# Table of Contents

Create Expense Report................................................................................................................ 2

Approval via Module.................................................................................................................. 28

Send Back via Module.............................................................................................................. 32

Approval via Email................................................................................................................... 36

Send Back via Email................................................................................................................. 39
Create Expense Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a. Begin by Navigating to ‘Employee Self Service’ Use Firefox as the default browser.</td>
</tr>
<tr>
<td></td>
<td>b. Next Select ‘Travel and Expense Center’</td>
</tr>
</tbody>
</table>

![Diagram](image1)

![Diagram](image2)
c. Click the ‘Create’ Link under Expense Report

2. Enter Employee ID in the ‘Empl ID’ field and select ‘Add’. Or click on the to view the list of employees that the user is proxy to.

3. Under ‘Quick Start’ - ‘A Blank Report’ option will be selected by default. ‘A Travel Authorization’ and ‘An Existing Report’ – additional options are explained in later steps.
4. All fields that have an asterisk * next to the field heading like "Description" indicate that these are required fields. These fields must be completed in order to submit your T&E report.

   a. Enter ‘Description’ – identifying information for the Expense Report such as location and date of travel, for ex: ‘Wichita, KS 05/01–04 2012’ and anything relevant to the department.

   b. Select appropriate ‘Business Purpose’ from the list of values.

   c. Select appropriate ‘Default Location’ from the search lookup for valid values. This is the location for which you are reporting expenses. **UKANS** will use In-State, Out-of-state, Out-of-state High Cost, Out-of-State
Special High Cost and International as valid locations. 

**KURES** will use Domestic and International as valid locations.

d. Enter ‘Comment’ for any additional information. This must include the departure and arrival times, meals that are included in the registration, personal time taken, etc.

e. Enter the ‘Date Receipts Received’ when the traveler has submitted all receipts for expense report.

f. Enter ‘Departure Date’. This can be entered directly or by choosing the calendar icon and selecting the date travel began.

![Calendar Image]

g. Enter ‘Departure Time’ by selecting the **clock** to choose the hour of departure time.
h. Enter ‘Departure Time’ by selecting the to choose the minute of departure. Please note, the minutes are in increments of 1 minute and is followed by AM or PM.

i. Use the reference number for the Travel Authorization number when one has been created.

j. Next Click on the ‘Accounting Defaults’ link.
a. ‘UKANS’ will default in GL Unit field from the employee profile.
   - Select ‘UKANS’ or ‘KURES’ in the GL Unit field depending on which business unit will be reimbursing the travel expenses. Changing the GL Unit must be made by using the . Then choose the GL Unit and tab out to update.
   - This will also be used to ensure that all individual expense lines are charged to the same business unit.
   - KU travel and expense business process does not allow individual expense lines to be split across different business units.

b. ‘Dept’ will default from the employee profile. Change it if necessary.

c. If the travel is on behalf of a project, select the ‘search glass’ for the SpeedChart Key field. If the travel in not on behalf of a project, enter the information manually.

d. Next enter the first few beginning characters of the project id to search for the SpeedChart key values defined. Select the SpeedChart Key applicable. On Selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

e. If the travel is not on behalf of the project, then enter appropriate ‘Fund’ and ‘Bud Ref’ as displayed.
f. Click on ‘OK’ to go back to the expense report entry page.

6. Next select ‘Expense Type’.
   a. Expense types starting with ‘ST’ should be used on expense reports for UKANS.
   b. Expense types starting with ‘RS’ should be used on expense reports for KURES.
   c. UKANS Expense Types containing
      a. ‘IS’ is used for entering In State Expenses,
      b. ‘OS’ for Out of State Expenses,
      c. ‘OS HC’ for Out of State High Cost,
      d. ‘OS SHC’ for Out of State Special High Cost and
      e. ‘INT’ for International.
   d. KURES Expense Types containing
      a. ‘DOM’ for Domestic Expenses.
      b. ‘INT’ for International.

7. ENTER REGULAR EXPENSE

   a. Select ‘Expense Type’ example ST-GASOLINE IS.
   b. Enter the ‘Expense Date’ on which this was incurred.
   c. Enter the ‘Amount Spent’.
   d. Currency, Payment Type and Billing Type will default. Please note that the online
currency conversion feature is nonfunctioning.
e. Click on the ‘Detail’ hyperlink. An ‘*’ identifies that additional information is required to be filled out. Additional information displayed on the Detail page will vary based on the expense types as seen in steps 7,8,9 and 11.
f. Enter ‘Description’ for this expense type.
g. You may choose to check expense lines for errors as you go by selecting the ‘Check Expense for Errors’. If there are errors, the fields that need attention will be highlighted in red. We do not have any errors for this example.
h. Next click ‘Return to Expense Report’.

