Expenses: Managing & Approving Expense Reports

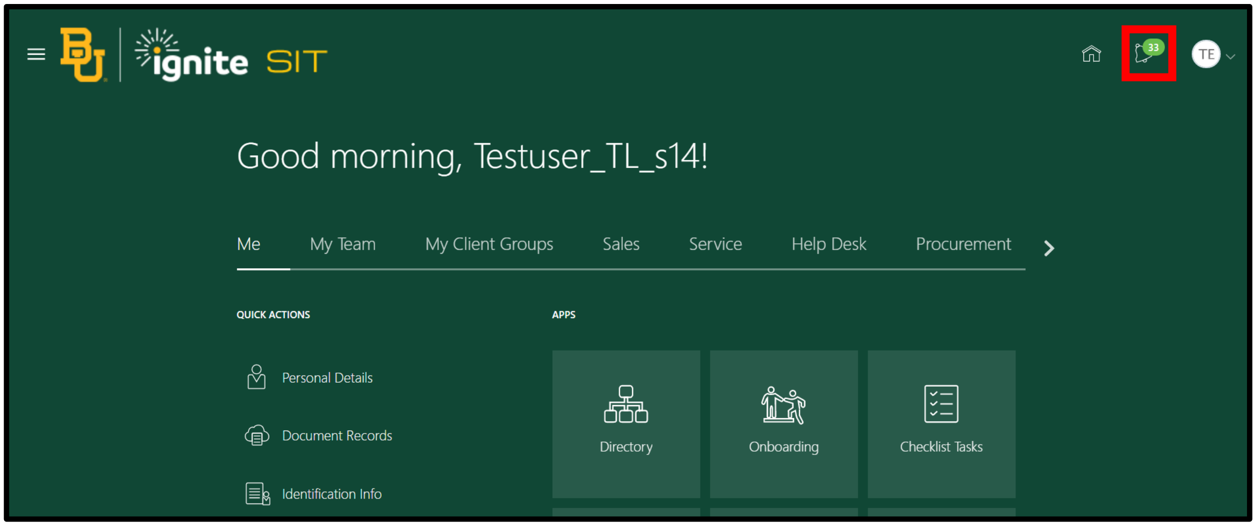
Overview

- 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,
  - Delegate or Reassign the task to a different user of their choosing
- DO NOT USE the **Request Information** option, this locks the document, and the employee cannot edit the expense report. If edits need to be made, the report must be **Rejected** (or **Withdrawn** by employee).

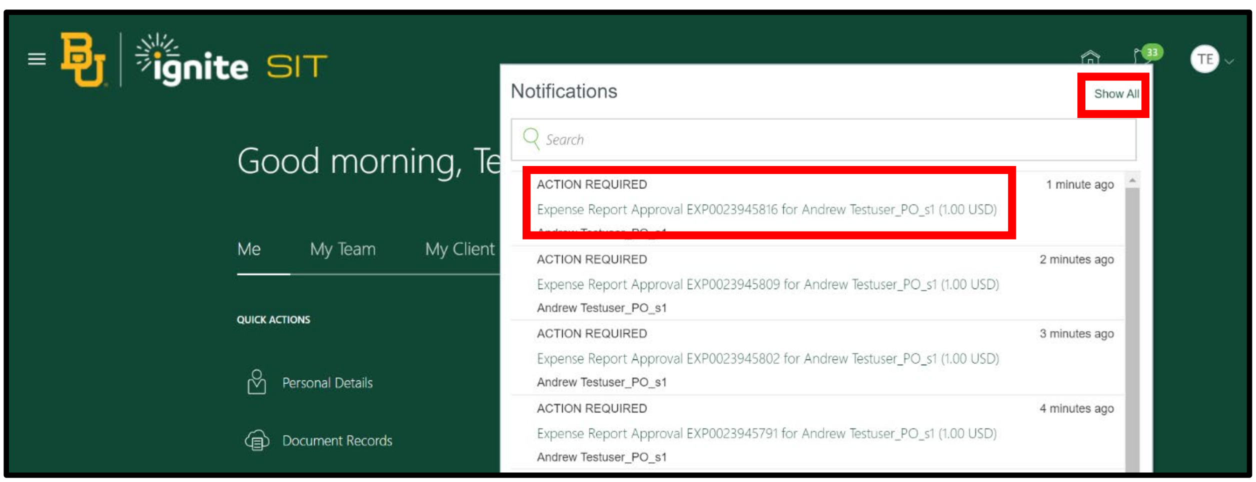
- After approval of an individual's expense report by approvers, an expense auditor examines and verifies the expense report.

