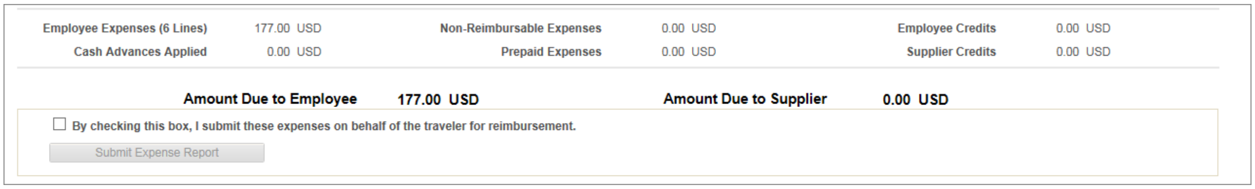
Submitting for Approval

If a **Proxy** is creating the Expense Report on behalf of the employee, they will send a notification to the employee to submit their Expense Report. The notification will contain a link to sign into PeopleSoft Financials which upon logging in will navigate them directly to the 'Modify Expense Report page to review their Expense Report. To submit the employee selects the **Summary and Submit** link.

By checking the box and selecting "Submit Expense Report" the employee certifies that the expenses submitted are accurate and comply the University's expense policy.

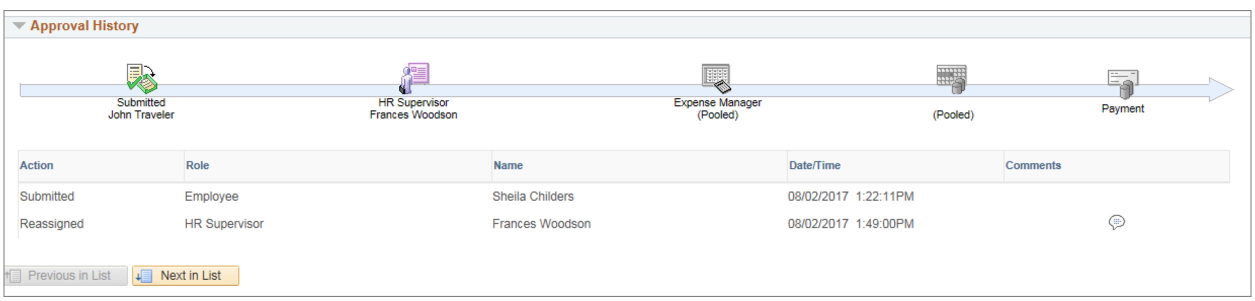


The employee will receive a confirmation email upon submission of the Expense Report, and the Expense Report will be routed to the employee's department-defined HR Supervisor and Department Expense Manager/Chartfield Approver for approval. Those Expense Reports for student or student international Expense Types will be routed to the Financial Aid office for review prior to their supervisor. A second notification will be send to the employee upon final approval. And a **Payment Advice** notification will be sent to the employee upon the generation of payment.

Approval History

To review the Expense Report status and progress of Approvals navigate to:

NavBar > Navigator > Employee Self-Service > Travel and Expense > Expense Reports > View



Note: The View page is also where proxies can view the status of all Expense Reports at a glance.

Note: If an Expense Report has been submitted but not approved it may be withdrawn using the View page and then modified and resubmitted on the Create/Modify page.

Payment History

To review payment history data navigate to:

NavBar > Navigator > Employee Self-Service > Travel and Expense or Travel and Expense Center> Review Payments

Travel Authorizations and Cash Advances

Functionality for Travel Authorizations and Cash Advances are the same regarding the Summary and Submit and View pages.