8. ENTER MILEAGE EXPENSE

a. Select ‘Expense Type’ example ST-MILEAGE IS AUTO.
b. Enter the ‘Expense Date’ on which this was incurred.
c. Currency, Payment Type and Billing Type will default.
d. Click on the ‘Detail’ hyperlink. An ‘*’ identifies that additional information is required to be filled out.
e. All fields prefixed with an '*' identifies required information that needs to be filled out for this expense type.

f. Enter 'Miles' traveled and 'Description' to identify the origin and destination for travel.

g. Click the refresh button to populate the Amount Spent based on the mileage rate defined.

h. Next click 'Return to Expense Report' link.

9. **ENTER LODGING EXPENSE**

   a. Select 'Expense Type' example ST-LODGING IS.
   
   b. Enter the 'Expense Date' on which this was incurred.
   
   c. Currency, Payment Type and Billing Type will default.
   
   d. Click on the 'Detail' hyperlink.
e. All fields prefixed with an ‘*’ identifies required information that needs to be filled out for this expense type.

f. Enter ‘Number of Nights’ for the hotel stay. Ex. 1

 g. Enter ‘Non-Preferred’ Merchant used for lodging. Ex. Hilton

h. Enter ‘Description’ explaining the lodging. Ex. overnight stay to attend meetings.

i. Enter the ‘Amount Spent’. (Note: when expense report is created by copying from a Travel Auth, the amount spent will still need to be entered. Travel Authorization only provides an approval upto the defined limits, however actual expenses incurred and that can be substantiated by the lodging receipt will need to be entered.)

j. If the ‘Amount Spent’ entered is more than the lodging limits defined as per the travel policy, Exception Comments for the location amount will have to be entered for explanation.
Click the 'refresh' button to populate the Amount Spent based on the lodging defined.

Next click 'Return to Expense Report' link.

To add additional rows of expense, click the '+' button to the right of the last expense type. Following pop up window will be displayed.

b. Enter the desired number of rows to be added and hit OK.

c. For example, we will add 1 new row.

There are four per diem expense types defined for each location,
ST-MEAL-BREAKFAST IS
ST-MEAL-LUNCH IS
ST-MEAL-DINNER IS
ST-MEAL-DAILY
The rates for these expense amounts will auto populate and are defined based on the KU travel policy. Actuals would be filled in based upon receipts.

- Select ‘Expense Type’ example ST-MEAL-LUNCH IS.
- Enter the ‘Expense Date’ on which this was incurred.
- Currency, Payment Type and Billing Type will default.
- ‘Amount Spent’ will be defaulted based on the per diem rates defined in accordance with the KU travel policy.

Note: When an expense report is created by copying from a Travel Authorization, per diem amounts will be copied over.

CHECK FOR ERRORS

Once all the expenses for a day of travel have been entered, next select ‘Check for Errors’ button.

Expenses in error will be highlighted with a red flag as displayed below.

Click on the red flag or on the ‘Detail’ link to correct the errors.

On the Detail page, the fields in error that need attention will be highlighted in red with explanation as displayed below. Enter appropriate value in the highlighted fields to correct the errors.
To correct the above error, select ‘Per Diem Range’ field value of ‘0-1 Days’ and then click the refresh button. Next click the ‘Check Expense For Errors’ button. This will revalidate the expense type detail entered for this row. Now click the ‘Return to Expense Report’.

13. Repeat step 12 for all expense types that are marked in error. Finally select the ‘Check for Errors’ button to validate all the expense types.

DELETE ROWS
To delete any expense lines entered, select the check box for the expense row as displayed below and the select ‘Delete Selected’ button. You can select multiple rows to be deleted together.

On selecting the ‘Delete Selected’ button, following delete confirmation screen will be displayed.
COPY ROWS

To copy the daily expenses, for example, lodging and per diem lunch expenses to remaining travel days, ‘copy’ feature is the quickest way to expedite the entry of these additional lines.

a. Select the check box for expense types you would like to copy to additional days and then select ‘Copy Selected’ button as displayed.

b. On selecting the ‘Copy Selected’ button following page is displayed.
c. You can copy selected expenses to one specific day by selecting the ‘Copy to One Date’ option or you can copy to multiple days by selecting the ‘Copy to Range of Dates’ option. Please select the correct option for the copy function to work.

d. If you select ‘Copy to Range of Dates’ option then enter the ‘from date’ and ‘to date’ to copy the selected expenses for all days in the range as shown below.

e. Click ‘OK’.

f. You will notice that expenses have been copied for 2 additional days.

