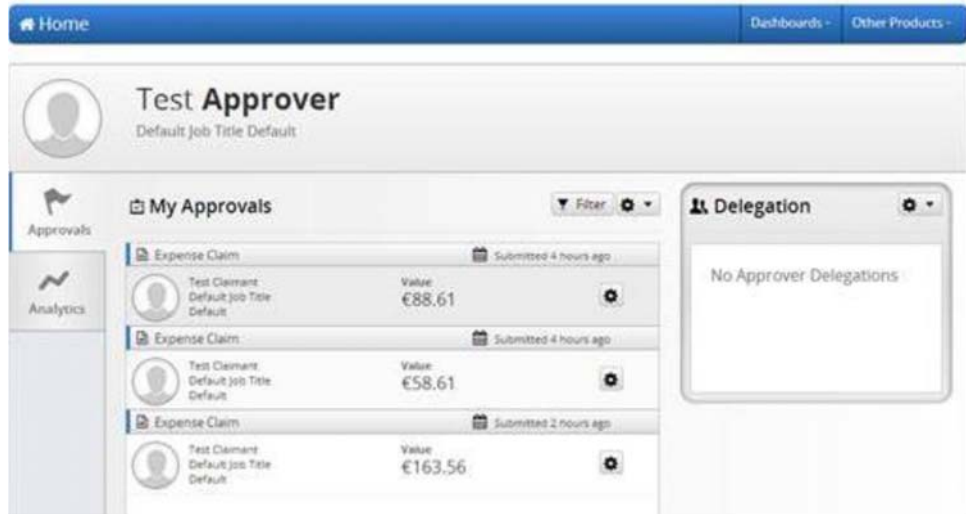


To Approve an Expense Claim, claimant's car or an advance.

Select 'Submit/Approve Expense' from the [PSSC Website](#) home page and select the Department from the list provided. This will bring you to the Core Portal page.

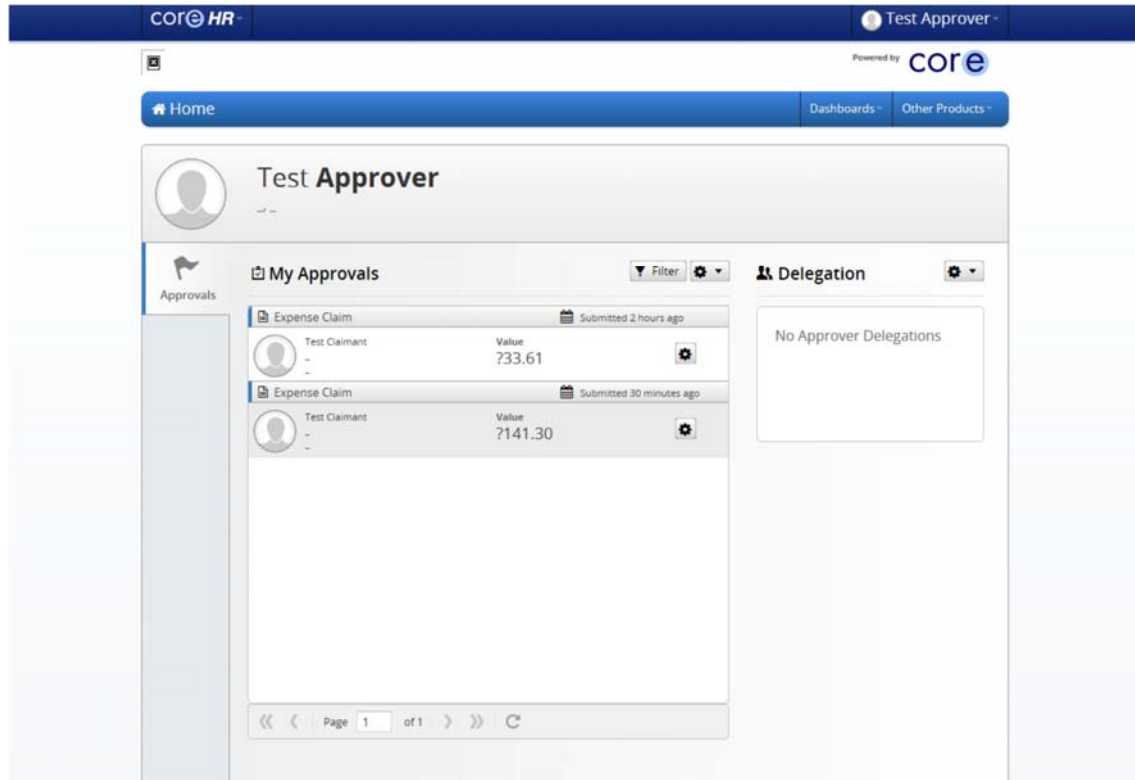
Login to Core Portal (user name = email address used upon registration and password and sign in)

When an Approver logs on to Core Portal you will automatically be directed to the Core Portal Approvers tab in the Managers Dashboard



Here you can approve claims, cars and advances.

EXPENSE TRIP APPROVAL



Click on the cog symbol.

For expense approval you will get

Approve / Reject Expense Claim ✕

Test Claimant
Default Job Title, Default

📅 07 Apr 2014
🕒 9:35 AM 🔍

Value	€118.14	YTD	€0.00
Description	Meeting In Dublin	Cost Centre	Income Tax Policy
Date From	02 Mar 2014	Date To	02 Mar 2014

Have you viewed the attached receipts? No ▾

Why Not?

Click [here](#) to read and review the terms and conditions for approval.

I confirm that I have checked the expense claim reported

Approve Reject

Click on the Magnifying Glass icon to view all Expense Trip information entered by the Claimant.

Fill in the receipt data, confirm that you have checked the expense claim reported and press approve.

APPROVING ADVANCES

For Advances; the following pop up will appear. Tick the “I confirm that I have checked the advance details” tick box and press Approve.

Approve / Reject Advance ✕

Test Claimant
Default Job Title, Default

📅 07 Apr 2014
🕒 9:35 AM

Value	€25	Type	Credit Transfer
Reason	Advance For Trip To Du...	Advance Date	07 Apr 2014
Repay Date	09 Apr 2014	Currency	Euro

Click [here](#) to read and review the terms and conditions for approval.

I confirm that I have checked the advance details

Approve Reject

APPROVING CLAIMANT CARS

For Claimant Car Approval, the following pop up will appear

Approve / Reject Claimant Vehicle ✕

Test Claimant
Default Job Title, Default

📅 07 Apr 2014
🕒 9:36 AM

🔍

Engine	1600cc	Type	Car
Reg #	132c21235	Model	Ford Focus
Insurance Pro...	None Set	Insurance Exp....	None Set

Click [here](#) to read and review the terms and conditions for approval.

I confirm that I have checked the submitted vehicle

Click on the Magnifying Glass icon to view all Car information entered by the Claimant.
Click the "I confirm that I have checked the submitted vehicle" tick box and press Approve.
The approved expense, cars, advances will no longer be visible in the My Approvals section.