

Expense Reports

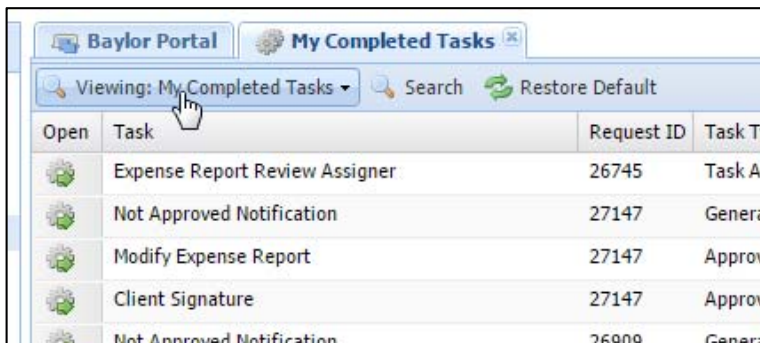
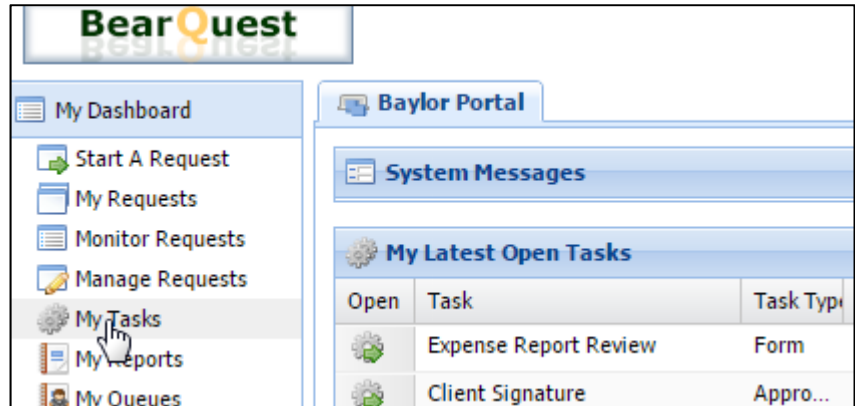
Adding Discussion Items and Supporting Documentation Post Payment

It may be necessary to make updates to an Expense Report post-payment. In many cases, this is due to compliance issues with university travel policy. Once an ER has been approved for payment, it can no longer be modified. Any additional documentation, justification, and/or comments should be addressed through the *Discussion* tab in BearQuest.