SAVE or SUBMIT

You have two choices once you have completed data entry for all expenses.

1) The ‘Save for Later’ button allows you to save your work. If you choose this option, you may open this report at a later time and edit or add additional expenses. Your report will not be submitted for approval or reimbursement. You have successfully save your expense report.

2) The ‘Submit’ button will accept your expenses. Your department manager will receive an e-mail advising the report is in their work list awaiting review and approval. You will need to click ‘OK’ on the confirmation screen to complete the submission of expense report for approval. You have successfully submitted your expense report.

3) Once the report is submitted for approval, an overview page will be displayed indicating submission is in process. An email notification will be generated to let the department manager know that this report is ready for review and approval.

PRINT BARCODE RECEIPT FORM

a. To scan the receipts into ImageNow you will need to generate a receipt barcode form.
b. Click the ‘Printable View’ link on the expense report page.

c. If the barcode does not display, your PC may need barcode fonts to be installed.

d. Once the barcode font is installed, navigate to Employee Self Service > Travel and Expense Center > Expense Reports > Print

e. Select ‘Expense Receipts’ tab at the top of the page.
   The page displayed has your report number on it as a barcode. Please note the left menu must be minimized to print the barcode.

f. To submit the paper receipts, print the ‘Expense Receipt’ barcode form.
   This must be the first page to be scanned followed by the receipts to be scanned using MFD’s.

g. On MFD’s login to the printer and select ‘T&E UKANS’ or ‘T&E UKANS’ buttons depending on where the expenses are being reimbursed.

<table>
<thead>
<tr>
<th>18.</th>
<th>OVERRIDE ACCOUNTING DETAILS for individual expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: KU travel and expense business process does not allow individual expense lines to be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).</td>
</tr>
<tr>
<td>a.</td>
<td>Enter Expense and additional required details as explained in STEP 7 above.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Expense Receipt" /></td>
</tr>
<tr>
<td>b.</td>
<td>To change the accounting details for an expense line you will select ‘ Accounting Detail’ link as displayed above and the following screen will be displayed.</td>
</tr>
</tbody>
</table>
c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page, as explained in step 5. These Chartfield values can be changed as desired. For example to charge the expense line to a different dept or a project.

d. If the travel is on behalf of a project, select the ‘search glass’ for the SpeedChart Key field.

Next enter the first few beginning characters of the project id to search for the SpeedChart key values defined. Select the SpeedChart Key applicable. On Selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

e. Click on ‘OK’ to go back to the expense line detail page.

f. Next click on ‘Return to Expense Report’ link.

19. SPLITTING expenses across multiple Departments

NOTE: KU travel and expense business process does not allow individual expense lines to
be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).

You can split the expense amount charged for a particular expense type across multiple departments.

a. Enter Expense and additional required details as explained in STEP 7 above.

b. To change the accounting details for an expense line you will select ‘Accounting Detail’ link as displayed above and the following screen will be displayed.

c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page, as explained in step 5. These Chartfield values can be changed as desired. For example to charge the expense line to a different dept or a project.

d. Select ‘Add Chartfield Line’ to add a row to split the amount.
e. Enter the amount to be split on line 2 and then adjust the amount back on line 1 to match the total expense amount.

f. Next update the chartfield values as appropriate on this new distribution line. You will need to enter Dept ID, Fund Code and Bud Ref field values.

g. You have now successfully split the expense distribution across two departments.

h. Click on ‘OK’ to go back to the expense line detail page

i. Next click on ‘Return to Expense Report’ link.

20. SPLITTING expenses across multiple KURES or UKANS PROJECTS

NOTE: KU travel and expense business process does not allow individual expense lines to be split across different business units. Individual expenses should be charged to the same business unit entered in the accounting defaults section. (refer to step 5).

a. Enter Expense and additional required details as explained in STEP 7 above.
b. To change the accounting details for an expense line you will select ‘Accounting Detail’ link as displayed above and the following screen will be displayed.

c. Chartfields at expense line level will default from the ‘Accounting Defaults’ setup on the expense report entry page, as explained in step 5. These Chartfield values can be changed as desired.

d. Select the ‘search glass’ for the SpeedChart Key field.

