one claim is rejected all other claims are rejected.

On your rejection it will note the trip id that the rejection relates to – if a Trip ID is not mentioned, re-submit that claim while you are amending the claim in question.

To avoid this issue if possible submit all claims as they occur so there is no build up, the payments office also does two payments run a week to avoid a build-up.