

MyView Expenses – Approvals Process

Line Manager Role and Responsibilities

Role of the Line Manager

The University's Financial Procedures require that approval for any expenditure is completed by a member of staff who is either of a higher grade or professional standing than the claimant.

As a Line Manager, you fulfil this role and ensure compliance with the Financial Procedures.

Responsibilities of the Line Manager

- Validate that the claimant is a member of your team
- Confirm that the claimant has incurred legitimate, refundable expenditure wholly for work purposes
- Ensure approval by a member of SLT is attached to the claim

As a Line Manager, you will have 7 calendar days to approve or reject the expense claim. Failure to take action within this seven day approval window will automatically forward the expenses approval request up the organisational hierarchy to your line manager to action.

If you are the Line Manager and also the Oracle Approver, you will need to fulfil the responsibilities for both roles at the same time – once you have authorised at the Line Manager stage, the system will self-authorise at the Oracle Approver stage.

Additional Information

For further information about the MyView Expenses portal, please refer to the comprehensive [training materials](#) or [FAQs document](#).

If you have any other questions you should contact one of the below:

- For queries about your expense claim, contact Fees and Expenses (feesandexpenses@manchester.ac.uk)
- For queries or issues about using the MyView Expenses portal, contact MyView (myview@manchester.ac.uk)

More information about MyView can be found on [StaffNet](#).