

QRC - Approving an Expense Claim

About this Card

This QRC provides instructions specifically for approving an expense claim in the Subcontract Labor Incurred Cost System (SLICS).

Approving an expense claim

Expense claims should be submitted by close of business every Friday. As an approver you are required to approve employee expense claims by Noon each Monday. There are two general paths to the list of expense claims requiring approval. The dashboard views differ slightly depending on your role. As a vendor your dashboard will display people. As a Leidos approver your dashboard will display projects. One path originates on the Home Dashboard where the approvals table lists all approvals including Primary or Alternate. The other path originates from the Project/People Dashboard on the link named 'Approvals'.

Leidos Approver View

Project - Approvals

PERSON	TIME PERIOD	HOURS	STATUS	
PM40000019-D-AID;PM40000019-0-1 -- 22385-00.001.000.JCSEN0200L				
Fox, Cruz B. (04000018_fox.cruz)	4/20/2019 -- 4/26/2019	37.00	SUBMITTED	4/24/2019 12:50 PM

People - Approvals

PERSON	EXPENSE REPORT	EXPENSE PURPOSE
Fox, Cruz B. (04000018_fox.cruz)	29456	\$2,450.00 Business Trip to Paris
Fox, Cruz B. (04000018_fox.cruz)	29457	\$2,450.00 Business Trip to Paris

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Enter your username and password
3. For Vendor Approvers – People, Approvals, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the expense claim.
4. For Leidos Approvers – Project, Approvals, click on Primary (or Alternate Approvals) and then click the eyeglasses to review the details of the expense claim.
5. Select the paperclip to obtain the attachment backup and the eyeglasses to view the expense details.
6. Click the 'Approve' button to approve the expense claim. Or Click "Disapprove" to reject the expense claim. Please note that a justification will be required to disapprove an expense claim.
7. As you approve expense claims they will drop off your approval queue. The approval queue only displays those items that currently require action.

Note: As an approver you are required to open each expense claim and review its contents.

Questions?

Please contact the SLICS Helpdesk by email (SLICS_SLS@leidos.com) or phone (865-425-4099).

July 2018

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