

## **Table of Contents**

<b>SUPERVISOR/APPROVER .....</b>	<b>2</b>
<b>Navigating to Transactions Pending Review and Approval .....</b>	<b>2</b>
<b>Expense Reports.....</b>	<b>5</b>
<b>Review Expense Report .....</b>	<b>5</b>
<b>Send an Expense Report back for revision .....</b>	<b>21</b>
<b>Approve an Expense Report.....</b>	<b>24</b>
<b>Travel Authorizations .....</b>	<b>29</b>
<b>Review Travel Authorizations .....</b>	<b>29</b>
<b>Send a Travel Authorization Back for Revision.....</b>	<b>39</b>
<b>Approve a Travel Authorization .....</b>	<b>43</b>
<b>Set up Alternate Approver .....</b>	<b>49</b>

### SUPERVISOR/APPROVER

#### The Basics:

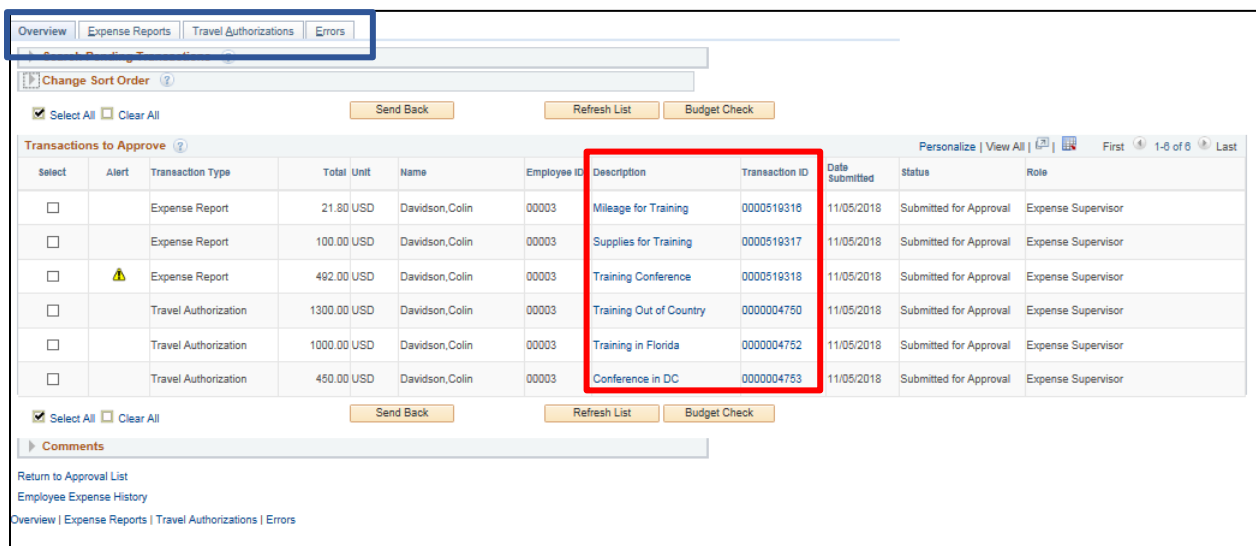
- Supervisors/Approvers are responsible for being knowledgeable of Bulletin 3.4 and department policies regarding expenses
- Expense transactions will automatically reroute to the supervisor's supervisor after 7 days
- Supervisors need to set up an alternate approver prior to extended known absences (See Set up Alternate Approver)
- Expense transactions should never be placed on hold. The transaction will need to be sent back for revision for the employee to resubmit.


#### Navigating to Transactions Pending Review and Approval

Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers can see expense transactions ready for review and approval by either using their Worklist or by navigating to the Approve Transactions page. The Worklist and Approve Transactions pages can be accessed by navigating through the menu or by selecting the **TE** tile on the Home page.

**TE Tile:** Expense Reports > Approve Transactions

**Navigator Menu Navigation:** Travel and Expenses > Approve Transactions > Approve Transactions



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00	USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	492.00	USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1300.00	USD	Davidson, Colin	00003	Training Out of Country	0000004760	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor

The Approve Transactions pages consist of an overview page of all expense transactions in an approver's queue and separate pages for expense report and travel authorization transaction types. Clicking the **Description** or **Transaction ID** link will display the transaction details. Using the Approve Transactions pages allows you to easily navigate to the next or previous transaction in your list but is limited to only expense transactions pending your approval.

