MANAGER APP

In this article, we will show you how you as a manager can easily manage expense reports in the Manager app.

- 1. Log on to the app.
- At the bottom of the line there will appear a notification that there is a task waiting.
- At the top of the image you will find the latest task.
- To control the travel claim, click the field for the trip and you will see the details.
- If everything looks okay, click 'approve' and the travel claim is approved.

•	To-Do's	ur III leideanna	~	
8	Trondheim" for Per	Pihl		
	Sendt 20 sep.		A Pe	
	5 sep - 6 sep.	4 873.00 NOK	Se Se	
9	Stester utlegg "Se	minar" for	Hokksu	
	Sendt 20 sep.		mandag, 5	
	9 sep 10 sep.	592.50 NOK	Totalt beløp	
	Attester utlegg "Mø Ole Olsen	te 2" for	4 873.00	
	Sendt 16 sep.		Adm	
	16 sep.	827,50 NOK		
6	Attester utlegg "Bensin" for Ole Olsen		Kjørebok	
	Sendt 7 sep.			
	7 sep.	672,50 NOK	NORWAY	
	Attester utlegg "Møte" for Ole Olsen		🛄 Reis	
	22 jun 23 jun.	524.50 NOK		
	Attactor utland "Ha	" for Ole Oleon	Detaljer	
9	Sendt 14 jun.	Tor Ole Olsen	Diet	
-	4.4	14.00 NOK		
\oslash	\checkmark	Ç	N	
To-Do'	s Mitt team Me	ldinger		



 If faults are discovered and the travel claim must be returned, select 'more' and then return. It is also possible to approved or send in return directly from the 'To do' list. Swipe to the left of the relevant travel claim and select return or approval. The travel claim will then disappear from the 'To do' list.

Reiseregning	
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Diett 894.00 NOK 🗸	
Utgifter 3 580.00 NOK 🗸	
Kiøreturer 399.00 Nov	
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anmenurag	
ekkpliktig beløp	
ekkfritt beløp	
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770.00 NOR	
••• Mer 🥥 Godkjenne	