Overview

- This job aid is intended for employees who need to take action on a submitted expense report.
- When an employee submits an expense report, it is sent to their respective department approver for review and approval.
- The department approver receives notifications each time a report is submitted that requires them to take an action.
- The department approver has the following options to manage each expense report:
  - Approve the expense report,
  - Reject the expense report,
  - Request more information from the report’s creator, and
  - Delegate or Reassign the task to a different user of their choosing.
- After approval of an individual’s expense report by approvers, an expense auditor can examine and verify an expense report.
1. Navigating to and Reviewing an Expense Report

1. There are two options to view submitted Expense Reports
   a. Option 1: Click on the Notifications Bell in the top right corner of the screen.
   b. Select the Expense Report you wish to manage by clicking on the link from the displayed list. If it is not showing in the most recent notifications, select Show All to view all the notifications available to you and select from there.
c. Option 2: Navigate to the Me heading on the home page, scroll down and click on the Expenses tile.

d. Option 2: From the Travel and Expense area, click on the Approvals tile. All reports in your queue for approval can be accessed from here. When all approvals are completed, the tile will disappear.
2. A new window will open containing the selected **Expense Report**. Review the information.

![Expense Report](image)

- The Expense Items, Comments, Attachments, and Report History can be seen. Comments and Attachments can be added with the \(\text{"+"}\) icons.
b. Clicking the link of the individual Expense Items opens a page displaying the full details of the item. Information can be reviewed, but not edited.
c. To see the Account Segments, hover over the icon next to the field.

![Account Segments](image)


d. The far right of the review screen displays **Recent Similar Expenses**. To show any similar expenses, click the expense line, within the white area of the line, and the recent expenses are shown that match the same expense type.

![Recent Similar Expenses](image)

e. The screen also shows any **Recurring Violations** (such as a policy violation), **Recent Returned Reports**, and any **Unapplied Cash Advances**.
2. Approving an Expense Report

To approve a fully reviewed Expense Report that is in compliance with policies, click the “Approve” button in the top right corner.
3. Rejecting an Expense Report

1. If the report does not comply with policy, the approver may reject it. Rejecting a report sends it back to the employee. The employee may then make edits and resubmit or cancel the report. Before an approver rejects a report, a comment must be added. Click on the “+” icon next to the Comments section.

2. In the Comments section, enter the reason you are rejecting the Expense Report and click “OK”.

![Image of Expense Items and Comments Section]

*Comment: Travel not approved by manager.*
3. Click the “Reject” button in the top right corner to reject the **Expense Report**. The report will then be sent back to the employee.

4. Request more information from the Expense Report Creator.

   1. Click on the **Actions** drop down in the top right corner and select “**Request Information**”.
2. Select who you want to receive the information from. The Default Person is the creator of the Expense Report but you can select “Other users” and search for them by name to add.

3. Enter your Comments directly into the Comments Box.
4. Select your return options for the **Information Request**. The default is to route the information directly back to you, but you can also select to have the subsequent participants retake action.

5. Click “**OK**”.
5. Reassign/Delegate the Expense report

1. Click the **Actions** drop down in the top right corner and select “**Reassign**”

2. You now have the option to either **Reassign** (transfer task and approval to another user or group) or **Delegate** (allow specified user to act on your behalf). Select one of the two.
3. Make sure **Users** is selected from the drop down menu. **Users** is the default value.

4. Use the **Search** feature to search for your **User**.
5. Select your **User**.

![User selection screen]

6. Click “**OK**.”

![Confirmation screen]

7. The report has now been reassigned to the selected user. If the report has been assigned to a user in error that user can either reassign it, or the employee can withdraw and resubmit to reset the workflow.