Go to BearQuest –

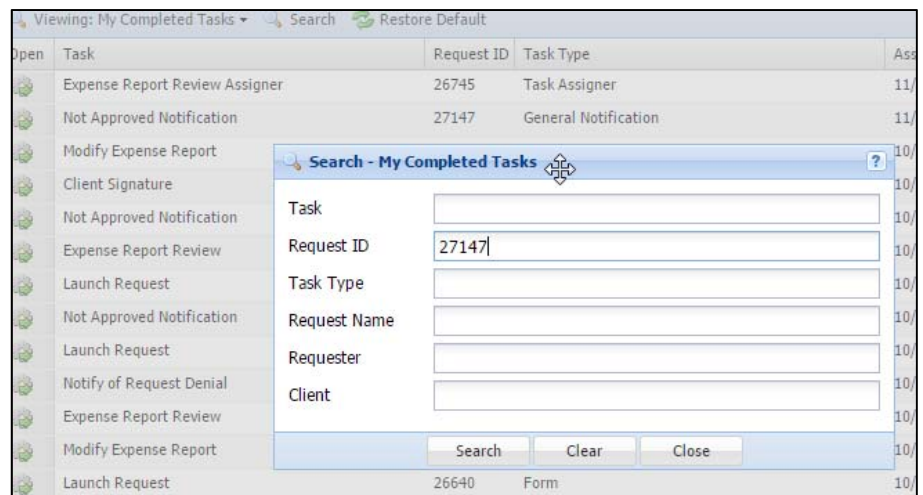
<https://bearquest.baylor.edu>

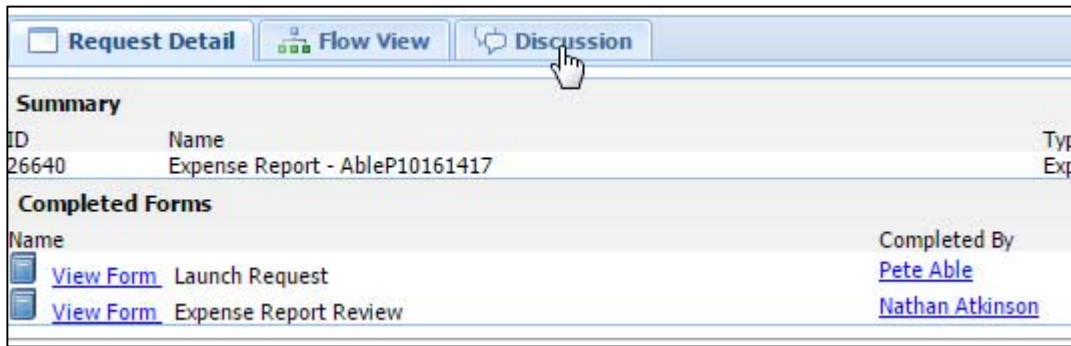
Click *My Tasks* underneath *My Dashboard*.



Change the *My Tasks* view to *My Completed Tasks*

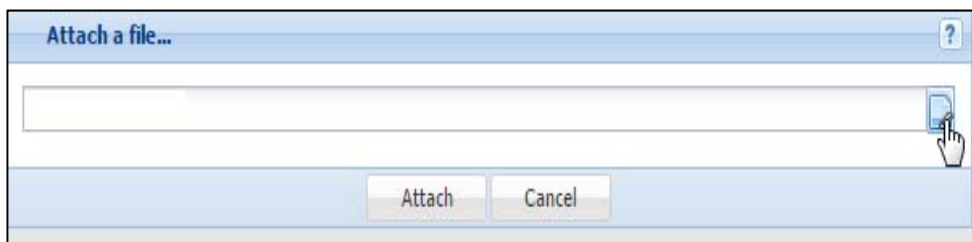
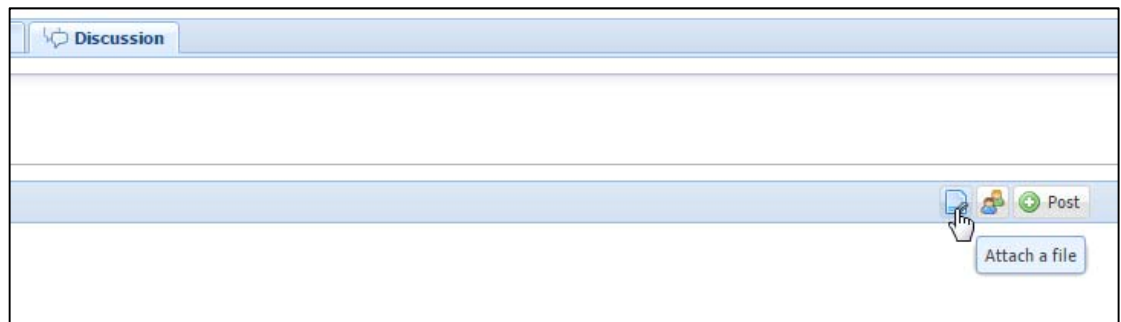
Find the correct ER *Request ID* in the list, or click the Search hourglass and enter criteria to find the appropriate request (by requester, by ER name, by request ID etc...) and click *Search*. Then click the *Open Task* gear icon to the right of the task name to see *Request Details*.





Once in *Request Detail* – click the *Discussion* tab.

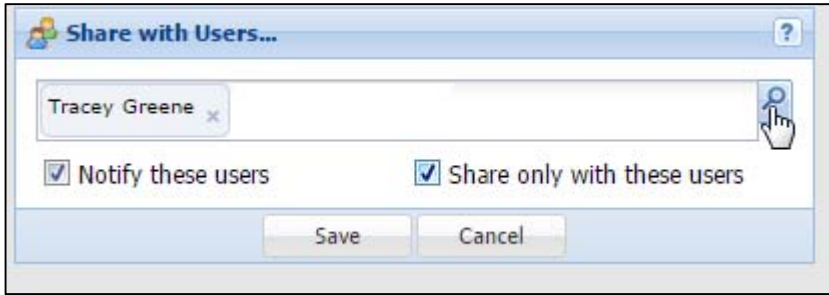
From the *Discussion* tab, click *Attach a file*.



Click the paperclip icon to browse your computer for the supporting document, and then click *Attach*.

To make your comment and attachment private for certain users or to add users who may not have had access to this request, select the *people* icon.





Search for the users who should have access to the discussion post. If you only want the selected users to view this discussion post – click the *Share only with these users* checkbox and click *Save*.

To save the discussion item and the attachment, type in appropriate comments if necessary, then click *Post*.