I. Navigating to and Reviewing an Expense Report

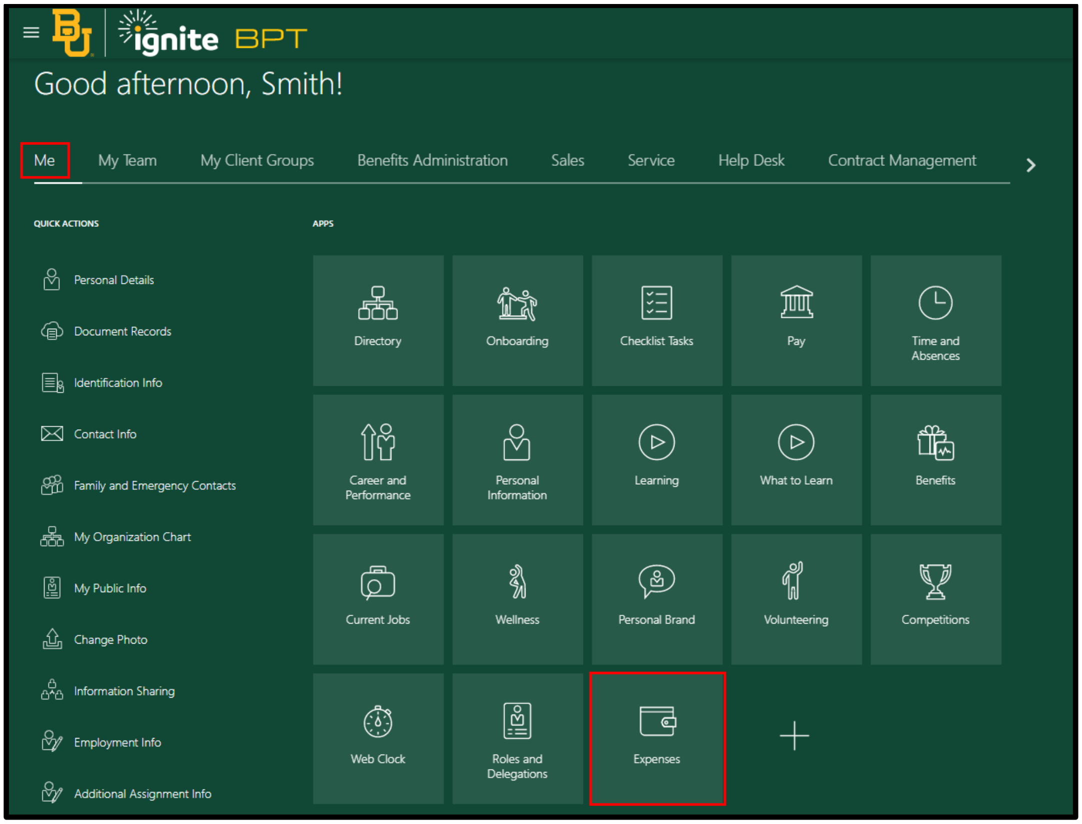
1. There are two options to view submitted **Expense Reports**
   a. Option 1: Click on the **Notifications Bell** in the top right corner of the screen.



