08_Approve Expense Report

Purpose: The purpose of this task is to approve an Expense Report.

How to Access: Access your Workday **Inbox** and look for Actions that begin with "Expense Report", and the title is **Review Expense Report**.

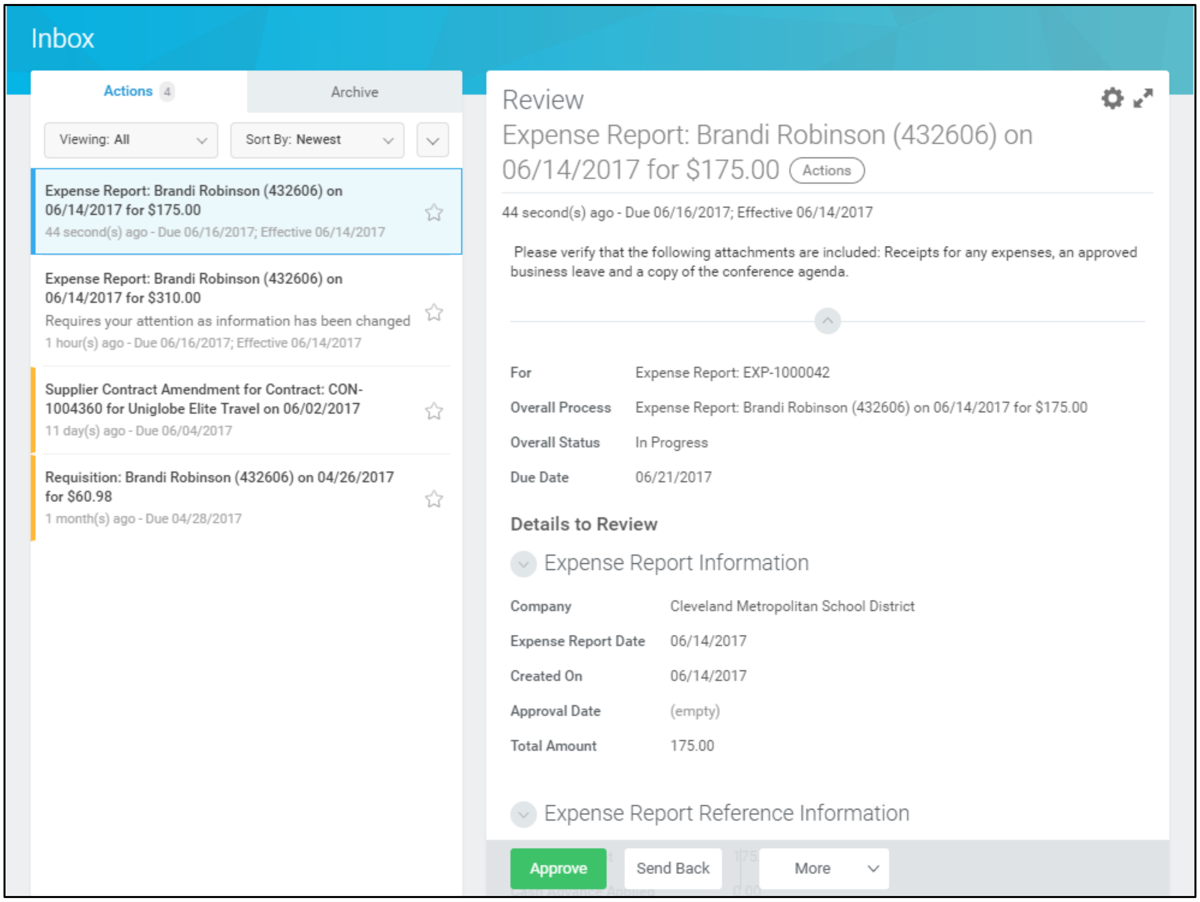
Audience: Approvers

Helpful Hints:

- If the employee itemized their expense items, please send it back to the employee to correct, as itemization should not be used.
- Review all attachments/receipt included in the Expense Report.
- Refer to the Travel/Expense Reimbursement policy for clarification on accepted expense items.
- Pending approvals show a number notification on **Inbox Worklet** icon. If no notification is visible, check with the creator of the **Expense Report**.
- Be sure to check your Workday Inbox frequently to ensure open actions are processed in a timely manner.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to approve an Expense Report.

Inbox



1. Select the required Expense Report to approve.
   Note: For the purpose of this work instruction, the required Expense Report Action displays.
2. Verify the Expense Report details, reference information and report lines are accurate.
3. As required, review the following fields:

Field Name	Required / Optional	Description
Due Date	Required	Identifies the date when the Expense Report should be Approved, Sent Back, or Denied.
Total Amount	Optional	Identifies the total cost for the entire Expense Report.

4. Scroll down to the Expense Report line items.
5. As required, review the following fields for each line item included in the Expense Report:
   Note: It will be necessary to click on each line item to review the following fields.

