

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.

Employee Self Service | Approve Transactions

Overview | **Expense Reports** | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions ⓘ

Change Sort Order ⓘ

Refresh List

Transactions to Approve ⓘ

Total Amount	Curr	Budget Status	Name	Employee ID	Description	GL Business Unit	Transaction ID	Date Submitted	Status	Role
623.06	USD	Budget Check	[Redacted]	[Redacted]	UFS Conference	HTR01	00000	11/22/2021	Submitted for Approval	Supervisor
131.89	USD	Budget Check	[Redacted]	[Redacted]	UFS Senate	HTR01	00000	11/22/2021	Approvals in Process	Supervisor

Refresh List

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

Approve Transactions

Approve Expense Report

User Defaults Expense Report Detail

General Information

Report Description	UFS Senate	Report ID	0000	GL Business Unit	HTR01
Business Purpose	Conference	Reference		Employee Base	
Report Status		Budget Date	11/22/2021	Created On	11/22/2021
Accounting Date	11/22/2021	Updated on		By	
Accounting Template				By	

Accounting Defaults More Options Choose an Action GO

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve	Description
PSC Taxi/Car Service	02/08/2020				124.89	USD	<input checked="" type="checkbox"/>	
PSC Per Diem Breakfast	02/08/2020				5.00	USD	<input type="checkbox"/>	
PSC Per Diem Breakfast	02/08/2020				1.00	USD	<input type="checkbox"/>	
PSC Per Diem Breakfast	02/10/2020				1.00	USD	<input type="checkbox"/>	

Expense Report Totals

Employee Expenses (4 Lines)	131.89 USD	Due Employee	0.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	124.89 USD
Prepaid Expenses	7.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

Pending Actions

Role	Name	Action	Date/Time
Supervisor			
Department Approver 2			
Prepay Auditor	(Pooled)		

Action History

Role	Name	Action	Date/Time
Employee		Submitted	11/22/2021 2:08:08PM

Comments

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.

Return to Expense Report View

Accounting Details

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/08/2020	PSC Taxi/Car Service	Taxi	TCard	124.89	USD
02/08/2020	PSC Per Diem Breakfast	Breakfast	Non-reimbursable	5.00	USD

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Oper Unit	Fund	Dept	Program	MP
5.00	HTR01	5.00	USD	1.00000000		9999				

Approval

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: Not Budget Checked
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 000661
 Commitment Control Tran Date: 11/22/2021
 Override Transaction

Budget Check

Go To Transaction Exceptions | Go To Activity Log

Commitment Control Details

Source Transaction Type: Expense Sheet
 Budget Checking Header Status: **Valid**
 Commitment Control Amount Type: Encumbrance
 Commitment Control Tran ID: 000661
 Commitment Control Tran Date: 11/22/2021
 Override Transaction

Budget Check

Go To Transaction Exceptions | Go To Activity Log

OK | Cancel

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.

Budget Status Valid

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

[Budget Options](#)

Approve | Send Back | Save Changes