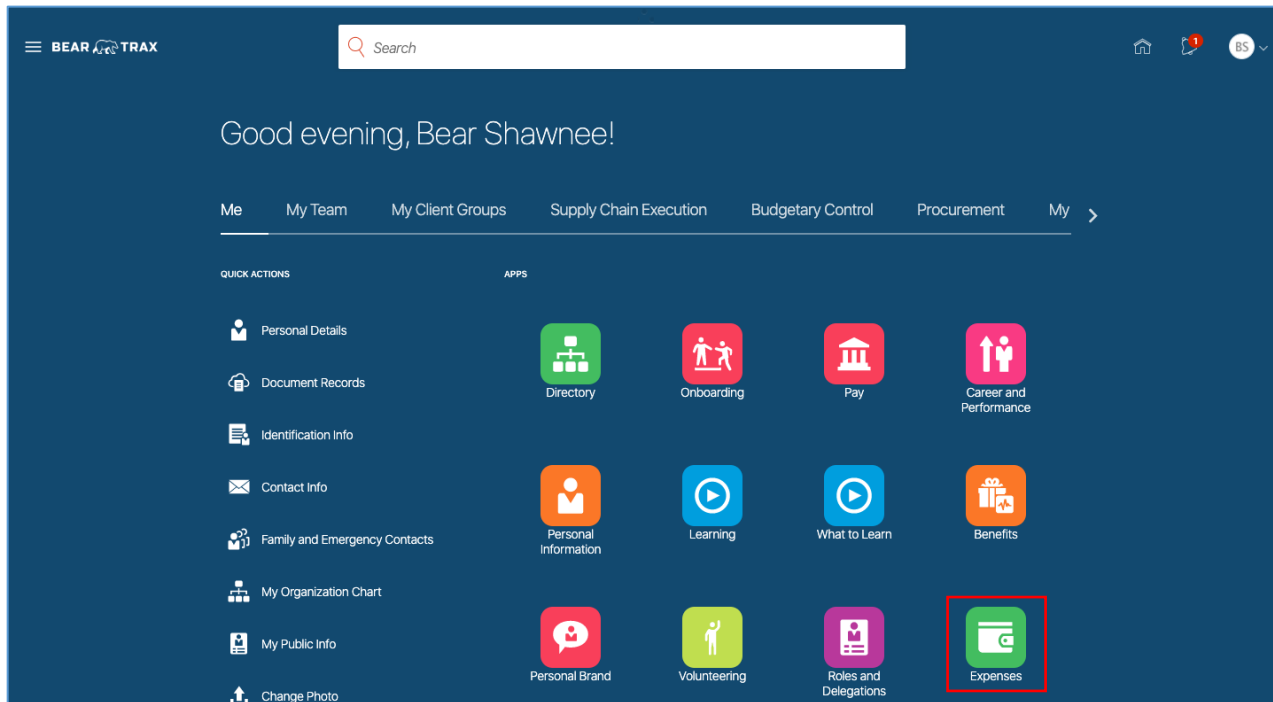


## Expenses: Review and Approve or Reject an Expense Report

*For managers reviewing, approving and/or rejecting expense reports*


<b>Purpose:</b>	Review, Approve or Reject an Expense Report.
<b>How to Access:</b>	Log into the <a href="#">Bear Trax</a> application. Select the <b>About Me</b> task in the Navigator.
<b>Helpful Hints:</b>	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• Budget Managers will now approve/reject all travel expense reimbursements electronically</li><li>• Managers will receive an email when employees submit expense reports and managers can either approve or reject them through email or through Bear Trax</li></ul>
<b>Procedure:</b>	Complete the following steps to Review, Approve or Reject an Expense Report:

