Travel, Expense, & PCard Approvals

ROUTING FOR APPROVAL

EFS will route the expense report for approvals based on the DeptID value(s) and amount(s) entered on the report. Each DeptID will have one primary approver, and one or more alternate approvers who may act upon the expense report. This is commonly referred to as pooled approvals. If no action has been taken on the expense report within five days, EFS will send the preparer an email to alert them that it has not been approved. At that time, they can work with the approver(s) to resolve any issues.

ACCESSING EXPENSE APPROVALS

Approvers may access Expense transactions through the Worklist (for primary approvers), by navigating to Travel and Expenses > Approve Transactions > Approve Transactions, or through the Approval WorkCenter. Alternate approvers can find eligible transactions in the My Work section of the Approval WorkCenter.

The Approval WorkCenter is accessible from a link at the bottom of the main menu.

ADHERENCE TO POLICY

It is an expectation that cardholders and employees using University funds are responsible for knowing and adhering to the guidelines established in the “Using the University Procurement Card” and “Traveling on University Business” policies.

TAKING ACTION ON EXPENSES NEEDING APPROVAL

Follow these steps to confirm the information in an expense report. See labeled points on the Expense Report Summary.

1. Ensure the preparer selected the appropriate Business Purpose. This is important because data from this field is used for institutional reporting purposes.
2. Review the Expense Line Items section for information about travel authorizations, cash advances, or accounts receivable deposits that are associated with an expense report.
3. Review the following fields:
   - Date the expense occurred.
   - Description of each expense line.
   - Verify the preparer attached images of the receipts or required supporting documentation for each line expense. Click on the image to view it in its entirety. Ensure the expense adheres to policy.
   - Total amount for the expense report in the Totals section.
   - Determine whether a cash advance was applied.
   - Notes field: verify the business justifications are adequate and meets policy.
4. Confirm the expense is allowable per policy.
5. Approvers may take one of three actions on expense reports:

- **Approve**: When the transaction meets policy and procedure, you must first click <Budget Options> to initiate the budget check process. Once it is successful, click <Approve>.
- **Send Back**: Enter information into the *Approval Comments* field to instruct the preparer on what must be changed or to cancel the expense report. Click <Send Back>.
- **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”

If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.

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**REVIEWING AN EXPENSE REPORT FOR APPROVAL**

1. Ensure appropriate *Business Purpose* is selected.
2. Review Expense Line Items.
3. Date expense occurred.
4. Verify images of receipts attached.
5. Review totals.
6. Determine whether cash advance applied.
7. Verify business justification.