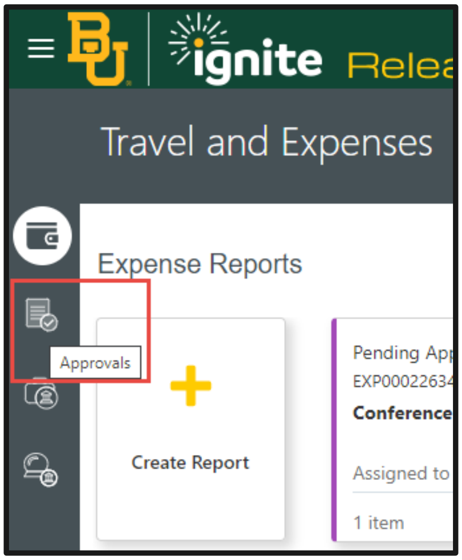
   b. Select the **Expense Report** you wish to manage by clicking on the link from the displayed list. If it is not showing in the most recent notifications, select **Show All** to view all the notifications available to you and select from there.



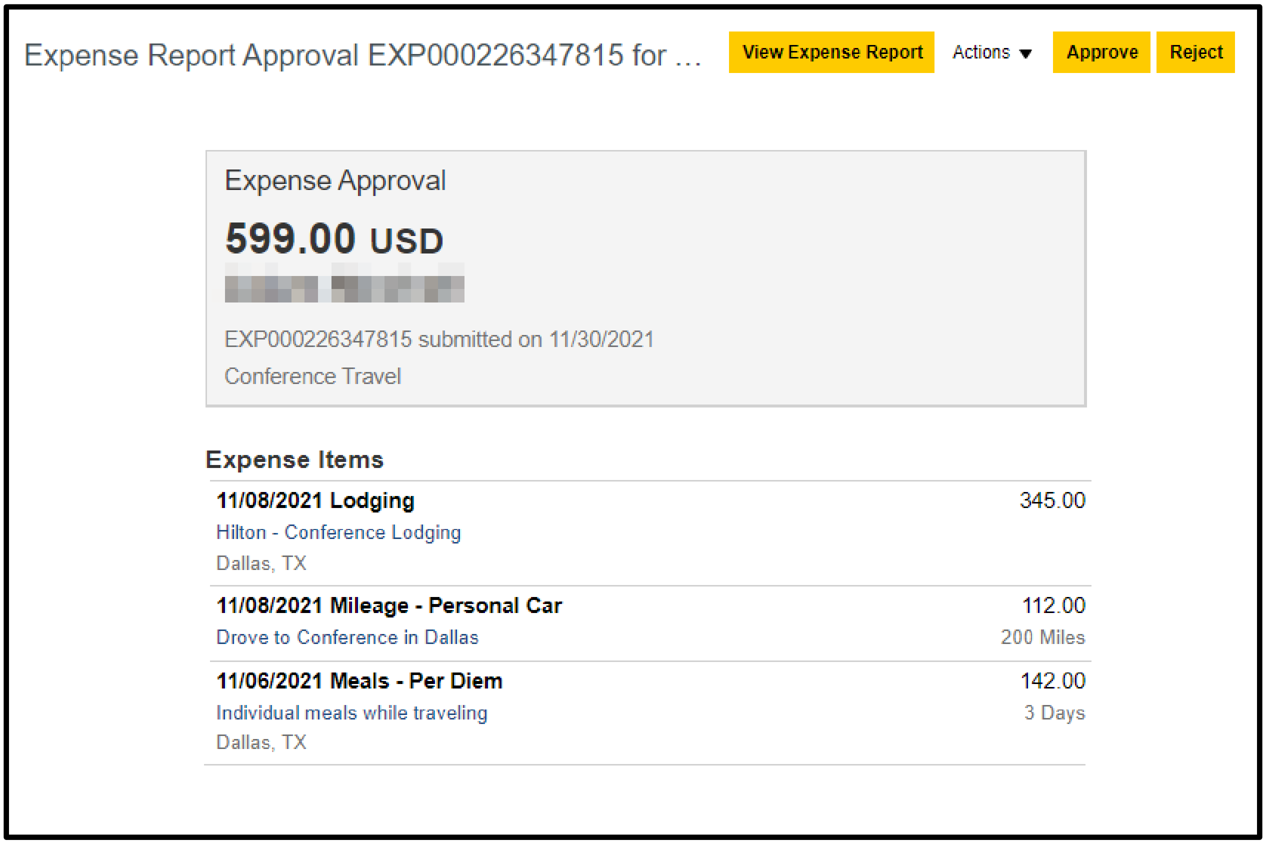
c. Option 2: Navigate to the **Me** heading on the home page, scroll down and click on the **Expenses** tile.