### 1. Click on the **Expenses** tile.



2. Under Approvals, click on [Reports](#) to view all pending reports to be approved.

**Note:** The dollar amount highlighted in blue represents the total of all reports awaiting your approval.

**Note:** Approvals can also be viewed by clicking on the **Recent Notifications** bell  icon at the top of the page.



Action Required	Date
Action Required:Expense Report Approval EX0010244964 for Greg Ballengee (USD 50.00)	5/16/17
Action Required:Approve Requisition REQ100726	5/16/17
Action Required:Expense Report Approval EX0010244867 for Malonda Johnson (USD 200.00)	5/16/17
Action Required:Expense Report Approval EX0010244867 for Malonda Johnson (USD 200.00)	5/16/17
Action Required:Approve Requisition REQ100721	5/15/17
Action Required:Approve Requisition REQ100718	5/15/17
Action Required:Approve Requisition REQ100718	5/15/17
Action Required:Expense Report Approval EX0010244435 for Jonica Burke (USD 10,070.00)	5/15/17
Action Required:Approve Requisition REQ100716	5/12/17
Action Required:Approve Requisition REQ100716	5/12/17

3. Click on the [blue](#) hyperlink of the person's name to open the item.

# Manager (MSS): Review and Approve an Expense Report

**Travel and Expenses** Actions

Expense Items

0

Expense Reports

1 In Progress

4 In Approval

Approvals

27 Reports \$105K

Approve  Sort By Oldest request

<b>Hill, Lacey</b> - EX0008796191	1 item	150.00 USD
22 days in queue	1 policy violation	3/3/17
<b>Rockwell, C</b> - EX0008922334	1 item	5,000.00 USD
76 days in queue	1 policy violation	3/3/17

The report will open in a new window.

**Expense Report**

Person Hill, Lacey (187721)

Add to audit list

Reason

Report Submission Date 3/3/17

Expense Report Date 3/3/17

Report Total 31.00 USD

Purpose

Original Receipt Package Check In Date

Report Filing Number

Attachments None

**Expense Items**

View  Expense Category All

Receipt Verification | Policy Verification | Merchant Tax

Expense Type	Date	Reimbursable Amount (USD)	Policy Violation	Receipt Verification				Amount (USD)
				Original Receipt Required	Imaged Receipt Required	Receipt Missing	<input type="checkbox"/> Receipt	
Entertainment	3/3/17	31.00	Receipt missing	—	✓	✓	<input type="checkbox"/>	31.00

Columns Hidden 2

**Notes**

View Note Type All

Author	Date	Note Type	Note
No results found.			

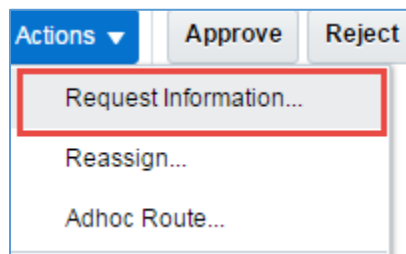
## Manager (MSS): Review and Approve an Expense Report

**Note:** Expense reports on your Approvals list can be sorted by selecting the **Sort By** dropdown arrow.



4. Click on **Actions** to do something other than Approve and Reject the report.

**Request Information** allows you to request further detail from anyone involved with the expense.



5. **Reassign** allows you to transfer the task to another user or group. Click **OK** after filling out all required fields.

### Reassign Task

Reassign tasks to one or more users.  
This will transfer ownership of the task and remove it from your worklist.

Reassign (transfer task to another user or group)  
 Delegate (allow specified user to act on my behalf)

