

Expenses: Managing & Approving Expense Reports

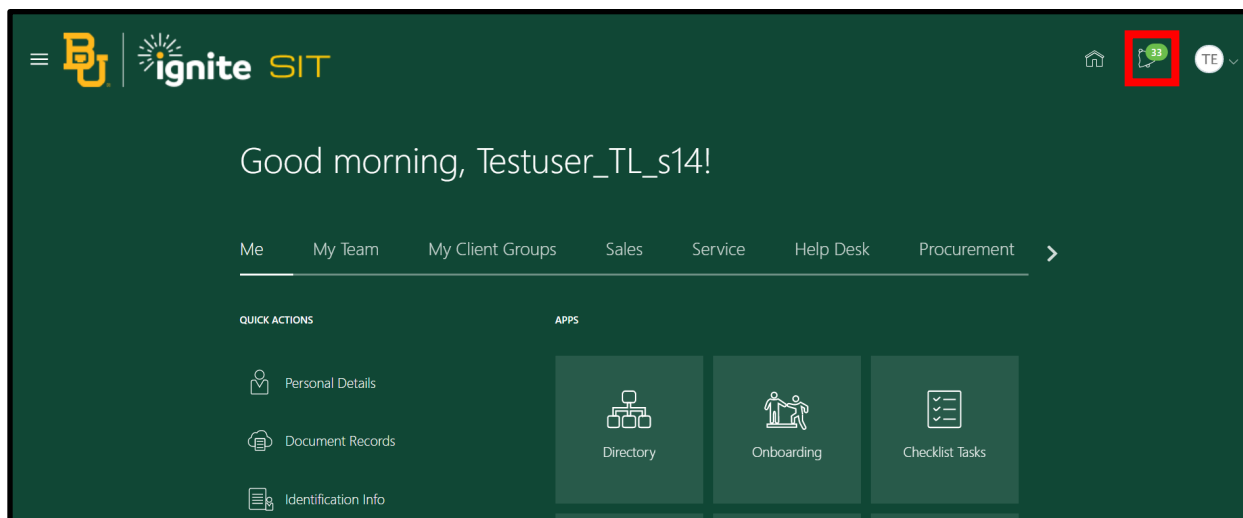
Overview

- 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and the employee cannot edit the expense report.** If edits need to be made, the report must be **Rejected** (or **Withdrawn** by employee).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.

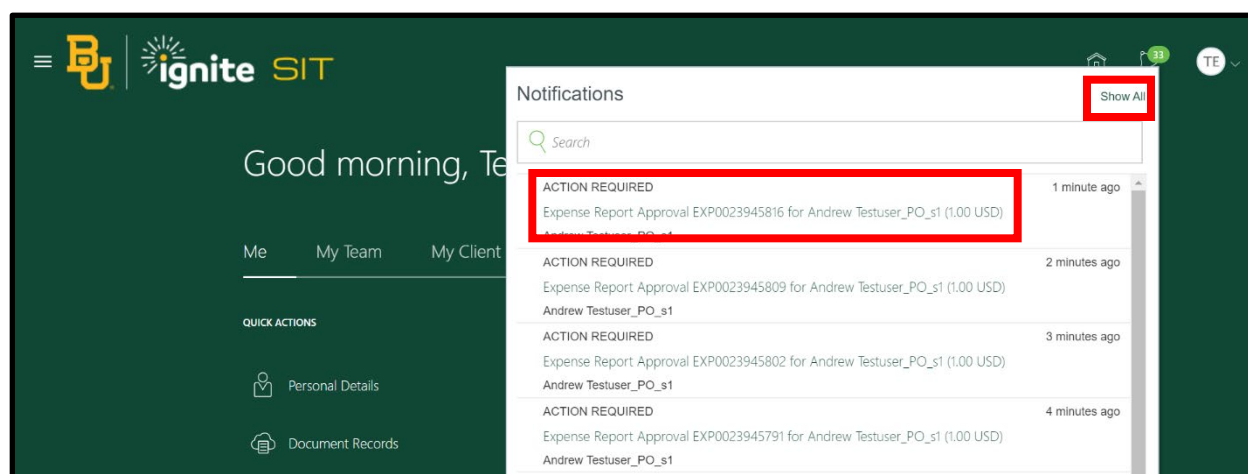
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I. Navigating to and Reviewing an Expense Report

- I. 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.

