USER MANUAL

Travel claim/expenses

User manual for how to certifying
Logging in and logging out

Logging in
The Web Report address is http://hr.liu.se

To log in, use the same username (LiU-ID) and password as when you log on to your computer. If it does not work to log on to the Web Report, contact the helpdesk, LiU-IT, 013-28 28 28.

Logging out
To log out, click the "Log Out" at the top right side. Note that logout then only have occurred from the Web Report, not from LiUs other systems.

Language
To change language, click on either the Swedish or the English flag for preferred language. They could be found on the left side of the screen below the menus.
Certifying travel claims
Click on the tab Process Cases, then click on Travel/expenses.

Choose expenses to be decided in the scroll bar, or if there is only one, you will see it automatically.

1. Check that the coding is correct.
2. All document is scanned. You see them here. Use them for your certifying.
3. Check that the time for the trip consistent with the time of the official journey.
4. Make sure that the costs are reasonable and are what they intend, look at the scanned document.
5. At the "Calculate" button, you will see the provisional amount that will be paid.
6. Here you can see who got the travel claim for approval. When any of you have approved, it will go to payment. If it's more than one cost center, it goes to multiple approvers, and when someone in each cost center has approved, it will go to payment.
7. To approve click on "bifalles" (Upheld) and click on “Notified”.

8. If something is wrong, click on “Motivation” and write a message about why it is returned. Click the “bifalles ej” (Not upheld) and click on “Notified”. Then it goes to the reviewer (payroll administrator) who passes it to the traveler.