Users

Advanced

First Name  Last Name   
Email  ID

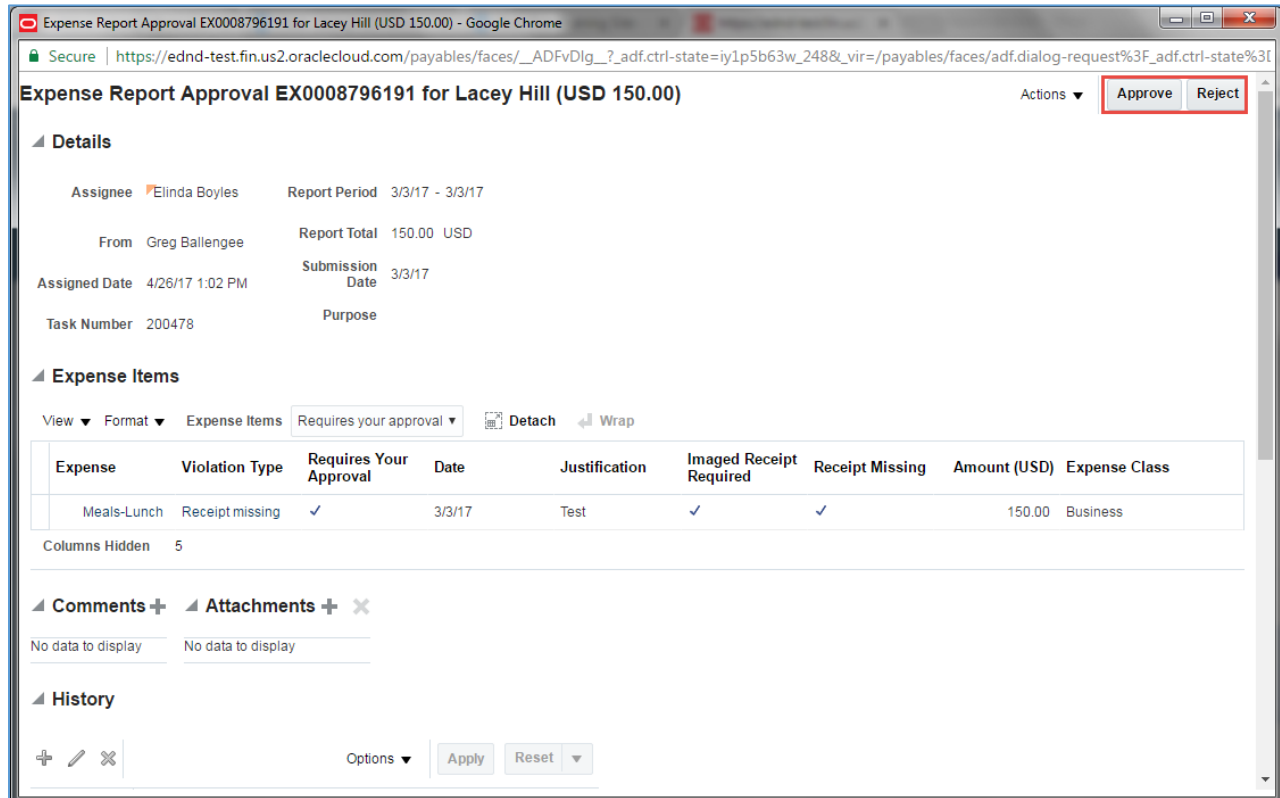
ID	First Name	Last Name	Email	Title	Manager
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Selected

**Note:** Adhoc Route will not be used.

6. Review the details of the report, then select **Approve** or **Reject**.

# Manager (MSS): Review and Approve an Expense Report



**Expense Report Approval EX0008796191 for Lacey Hill (USD 150.00)**

Actions: **Approve** **Reject**

**Details**

Assignee: Elinda Boyles | Report Period: 3/3/17 - 3/3/17  
 From: Greg Ballengee | Report Total: 150.00 USD  
 Assigned Date: 4/26/17 1:02 PM | Submission Date: 3/3/17  
 Task Number: 200478 | Purpose:

**Expense Items**

Expense	Violation Type	Requires Your Approval	Date	Justification	Imaged Receipt Required	Receipt Missing	Amount (USD)	Expense Class
Meals-Lunch	Receipt missing	✓	3/3/17	Test	✓	✓	150.00	Business

