Approving an Expense Report

When an Expense Report is submitted, it will require workflow approval based on Fund and Dollar limits.

You can access the Expense Report from the "Required Approvals" and "Approvals" tabs.

1) Click on the Expense Report you would like to review.
2) Your action buttons are located at the top right corner of the review screen.
3) In the event you need to send the report back to the report owner, click "**Send Back to User**".
4) Enter the reason for the "send-back" and click "OK" to send the report back to the report owner.
5) If everything on the report looks correct, click "Approve".
6) Click "Accept" to confirm and complete the Expense Report approval.

All Done!