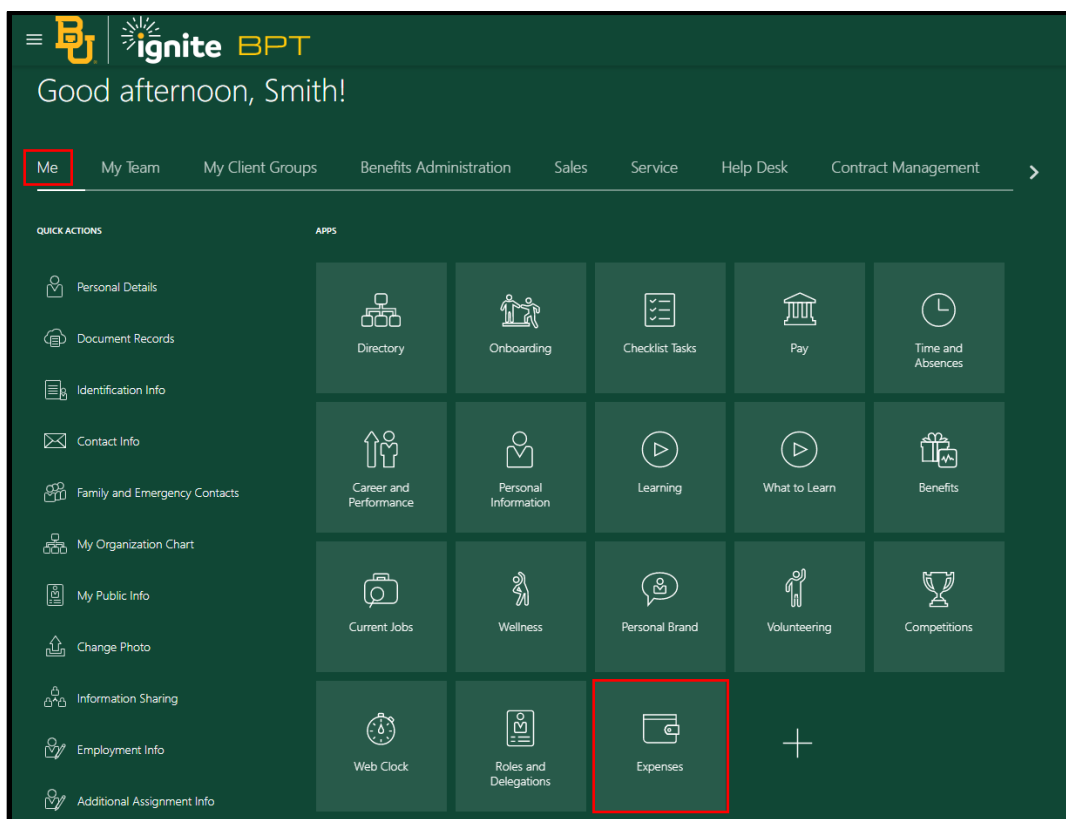


- b. Select the **Expense Report** you wish to manage by clicking on the link from the displayed list. If it is not showing in the most recent notifications, select **Show All** to view all the notifications available to you and select from there.

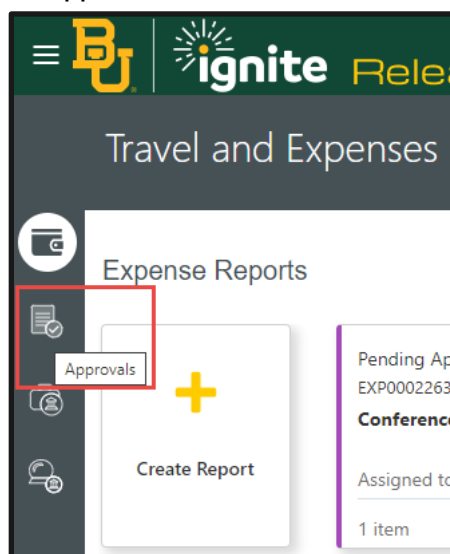


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- c. Option 2: Navigate to the **Me** heading on the home page, scroll down and click on the **Expenses** tile.



- 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.



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

Expense Report Approval EXP000226347815 for ... [View Expense Report](#) Actions ▾ [Approve](#) [Reject](#)

Expense Approval

599.00 USD

EXP000226347815 submitted on 11/30/2021
Conference Travel

Expense Items

11/08/2021 Lodging Hilton - Conference Lodging Dallas, TX	345.00
11/08/2021 Mileage - Personal Car Drove to Conference in Dallas	112.00 200 Miles
11/06/2021 Meals - Per Diem Individual meals while traveling Dallas, TX	142.00 3 Days

- 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.

Expense Report: EXP000226347815 [Submit Receipts](#) [Cancel](#)

Purpose Conference Travel Report Total
Attachments None Payment Method Electronic Domestic
Status Pending manager approval Employer Pays You 599.00 USD
Comments (150 Character Max) **599.00 USD**
Function Professional Development 🔍

Expense Items (3)

Date ▾	Type ▾	Amount ▾	Merchant ▾	Location ▾	Description ▾	🔍 Attachments
11/08/2021	Mileage - Personal Car	112.00 USD		United States	Drove to Conference in Dallas	Add attachment
11/06/2021	Meals - Per Diem	142.00 USD		Dallas, TX	Individual meals while traveling	Add attachment
11/08/2021	Lodging	345.00 USD	Hilton	Dallas, TX	Conference Lodging	📄 (1)

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- 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.

