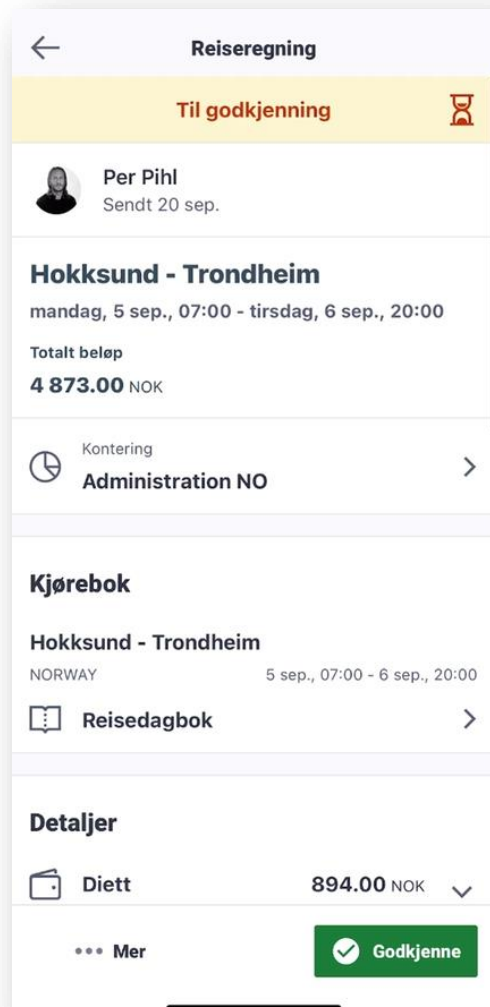
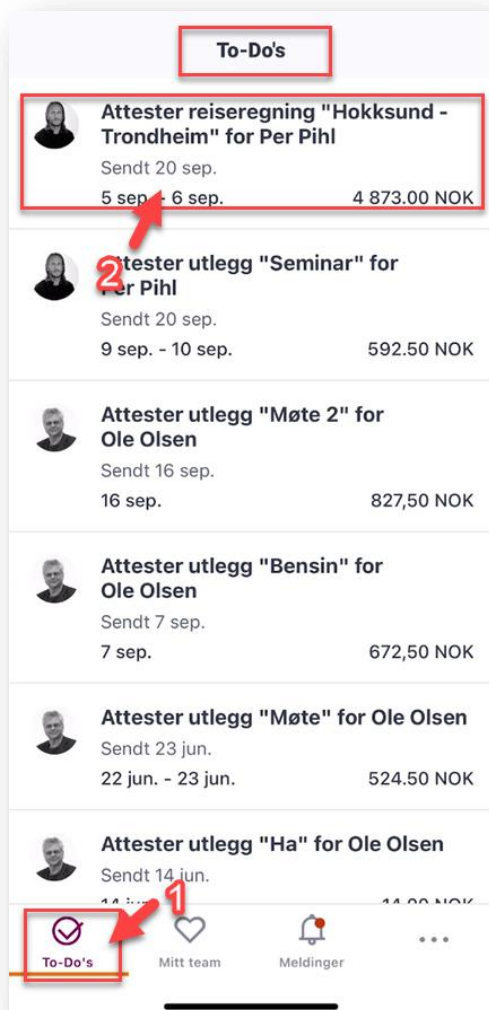


MANAGER APP

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.



2. 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.

