Approving Expense Reports

After an employee submits an expense report, it goes through the approval process. The designated approver must approve the expense report before it is eligible for auditing. The expense line data is read-only, so approvers cannot edit descriptive information or line item amounts.

Employees cannot approve their own expense reports. The system compares the employee ID on the expense report with the employee ID that is associated with the user ID of the approver and auditor.

Approvers cannot modify accounting (department id and expense code) information. This is because the workflow of a given transaction is determined at the time the employee submits the travel or expense for approval. If accounting information needs to be changed, send the ER back to the employee for revision.

When an expense report is DENIED, it cannot be modified or processed further. (Use Deny Request if the Approver wishes to not approve the TA now or ever. Use Send Back for Revision if the Approver simply requires modification to the TA before approval.)
Approvers access Expense Reports via the Worklist.

**Worklist**

The **worklist** is located at the top right-hand corner of the screen.

Select the link to the TA or ER that you wish to review.
You will be taken to the Expense Report Summary page where you may:

- Take action on an expense report
- View accounting information
- View expense detail lines
- Deny individual expense detail lines (denying an individual expense detail line is NOT the same as denying the entire ER)
- View approver comments
- View exception comments