Next enter the first few beginning characters of the project id to search for the
SpeedChart key values defined. Select the SpeedChart Key applicable. On selecting the SpeedChart Key value, it will populate the Dept ID, Fund Code, Budget Ref, PC Business Unit, Project ID and Activity ID as displayed below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Dept ID</th>
<th>Fund Code</th>
<th>Budget Ref</th>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>Activity ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 05</td>
<td>UAMS 01</td>
<td>1.00000000</td>
<td>102330</td>
<td>719</td>
<td>2863000</td>
<td>2012</td>
</tr>
</tbody>
</table>

**Add Chartfield Line**

**OK**

**Retrace**

**NOTE:**

- **e.** Select ‘Add Chartfield Line’ to add a row to split the amount.
- **f.** Enter the amount to be split on line 2 and then adjust the amount back on line 1 to match the total expense amount.
- **g.** Next update the chartfield values as appropriate on this new distribution line. You will need to select PB Bus Unit, Project ID, Activity ID, Fund Code, Dept ID and Bud Ref fields values.
- **h.** You have now successfully split the expense distribution across two projects.
- **i.** Click on ‘OK’ to go back to the expense line detail page.
- **j.** Next click on ‘Return to Expense Report’ link.

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**21. COPY FROM TRAVEL AUTHORIZATION**

KU Business Process REQUIRES all Out-of-State or International travel expenses to be created from an approved Travel Authorization. This is the most efficient and error free process of creating expense reports. Also, if a KURES Cash Advance is created regardless of location, a Travel Authorization must be completed. Repeat Steps 1 and 2 above.

Select ‘A Travel Authorization’ in the Quick Start field as displayed below and click ‘Go’.
It will display a list of all approved Travel Authorizations.

**Create Expense Report**

**Populate From A Travel Authorization**

Steven Moore  Report ID:  NEXT

From Date: 02/17/2012  To: 06/17/2012  Search

<table>
<thead>
<tr>
<th>Travel Auth Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST card back</td>
<td>00000000040</td>
<td>05/17/2012</td>
<td>05/17/2012</td>
<td>10.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

22. You can change the ‘From Date’ and ‘To Date’ value and click ‘Search’ to review all available and approved travel authorizations that have been budget checked. If the travel authorization is not budget checked, then it will give you an error message when selected to create an expense report. Once a travel authorization is attached to an expense report, it is no longer available. Only one travel authorization can be used to create an expense report.

Now click the ‘Select’ against the desired travel authorization to be used for creating the expense report.

All the Expense lines and their chartfield distribution information from the travel Authorization will now be copied over into the Expense Report. You can review the copied information and edit individual expense lines for changes as explained above.
You can add additional expense lines, if needed as explained above. Travel Authorization ID is now displayed in the Expense Report Entry page.

APPLYING A CASH ADVANCE

23.

Click on ‘Apply Cash Advances’
24. Click on the to find the list of cash advances available.

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Amount</th>
<th>Balance</th>
<th>Exchange Rate</th>
<th>Total Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.000</td>
<td>0.00</td>
<td></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Add Cash Advance  Update Selected

25. Choose the Cash Advance that is to be used for the travel. Once the cash advance has been determined, Click OK

<table>
<thead>
<tr>
<th>Advance ID</th>
<th>Advance Amount</th>
<th>Balance</th>
<th>Exchange Rate</th>
<th>Total Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000058</td>
<td>920.00</td>
<td>0.00</td>
<td>1.00000000</td>
<td>920.00 USD</td>
</tr>
</tbody>
</table>

26. Notice the amount that is due the employee has changed to reflect the amount less the cash advance.

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses:</td>
<td>1,013.00 USD</td>
</tr>
<tr>
<td>Non Reimbursable Expenses:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Employee Credits:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Vendor Credits:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied:</td>
<td>920.00 USD</td>
</tr>
</tbody>
</table>

27. COPYING FROM AN EXISTING REPORT

If an employee travels to the same location incurring similar charges on a regular basis, a previously approved expense report can be used as a template to copy all the expense details. This will be an efficient way of creating an expense report, where most of the expense details can be reused. You can tweak the copied information and make desired changes to reflect the most current travel expenses.

Select ‘An Existing Report’ in the Quick Start field value and click ‘Go’.
Following search page will be displayed with all the available expense reports.

