## REVIEW AND APPROVE AN EXPENSE REPORT

Expense reports are used to receive reimbursement for business related expenses that have been paid for out-of-pocket. This job aid details the process to **Review Expense Reports** that have been submitted for approval.
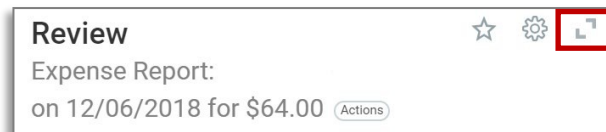
From the **Home Page**:

1. Click **Inbox** in the top right-hand corner of the **Home page**.

2. Click the **Expense Report** to review.
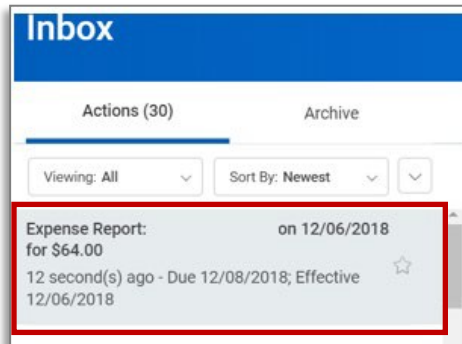
3. Scroll to display full report details. To expand the view of the expense report, click ⌐⌐ in the upper right corner of the item.

4. To view accounts that have been itemized (split cost), view the View Details button under the Itemization section.
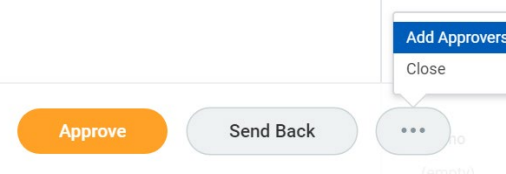

5. Complete the review and select one of the following actions:

   a. **Approve**: Route the task to the next step in the approval process or complete the process if this is the final approval

   b. **Send Back**: Send the task back to the initiator. A **Comment** to the initiator is required

   c. **Add Approvers:** Add an additional approver to the transaction.

   d. **Close**: Exit task without taking action, leaving the item in the **Inbox**

6. Click **Done.**