Columns Hidden: 5

**Comments** | **Attachments**

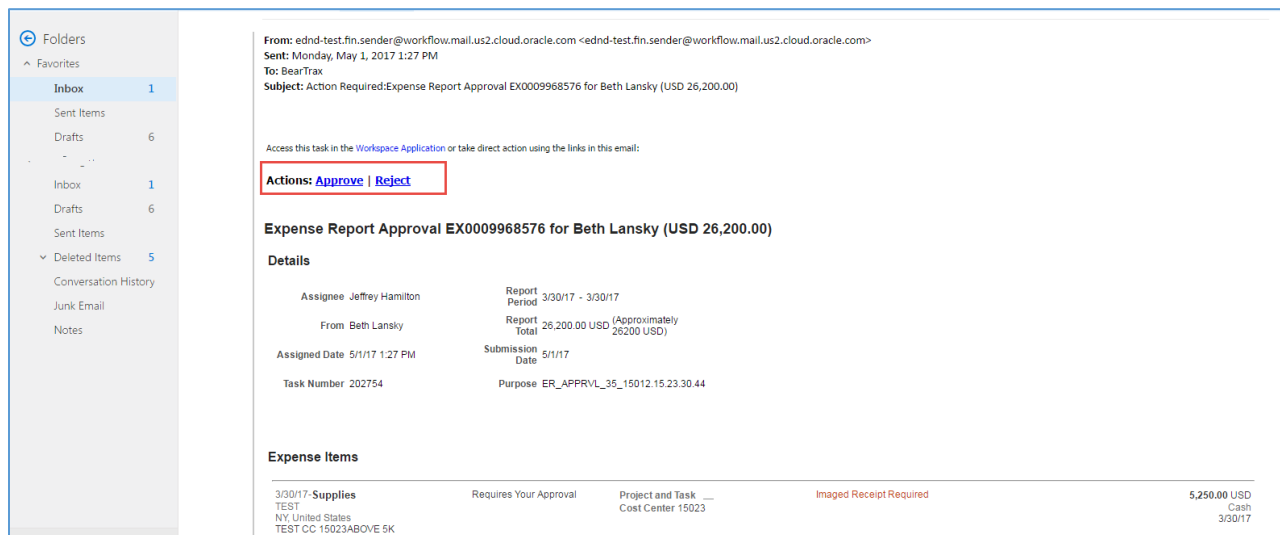
No data to display | No data to display

**History**

Options: Apply | Reset

The employee will be notified of your approval, and the expense report will be removed from your **Approvals** list.

**Alternative Method:** The approver will also get an email notification in their inbox, with details of the report and approve or reject buttons.



From: ednd-test.fin.sender@workflow.mail.us2.cloud.oracle.com <ednd-test.fin.sender@workflow.mail.us2.cloud.oracle.com>  
 Sent: Monday, May 1, 2017 1:27 PM  
 To: BearTrax  
 Subject: Action Required:Expense Report Approval EX0009968576 for Beth Lansky (USD 26,200.00)

Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: **Approve** | **Reject**

**Expense Report Approval EX0009968576 for Beth Lansky (USD 26,200.00)**

**Details**

Assignee: Jeffrey Hamilton | Report Period: 3/30/17 - 3/30/17  
 From: Beth Lansky | Report Total: 26,200.00 USD (Approximately 26200 USD)  
 Assigned Date: 5/1/17 1:27 PM | Submission Date: 5/1/17  
 Task Number: 202754 | Purpose: ER\_APPRVL\_35\_15012.15.23.30.44

**Expense Items**

Expense	Requires Your Approval	Project and Task	Imaged Receipt Required	Amount (USD)
3/30/17-Supplies TEST NY, United States TEST CC 15023ABOVE 5K	Requires Your Approval	Project and Task Cost Center 15023	Imaged Receipt Required	5,250.00 USD Cash 3/30/17

## Final Notes

By following these steps, you have successfully reviewed and approved or rejected expense reports which have been submitted for approval.