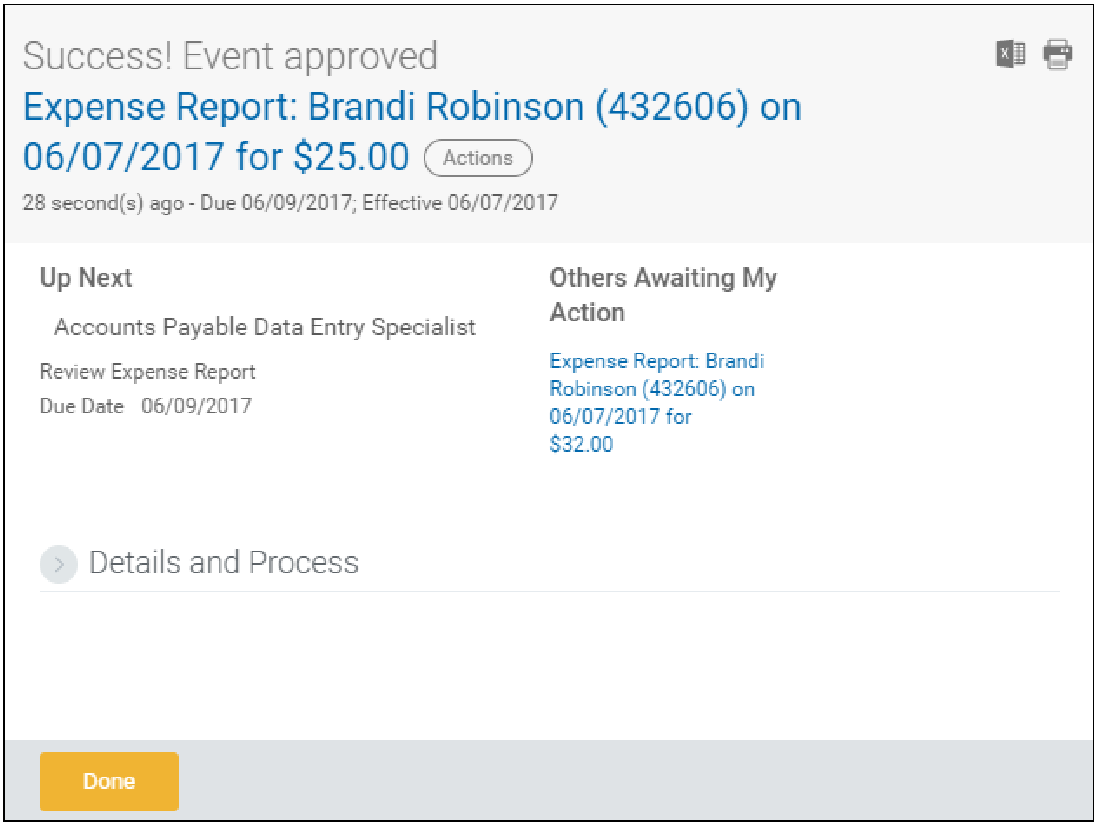
Field Name	Required / Optional	Description
Date	Required	Identifies the date the expense occurred.
Expense Item	Required	Indicates the type of expense.

Field Name	Required / Optional	Description
Quantity	Required	Identifies how many items.
Per Unit Amount	Required	Identifies the dollar amount for each item.
Total Amount	Required	Identifies the total cost for the line item.
Memo	Optional	Use to provide additional information to those processing the Expense Report.
Fund	Required	Identifies the fund to pay for the line item.
Cost Center	Required	Identifies the location/department to pay for the line item.
Function	Required	Identifies the function to pay for the line item.
Program	Required	Identifies the program to pay for the line item.
Additional Worktags	Optional	Used when the Expense Report line item is being paid by a Grant, Gifts, or Projects

6. Click the **Attachment** to open and review the receipt.
7. Click **Done** to close the *Attachment* pop-up window.
   Note: Repeat Steps 5 through 7 for each expense line items.
8. As required, enter any notes in the **enter your comment** field.
9. As required, complete one of the following:

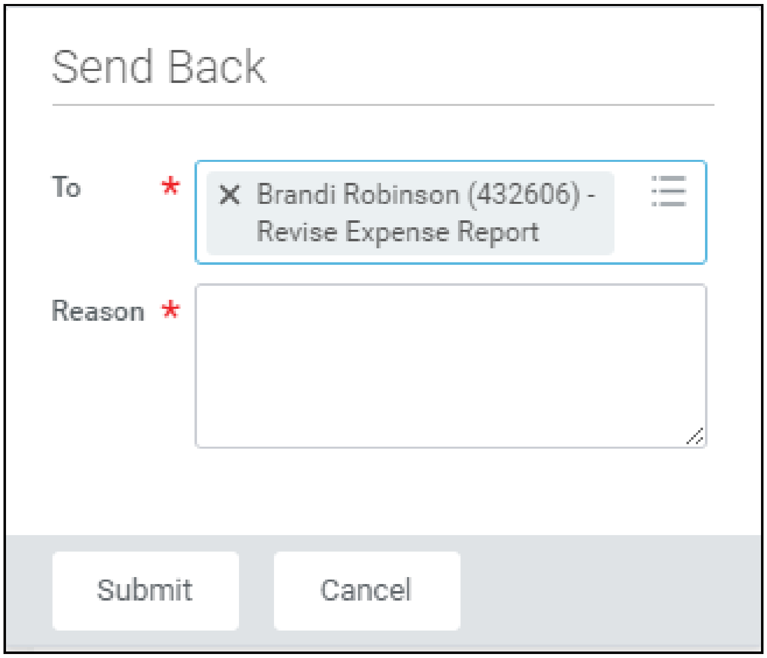
If you want to…	Then…	Go to
Approve the Expense Report,	Click Approve.	Step 10
Return the Expense Report to the initiator for updates,	Click Send Back.	Step 12
Reject the Expense Report,	Click More > Deny.	Step 16

