4 Steps to Approve Expense Reports

Step 1: Receive Workflow Notification Email

Step 2: Determine Action to Approve Expense Report

Two options:

From	Reagan, Mary		Expense Report for	Reagan, Mary
To	Gabriel, Frank		Individual's Cost Center	650
Sent	12-Oct-2011 10:58:45		Purpose	supplies
ID	4314666		Expense Report Total	76.00 USD
			Attachments	

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Cash and Other Expenses: Business Expenses

Details	Line	Date	Expense Type	Reimbursable Amount (USD)	Justification	Attachments
▼ Hide	1	05-Oct-2011	Page Costs	76.00	tt	

Expense Allocations

Project Number	Task Number	Award Number	Project Expenditure Organization	Cost Center	Amount	
1096207	1	58090	650 Finance OTPS		76	
			Total	76.00		

Previously Submitted Expenses

Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification
No results found.					

Approvals History

Seq.	Date	Status	Performer	Approval Group	Comments
1	12-Oct-2011 10:58:44	Notified	Gabriel, Frank	RFCUST_IExpense_Main_Approver_Group	

Related Applications

📄 Expense Report Details ◄

choose one

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Please click here to Respond ◄

Expense Report Details (recommended) – allows for reviewing the expense report at the detailed level including the information in the detailed/itemizations on expense report.

Expense Report IE10742

Return   Printable Page

General Information

Name	**Reagan, Ms. Mary E (1815)**	Attachments	**None**	
Expense Dates	**05-OCT-2011 - 05-OCT-2011**	Travel Start Date	**05-Oct-2011**	
Cost Center	**650**	Travel End Date	**06-Oct-2011**	
Destination and Purpose	**travel to/from Albany to Stony Brook**	Report Total	**190.00 USD**	
Receipts Status	**Required**	Reimbursement Amount	**190.00 USD**	
Report Submit Date	**14-OCT-2011**			

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0] | Approvers

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
	05-Oct-2011	100.00 USD	Lodging		✔		100.00	🗎	
⚠	05-Oct-2011	80.00 USD	Taxi	travel to/from campus	✔		80.00	🗎	
	05-Oct-2011	10.00 USD	Unallowable	Not allowed on award			10.00	🗎	
						Total	**190.00**		

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0] | Approvers

Return   Printable Page

On this screen you can review the details by hitting the details link for each expenditure line. All required receipts are indicated by the check marks in the Receipt Required column. You can also review the attachments.

After you have completed your review hit the **Return** button and it will take you to the approve, reject, reassign or request information screen.

Click here to respond:

ⓘ Information

This expense report contains policy violations.

Expense IE10742 for Reagan, Mary (190.00 USD)

[Approve] [Reject] [Reassign] [Request Information]

From	Reagan, Mary	Expense Report for	Reagan, Mary
To	Gabriel, Frank	Individual's Cost Center	650
Sent	14-Oct-2011 11:27:31	Purpose	travel to/from Albany to Stony Brook
ID	4317665	Expense Report Total	190.00 USD
		Attachments	

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Cash and Other Expenses: Business Expenses

Show All Details | Hide All Details

Details	Line	Violation Type	Date	Expense Type	Reimbursable Amount (USD)	Justification	Attachments
▶Show	1-1		05-Oct-2011	Lodging	100.00		
▶Show	2	Daily Limit	05-Oct-2011	Taxi	80.00	travel to/from campus	
▶Show	3		05-Oct-2011	Unallowable	10.00	Not allowed on award	
				Total	190.00		

▼ Previously Submitted Expenses

Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification
No results found.					

Approvals History

Seq.	Date	Status	Performer	Approval Group	Comments
1	14-Oct-2011 10:32:41	Notified	Gabriel, Frank	RFCUST_IExpense_Main_Approver_Group	

Related Applications

📄 Expense Report Details

Response

Note [   ]

Return to Worklist   [Approve] [Reject] [Reassign] [Request Information]

On this screen you cannot access the details for each line item. You can, however, open and review the attachments.

To view the expense report details, hit the link under related applications at the bottom of the page.

Step 3:   Expense Report Review

- Open the attachments. To complete the steps below the Expense Report Details screen is recommended.
- Make sure there is a receipt for each expenditure with receipt required indicated on the expense report. Compare the attached receipts to the expenditures listed.
- Check the destination of the trip to ensure the correct county has been entered.
- Review any policy violation justifications for clarity.
- Check to ensure that the advances were applied. Tip: If there is an outstanding advance a new field will appear in the header on the expense details screen, beneath the End Date will display labeled "Unapplied Advance Reason," followed by the reason given by the traveler.

- Compare the dates and times for the meal per diems to the ensure they correspond to the agenda or the dates of the hotel rooms.
- For Conferences you should always have a conference agenda as an attachment.
- For meals (breakfast and dinner) provided at a conference or any other meals, make sure the meal was deducted in the per diem page.

Step 4: Complete the Approval

Remember if you are on the Expense Report Details screen hit the Return button to access the Approve, Reject, Reassign or Request more information screen.

Tip: If rejecting the report enter a note at the bottom before choosing this option.