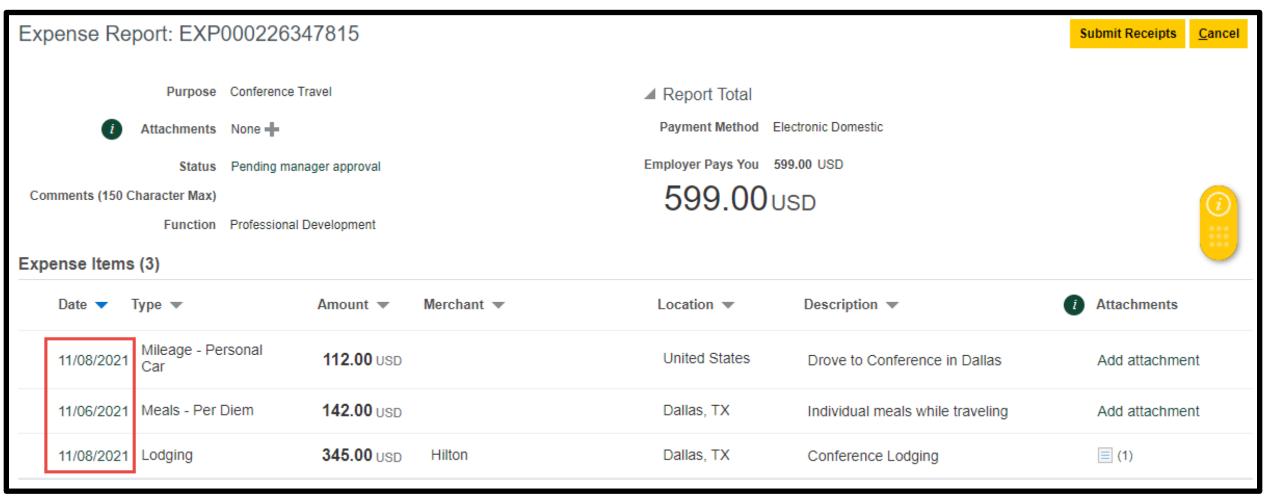
d. Option 2: From the Travel and Expense area, click on the **Approvals** tab. All reports in your queue for approval can be accessed from here.