Success! Event approved



10. Review the displayed information.
11. Click **Done**.
    Note: You have successfully approved the Expense Report. Continue to the *Results* section of this document.

Send Back

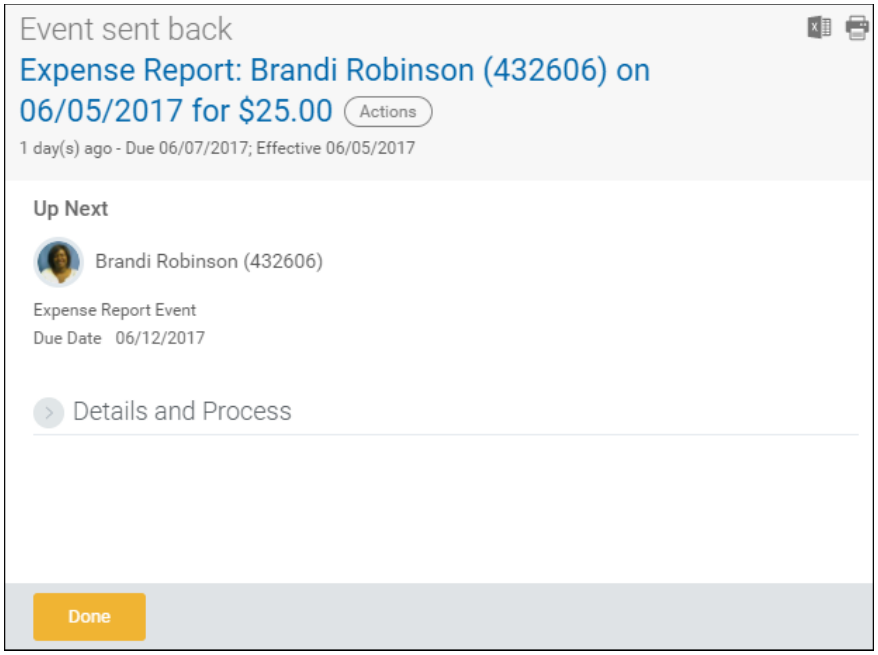


12. Complete the following fields:

Field Name	Required / Optional	Description
To	Required	Identifies who to return the Expense Report for additional processing. Defaults to the initiator.
Reason	Required	Enter the reason why the Expense Report is being returned.

13. Click **Submit** to trigger the return of the Expense Report and return to the *Workday Inbox* screen.

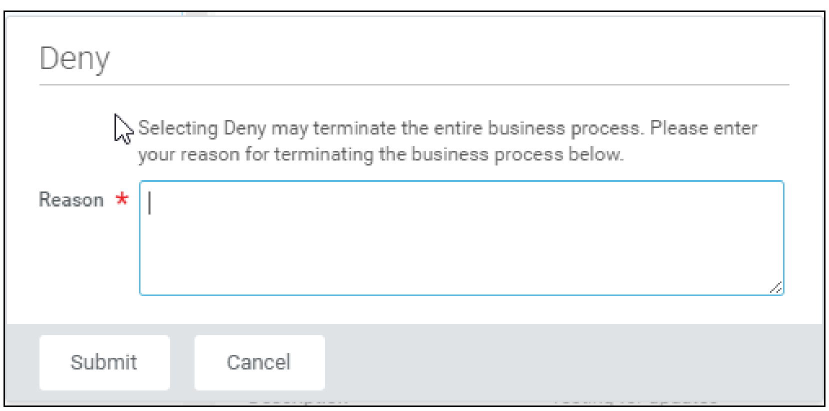
Event sent back



14. Review **Details and Process** to confirm who the Expense Report was returned to.
15. Click **Done**.

    Note: The approval process is now on hold until the person updating the Expense Report resubmits it for approval. Continue to the *Results* section of this document.

Deny



16. Complete the **Reason** field to enter why the Expense Report is being denied.
17. Click Submit to deny the Expense Report.
18. Click **Done** to confirm the cancelation of the Expense Report.

Result:

You have successfully Approved, Sent Back, or Denied an Expense Report from your Workday Inbox.