**TE Tile:** Worklist

**Navigator Menu Navigation:** Worklist > Worklist

Worklist

Worklist for AGRACE: Ava Grace

Detail View

Worklist Filters  Feed

From	Date From	Work Item	Worked by Activity	Priority	Link	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_153_STATE_2018-03-11-11-05-0000004750		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_155_STATE_2018-03-11-11-05-0000004752		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_158_STATE_2018-03-11-11-05-0000004753		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	EDApproval_137_STATE_2018-03-11-11-05-00000019318		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	EDApproval_139_STATE_2018-03-11-11-05-00000019317		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	EDApproval_141_STATE_2018-03-11-11-05-00000019318		

Refresh

The Worklist displays all transactions pending approval and is not just limited to expense transactions. Clicking a [Link](#) will bring you to the applicable module's approval page and transaction details. The Worklist does not include the ability to scroll to the next or previous transactions.

VT Travel and Expenses

Overview Expense Reports Travel Authorizations Errors

Search Pending Transactions

Change Sort Order

Select All Clear All Send Back Refresh List Budget Check

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00	USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	492.00	USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1300.00	USD	Davidson, Colin	00003	Training Out of Country	0000004750	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor

Select All Clear All Send Back Refresh List Budget Check

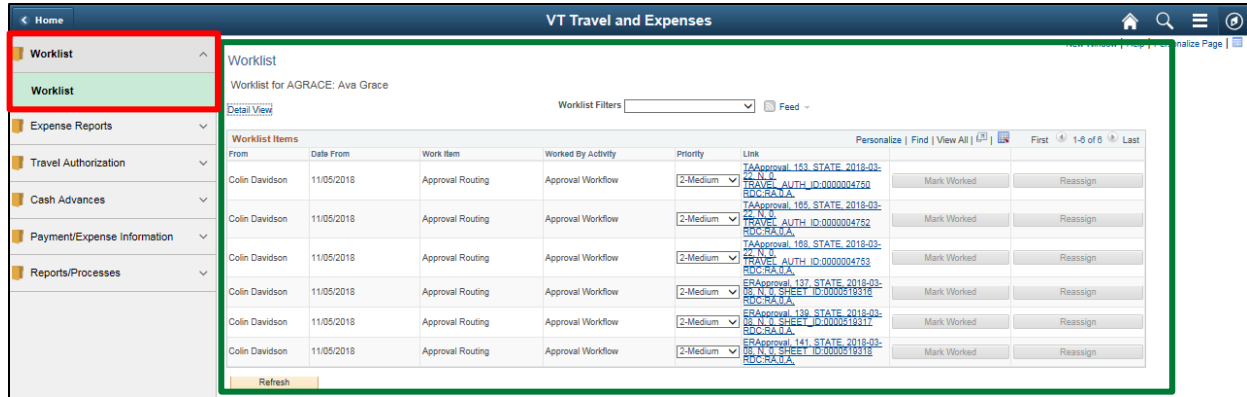
Comments

Return to Approval List

Employee Expense History

Overview Expense Reports Travel Authorizations Errors

**TE Tile:** Expense Reports or Travel Authorization > Approve Transactions



**VT Travel and Expenses**

Worklist

Worklist for AGRACE: Ava Grace

Worklist Filters [ ] Feed -

From	Date From	Work Item	Worked By Activity	Priority	Link		
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApproval_153.STATE_2018-03-24.N.A.SHEET_ID:0000004750</a>	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApproval_168.STATE_2018-03-24.N.A.SHEET_ID:0000004752</a>	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">TAApproval_168.STATE_2018-03-24.N.A.SHEET_ID:0000004753</a>	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval_137.STATE_2018-03-28.N.A.SHEET_ID:0000019316</a>	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval_139.STATE_2018-03-28.N.A.SHEET_ID:0000019317</a>	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval_141.STATE_2018-03-28.N.A.SHEET_ID:0000019318</a>	Mark Worked	Reassign

Refresh

The TE tile is a collection of links to the commonly used pages within Travel and Expenses and can be used to easily navigate within the application. The Approve Transactions page and the Worklist are included in the available links. Navigation links are grouped in folders and display on the right of the page. Clicking on a link displays the page in the work area.