Create Expense Report
Copy From an Existing Expense Report
Steven Moore

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
<th>Business Purpose</th>
<th>Status</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>300000001</td>
<td>Wichita KS 07/01-07/04 2012</td>
<td>Conference</td>
<td>Pending</td>
<td>05/18/2012</td>
</tr>
</tbody>
</table>

You can click on the Report ID number (highlighted in blue color) to review the expense details on that report.
Click 'Select' against the desired expense report to be used as template in creation of a new expense report. All the Expense lines and their chartfield distribution information from the expense report selected will now be copied over into the New Expense Report. You can review the copied information and edit individual expense lines for changes as explained above. You can add additional expense lines, if needed as explained above.
### Approval via Module

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into PeopleSoft.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Manager Self-Service and click on ‘Travel and Expense Center’</td>
</tr>
</tbody>
</table>
Click on ‘Approve Transactions’ under Approvals

The approver will have a list of all transactions that are needing approval regardless of the type of transaction. The list may be changed to reflect only those that are Expense Reports, Travel Authorizations or Cash Advances (KURES only). KU doesn’t use Time Reports, Time Adjustments or Errors in this module.

Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
Click on ST-Lodging OS to review the accounting details.

k. Review the Amount.
l. Review the GL Unit.
m. Review the Account.
n. Review the Fund.
o. Review the Dept.
p. Review the Bud Ref.
q. Review the PC Bus Unit (if project related).
r. Review the Project (if project related).

s. Review the Activity (if project related).

t. If all accounting detail is correct, click Return to Expense Report.

Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, Send Back will be covered in a later training procedure. And Hold will not be used in this module.
### Send Back via Module

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into PeopleSoft.</td>
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<td>2</td>
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Click on ‘Approve Transactions’ under Approvals

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Select the transaction that is requiring approval. Please note, the blue hyperlink is clicked to enter the transaction.
Click on ST-LODGING OS to review the accounting details.

<table>
<thead>
<tr>
<th>ST-LODGING OS</th>
<th>Date</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Reimburse Amt</th>
<th>Currency</th>
<th>Approve Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/11/2014</td>
<td>150.00 USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Review the Amount.
- Review the GL Unit.
- Review the Account.
- Review the Fund.
- Review the Dept.
- Review the Bud Ref.
- Review the PC Bus Unit (if project related).
bb. Review the Project (if project related).
cc. Review the Activity (if project related).

dd. If not all accounting detail is incorrect or the travel is not approved, click Return to Expense Report Summary to send back to entry level person.

8

Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. **Please note, the Hold option will only be used by Central Approvers.**

9

Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. **Please note, comments are required before the transaction may be sent back.** Click on ‘Send Back’ to send back the transaction to the entry level person.
Approval via Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1.png" alt="Email Image" /></td>
</tr>
</tbody>
</table>

The approver, will receive an email from PeopleSoft informing them that they have a pending Expense Report to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.
Sign into PeopleSoft. You will be directed to the transaction needing approval.

Click on ST-LODGING OS to review the accounting details.
ee. Review the Amount.
ff. Review the GL Unit.
gg. Review the Account.
hh. Review the Fund.
ii. Review the Dept.
jj. Review the Bud Ref.
kk. Review the PC Bus Unit (if project related).
ll. Review the Project (if project related).
mn. Review the Activity (if project related).

nn. If all accounting detail is correct, click Return to Expense Report.

Click on ‘Approve’ to approve the transaction and send on to the next approval level if applicable. Please note, Send Back will be covered in a later training procedure. Hold will not be used in this module.
Send Back via Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="https://example.com/attachment" alt="Image" /></td>
</tr>
</tbody>
</table>

The approver will receive an email from PeopleSoft informing them that they have a pending Expense Report to approve. Click on the link and the approver will be directed to the transaction to approve. Please note, if the list of approvers is pooled, each approver will receive email notification, however, it is only necessary for one approver to actually approve the transaction. Once complete, the transaction will be removed from the remaining pooled approvers’ work list.

Sign into PeopleSoft. You will be directed to the transaction needing approval.

Click on ST-LODGING OS to review the accounting details.
oo. Review the Amount. Review the amounts on the receipts by clicking on the ‘Related Content’ link and sign in to WebNow.

pp. Review the GL Unit.
qq. Review the Account.
rr. Review the Fund.
ss. Review the Dept.
tt. Review the Bud Ref.
uu. Review the PC Bus Unit (if project related).
vv. Review the Project (if project related).
www. Review the Activity (if project related).
xx. If not all accounting detail is correct or the travel is not approved, click Return to Expense Report Summary to send back to entry level person.
Enter comments in the Comment field to identify the reason for sending the transaction back to the entry level person. Please note, comments are required before the transaction may be sent back. Click on ‘Send Back’ to send back the transaction to the entry level person.