Approve/Send Back an Expense Report

1.	From the main menu, click the **Manager Self-Service** link. ▷ Manager Self-Service
2.	Click the **Travel and Expense Center - M** link. Travel and Expense Center - M
3.	Click the **Approvals** link. Approvals
4.	Click the **Approve Transactions** link. Approve Transactions
5.	The Approve Transactions page provides an overview tab that displays all pending transactions, while the other tabs organize them according to the transaction type. Approval of the Travel Authorization and/or the Expense Report is performed using the same process. For this example, click the **Expense Reports** tab. Expense Reports
6.	Locate the appropriate transaction in the list of Expense Reports. Click the **Description** or **Transaction ID** link to open a summary of the Expense Report and access the details of each expense line item. Meeting
7.	The Expense Report Summary provides a view of the travel document. Each of the Expense Types listed in the Expense Line Items section is a link that will display more detail about each individual expense including the accounting/chartfield information.
8.	Once review of the expenses is complete, the options are **Approve** or **Send Back**. Any revisions required must be done by the employee and the transaction resubmitted. If **Send Back** is selected, an explanation describing the problem and/or what changes are necessary must be entered in the **Comments** field. Click the **Approve** or **Send Back** button. Approve Send Back
9.	To continue with more approvals, click the **Return to Approval List** link. Return to Approval List

10.	**End of Procedure.**