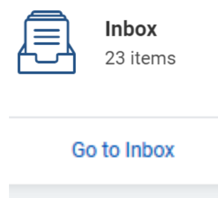
HOW DO I … Approve Expense Reports?	**ABOUT THIS TASK:** Describes how to approve an expense report.
AUDIENCE: Managers; Administration Leads; Individuals who need to approve Expense Reports.	**DETAILED JOB AID:** [Expense Reporting: Expense Partner Review of Expense Report]

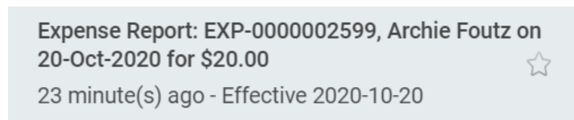
Note: This does **NOT** delegate accountability and can be set for a period of time.

1. On your **Workday homepage** or *Click* **Go to Inbox**.



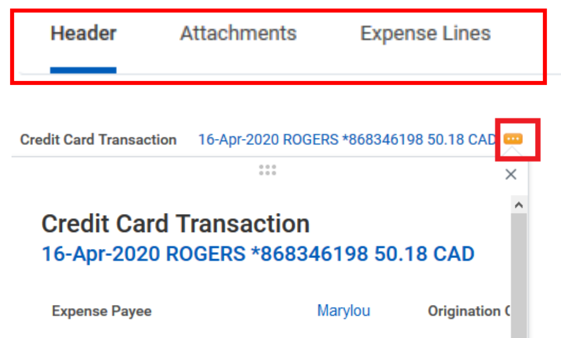
2. In your Inbox under **Actions**, *click* the **Expense Report** you want to review.

   TIP: To show **Expense Report** approval request only, *click* the **Viewing** drop down menu and *select* **Expense Reports.**



3. Under the **Header**, **Attachment** and **Expense Lines** tabs *review* the report details, including where the cost will be charged (e.g., Cost Centre, Grant, Program).

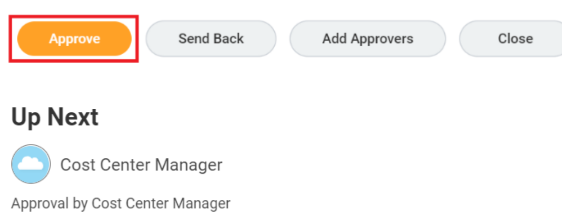
   TIP: For Credit Card Transactions, *Click* the **Related Action** button on the Credit Card Transaction line to view Credit Card details.



4. *Click* **Approve**. The process will either be completed, or route to the next approver.

   TIP: If there are errors in the report, *click* **Send Back** and add a reason. This will route the report back to the initiator for adjustments.

   TIP: Check the **Up Next** section to see the next steps in the process.



5. *Click* **Done** to complete this transaction.