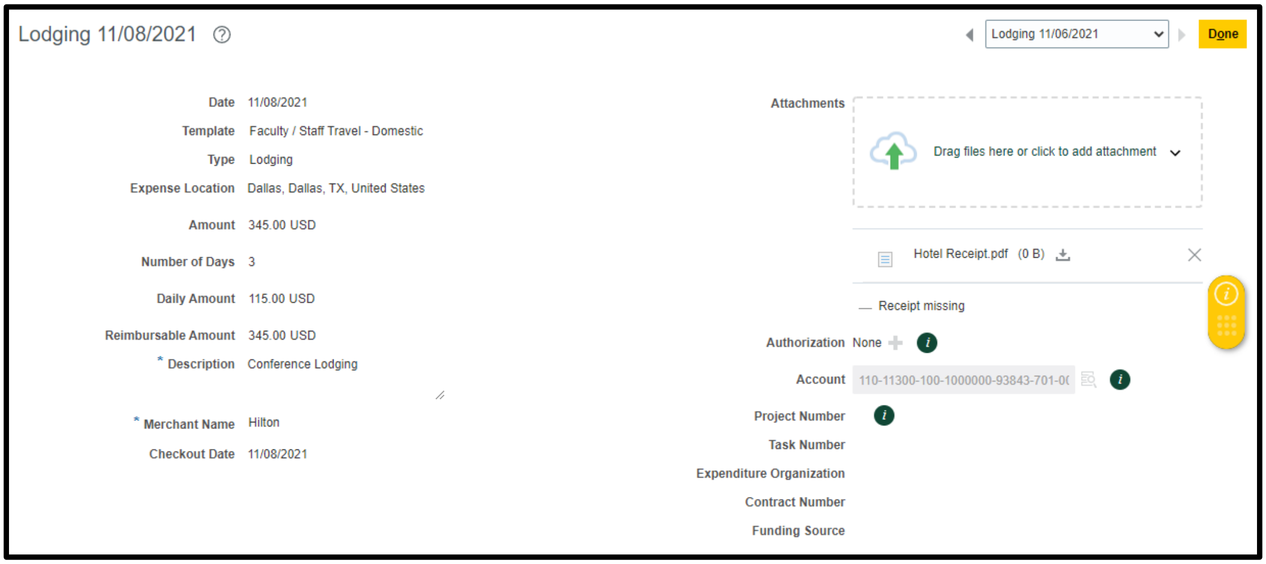
2. A new window will open containing the approval screen for the selected **Expense Report**.



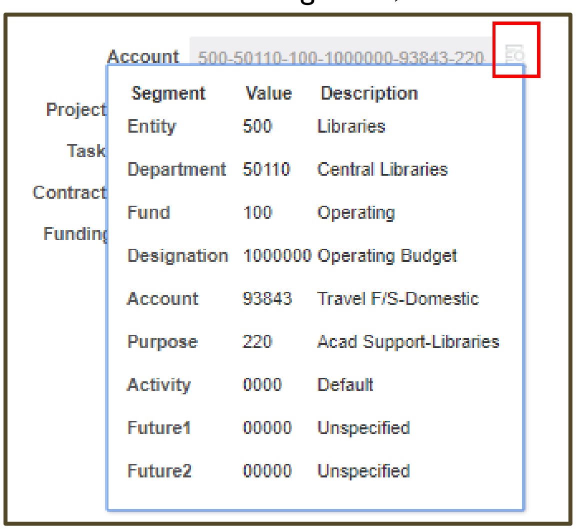
   a. Click **View Expense Report** to open the expense report for review. Click the expense item date to open specific expense item details for review.



b. Clicking the link of the individual **Expense Items** opens a page displaying the full details of the item, including any attachments. Information can be reviewed, but not edited.



c. To see the Account Segments, hover over the icon next to the field.