Lodging 11/08/2021

Date: 11/08/2021
 Template: Faculty / Staff Travel - Domestic
 Type: Lodging
 Expense Location: Dallas, Dallas, TX, United States
 Amount: 345.00 USD
 Number of Days: 3
 Daily Amount: 115.00 USD
 Reimbursable Amount: 345.00 USD
 * Description: Conference Lodging
 * Merchant Name: Hilton
 Checkout Date: 11/08/2021

Attachments: Hotel Receipt.pdf (0 B)
 Receipt missing

Authorization: None
 Account: 110-11300-100-1000000-93843-701-00
 Project Number
 Task Number
 Expenditure Organization
 Contract Number
 Funding Source

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

Segment	Value	Description
Entity	500	Libraries
Department	50110	Central Libraries
Fund	100	Operating
Designation	1000000	Operating Budget
Account	93843	Travel F/S-Domestic
Purpose	220	Acad Support-Libraries
Activity	0000	Default
Future1	00000	Unspecified
Future2	00000	Unspecified

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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.

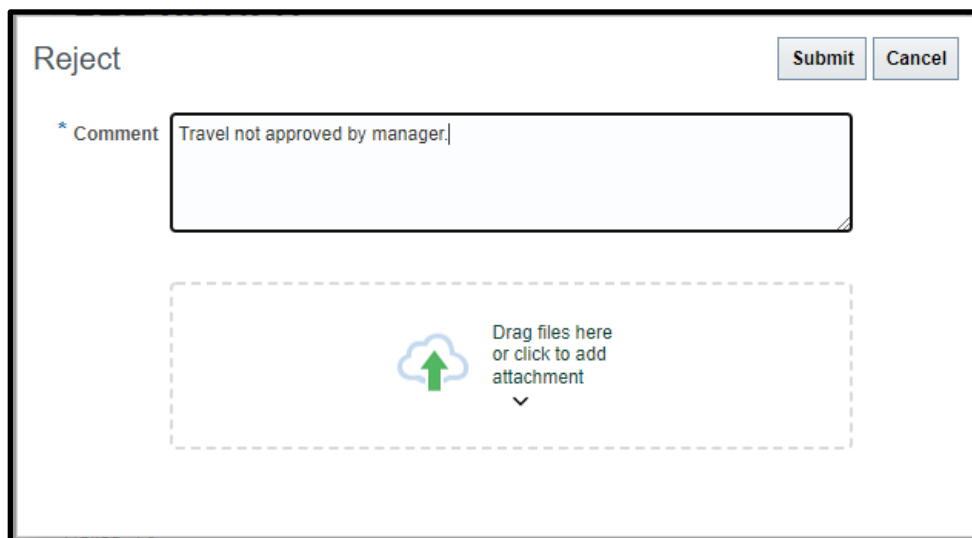


3. Rejecting an Expense Report

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.

A screenshot of a 'Reject' form. At the top right are 'Submit' and 'Cancel' buttons. Below them is a text input field with the label '* Comment' and the text 'Travel not approved by manager.' Below the text field is a dashed rectangular area for attachments, containing a green cloud icon with an upward arrow and the text 'Drag files here or click to add attachment'.

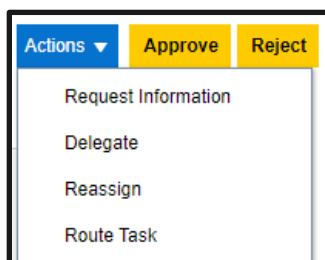
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4. DO NOT USE the Request Information option.

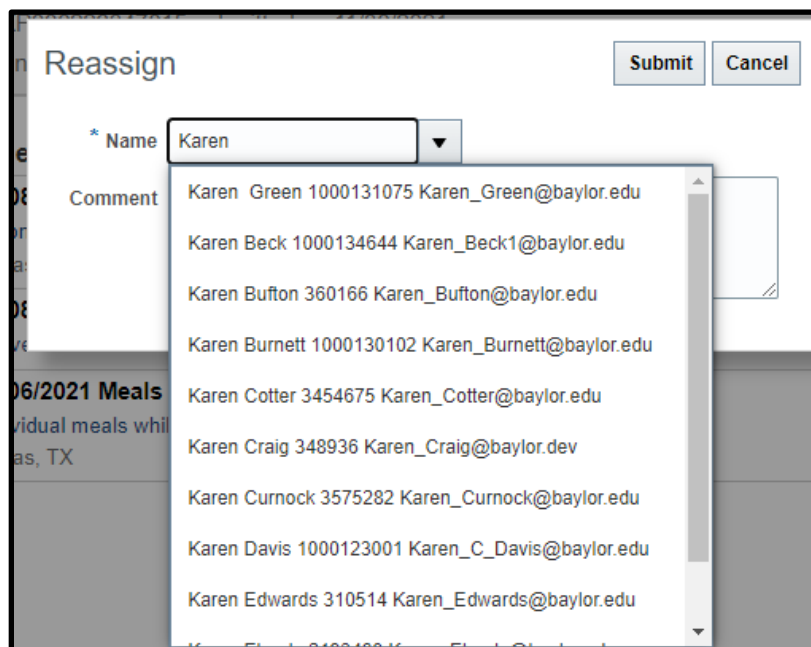
If edits need to be made, the report must be **Rejected** (or **Withdrawn** by employee).

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.