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





20-Oct-2020 for \$20.00

- 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.

Header Attachments Expense Lines 16-Apr-2020 ROGERS *868346198 50.18 CAE Credit Card Transaction **Credit Card Transaction** 16-Apr-2020 ROGERS *868346198 50.18 CAD Expense Payee Marylou Origination (Send Back Add Approvers Close **Up Next** Cost Center Manager Approval by Cost Center Manager Done

Expense Report: EXP-0000002599, Archie Foutz on

23 minute(s) ago - Effective 2020-10-20