4 Steps to Approve Expense Reports

Step 1: Receive Workflow Notification Email

Step 2: Determine Action to Approve Expense Report

Two options:

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