Approve Expense Report

Navigation: **Nav Bar** > **Navigator** > **Travel and Expenses** > **Approve Transactions** > **Approve Transactions**
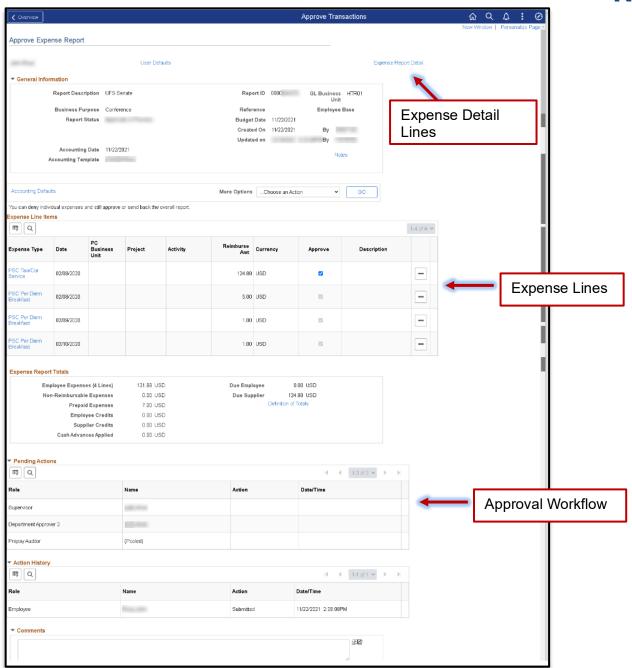
OR

Navigation: **Nav Bar** > **Navigator** > **Manager Self-Service** > **Travel & Expense Center** > **Approvals** > **Approve Transactions**

After using the above navigation, select the **Expense Report** tab and click the **Transaction ID** link to select a pending expense report.

The expense report opens in **Expense Summary View** and most of the information can be reviewed on this page.
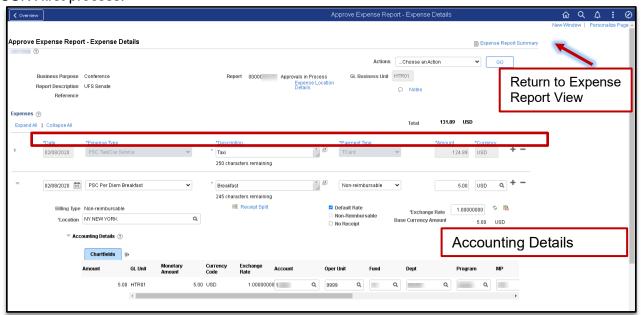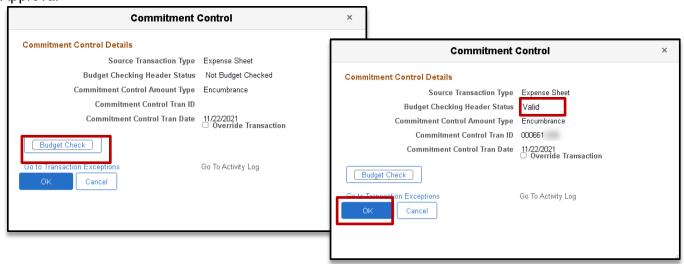
Expense Detail Lines

Expense Lines

Approval Workflow

Expense Detail

Use the **Expense Detail View** to review accounting lines. Complete the approval by following the current CUNYfirst process.

Approval

After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., **Valid** status), click the **OK** button to return to the **Approve Expense Report** window and click the **Approve** button to continue the submission process.