

Travel and Expense-Approvals

Travel Authorizations, Cash Advances and Expense Reports upon submission are automatically routed for Approval. Approvers are notified by email of the transaction and are requested to review. To review the transaction they can select the link within the email which will navigate them directly to the approval page. Or they can select the transaction from their Worklist or navigate to NavBar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions.

Approval Roles

Reviewer – Exception approvers for International and Student Expense Types which are routed to the Provost’s Office or the Financial Aid.

HR Supervisor – Employee’s direct supervisor as listed on the Employee’s Expenses Profile.

Department Expense Manager/Chartfield Approver – As defined by the division LFO.

Accounts Payable/Prepay Audit– Controller’s Office review for Cash Advances and Expense Reports.

NavBar > Navigator> Travel and Expenses > Approve Transactions > Approve Transactions

Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	Cash Advance	550.00	USD	Traveler,John	700001	Advance NY 08012017	0000000594	07/31/2017	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	Expense Report	653.00	USD	Traveler,John	700001	AMA Conference	0000012512	08/02/2017	Submitted for Approval	HR Supervisor
<input type="checkbox"/>	Travel Authorization	723.00	USD	Traveler,John	700001	NY 08022017	0000001285	08/02/2017	Submitted for Approval	HR Supervisor

Select All Clear All

[Comments](#)

[Return to Approval List](#)
[Employee Expense History](#)

From the Overview page, select the **Transaction ID** of the transaction that is to be reviewed and approved.

Action Options

Approve – Approver has reviewed for accuracy and approved for reimbursement.

Send Back – Returns to employee/student for revision. An email notification will be sent to the employee.

Hold – Hold for later review.

Deny – Denys/Cancel and liquidates any associated encumbrance. An email notification will be sent to the employee.

Save Changes – Saves any updates made.

Travel and Expense-Approvals

Expense Summary

Approve Expense Report - Expense Summary
Expense Details

John Traveler
*From Date 07/01/2017
*Through Date 07/03/2017
Actions ...Choose an Action
GO

Business Purpose	Conference	Report	0000012512	Submitted for Approval
Description	AMA Conference	Created	07/28/2017	Sheila Childers
Reference		Last Updated	08/02/2017	Frances Woodson
*Accounting Date	08/02/2017	Accounting Template	STANDARD	

Budget Status Not Budget Checked [Budget Options](#) Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Totals [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (5 Lines)	653.00 USD	Non-Reimbursable Expenses	535.00 USD	Employee Credits	0.00 USD	
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD	
Amount Due to Employee		118.00 USD		Amount Due to Supplier		0.00 USD

Note: Budget Checking (Budget Status of Valid) is required before an Expense Report or a Travel Authorization can be approved. For those Travel Authorizations or Expense Reports with a Budget Status of 'Exception' please contact the Department Expense Manager/Chartfield Approver for assistance.

The approver may manually budget check the Expense Report or Travel Authorization by selecting the **Budget Options** link or allow the system to budget check during one of batch processes throughout the day.

Expense Details

Approve Expense Report - Expense Details
Summary and Approve

John Traveler
*From Date 07/01/2017
*Through Date 07/03/2017
Actions ...Choose an Action
GO

Business Purpose	Conference	Report	0000012512	Submitted for Approval
Description	AMA Conference	Created	07/28/2017	Sheila Childers
Reference		Last Updated	08/02/2017	Frances Woodson
*Accounting Date	08/02/2017	Accounting Template	STANDARD	

Expenses [View Analytics](#) [Notes](#) [Attachments](#)

[Expand Lines](#) | [Collapse Lines](#) | [Expand All](#) | [Collapse All](#)

Total 653.00 USD

Receipt Information

Receipts Received

*Date	*Expense Type	Description	*Amount	*Currency	Approve
07/01/2017	Out of State Airfare	254 characters remaining	320.00	USD	<input type="checkbox"/> Receipt Required <input type="checkbox"/> Receipt Verified <input checked="" type="checkbox"/> Default Rate <input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt

*Payment Type: Central Billing Card

*Billing Type: Billable

*Location: Portland

*Ticket Number: AMERICAN

*Merchant: Preferred Non-Preferred

A1234

*Exchange Rate: 1.00000000

Base Currency Amount: 320.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType	Account	Fund	Dept	Program	PC Bus Unit
320.00	UOFL1	320.00 USD		1.00000000		535210	1000A	1530000001	30362	

Select **Expand All** to review the detail line and accounting distribution. Supporting documentation and receipts may be viewed by selecting the [Attachments](#) link. Approvers have access to update amounts and accounting distributions as needed. To change the account number select a different Expense Type (Note: this will require re-populating some fields). Return to the Expense Summary page to **Save Changes**.

Travel and Expense-Approvals

Travel Authorization Summary

Approve Travel Authorization

Travel Authorization Summary

John Traveler [User Defaults](#)

General Information

Description NY 08022017 Authorization ID 0000001285

Business Purpose Conference

Status Submitted for Approval

Date From 08/02/2017 To 08/04/2017 Updated on 08/02/2017 2:33:42PM By FAWOOD01

[Attachments](#) [Notes](#)

Accounting Defaults More Options ...Choose an Action GO

You can deny individual expenses and still approve or send back the overall report.

Personalize Find ?									
Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Attachments	Approve	
Out of State Airfare	08/02/2017				310.00	USD	Attachments	<input checked="" type="checkbox"/>	
Out of State Bag Fees Airline	08/02/2017				25.00	USD	Attachments	<input checked="" type="checkbox"/>	
Out of State Hotel	08/02/2017				240.00	USD	Attachments	<input checked="" type="checkbox"/>	
Out-of-State Travel Meals/PerD	08/02/2017				74.00	USD	Attachments	<input checked="" type="checkbox"/>	
Out-of-State Travel Meals/PerD	08/02/2017				74.00	USD	Attachments	<input checked="" type="checkbox"/>	

Totals

Total	723.00	USD
Less Non-Approved	550.00	USD
Total Authorized	173.00	USD

Select the Expense Type to review the detail for the transaction.

Authorization Detail for Out of State Airfare (Line 1)

John Traveler Authorization ID 0000001285

About This Expense

*Date 08/02/2017 x | [?](#) [Attachments](#)

*Payment Type Central Billing Card

*Billing Type Billable

Ticket Number AMERICAN 452

Merchant Description American

Travel To New York City Q

Description

Amount 310.00 USD

Accounting Detail

Approve Authorization Non-Reimbursable

[Return to Travel Authorization Details](#)

Select the Attachments link to view supporting documentation and the Accounting Details link to view chartfield information.

Note: **Non-Reimbursable check box** should be checked for the **Payment Types** of Central Billing Card, University Paid (Procurement Card or Purchase Order), Wex Virtual Card or Pay Only.