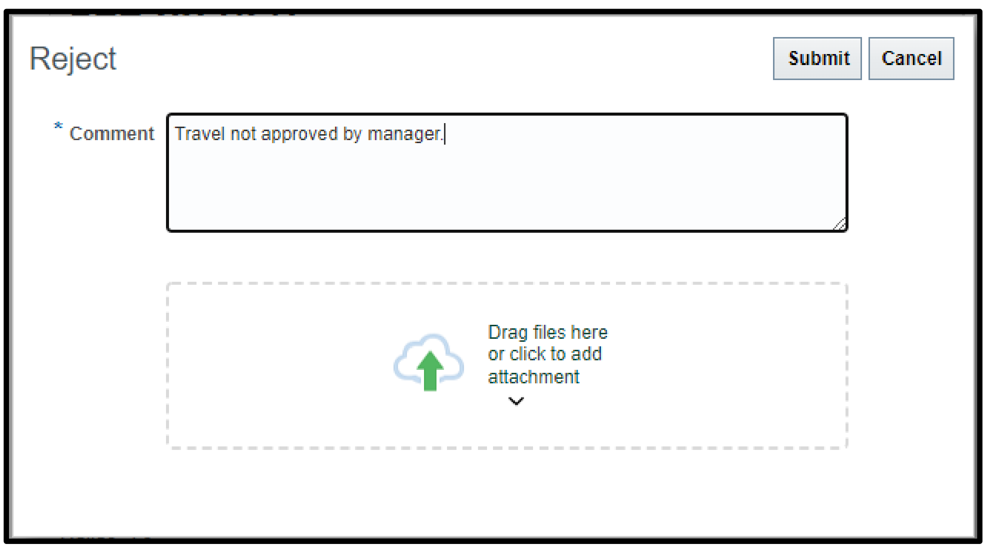
2. Approving an Expense Report

To approve a fully reviewed **Expense Report** that is in compliance with policies, from the approval screen, 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. Click the **Reject** button.

2. In the **Comments** section, enter the reason you are rejecting the **Expense Report** and click "**Submit**". The report will then be sent back to the employee.

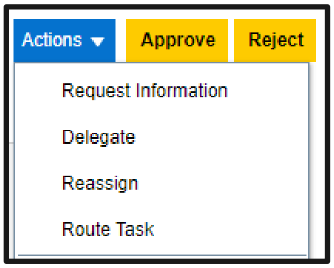


4. DO NOT USE the Request Information option.

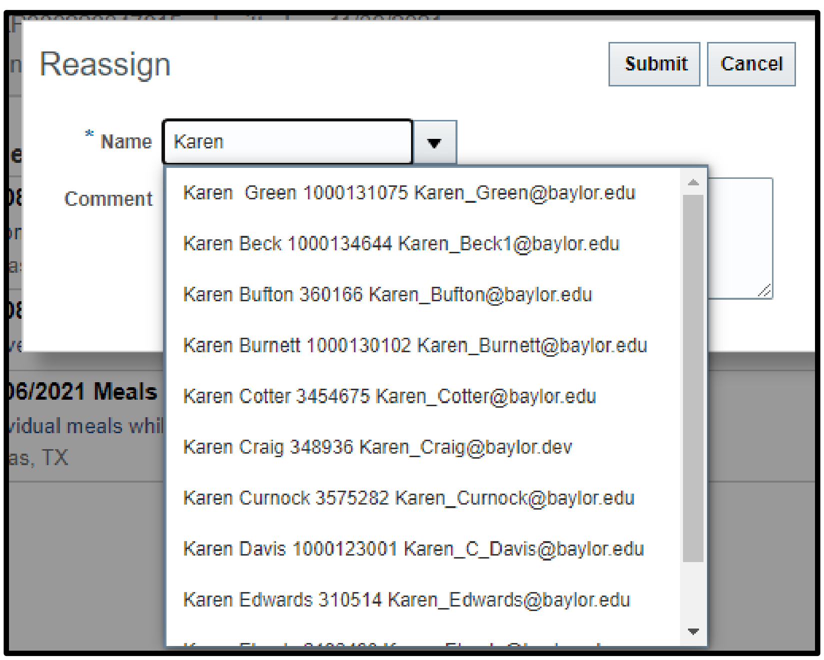
If edits need to be made, the report must be **Rejected** (or **Withdrawn** by employee).

5. Reassign/Delegate the Expense Report

1. Click the **Actions** drop down in the top right corner and select either **Delegate** (allows a specified user to act on your behalf) or **Reassign** (transfers task and approval to another user). Select one of the two.



2. Start typing the first name of the user you wish to reassign/delegate the report to. When the employee name has appeared in the selection list, click the name, then click **Submit** to send the report to the designated employee for review.



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