## Expense Reports

### Review Expense Report

#### The Basics:

Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

As a Supervisor (Approver) it is your responsibility to review the Expense Report for accuracy and policy following Bulletin 3.4. Only if the Expense Report meets the appropriate standards is it ready for approval.

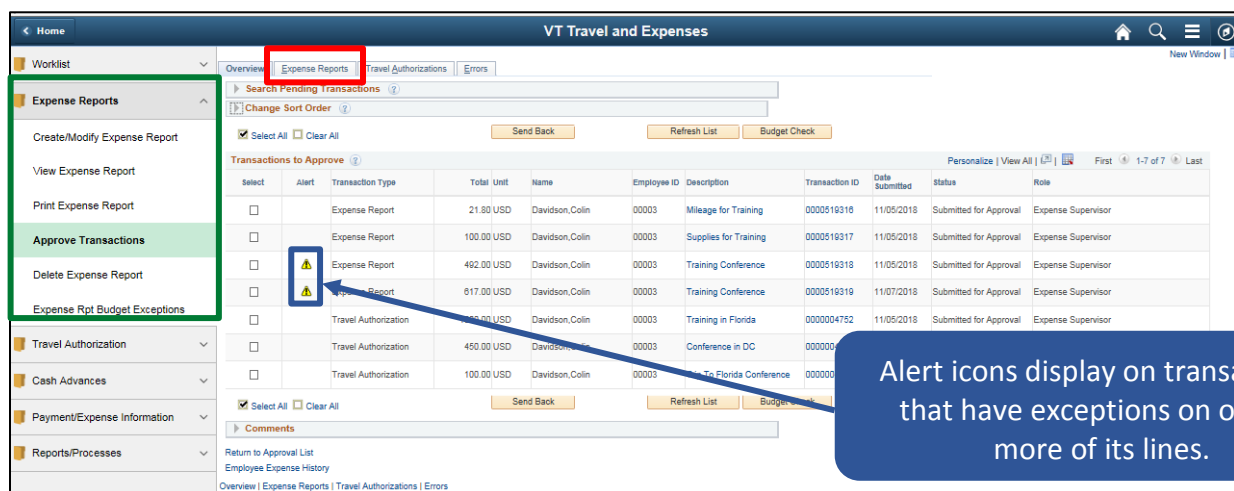
Basic questions to ask prior to approval:

1. Is there a Travel Authorization for this trip?
2. Was the Expense Report created from the Travel Authorization?
3. Was there a Cash Advance for this trip?
4. Was the Cash Advance applied to the Expense Report?
5. Are all items substantiated?
6. Are expense lines charged to the correct chartfields?
7. Are receipts attached to the expense report lines?
8. Does the report comply with Bulletin 3.4?


**Situations when this function is used:** Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers will use the Approve Transactions pages to identify expense reports pending their review and approval.

**Navigation option 1:** Home page > TE tile > Expense Reports > Approve Transactions

**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The screenshot shows the 'VT Travel and Expenses' interface. On the left, a sidebar menu has 'Approve Transactions' highlighted. The main area shows a table of transactions. A blue box highlights the 'Alert' column, and a blue arrow points to a yellow warning icon in the 'Alert' column for a transaction. A blue callout box contains the text: 'Alert icons display on transactions that have exceptions on one or more of its lines.'

select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00	USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	492.00	USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	617.00	USD	Davidson, Colin	00003	Training Conference	0000519319	11/07/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	100.00	USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000000000			
<input type="checkbox"/>		Travel Authorization	100.00	USD	Davidson, Colin	00003	Travel to Florida Conference	0000000000			

The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.

New Window |

Overview
Expense Reports
Travel Authorizations
Errors

☒ Select All
 ☐ Clear All

Transactions to Approve

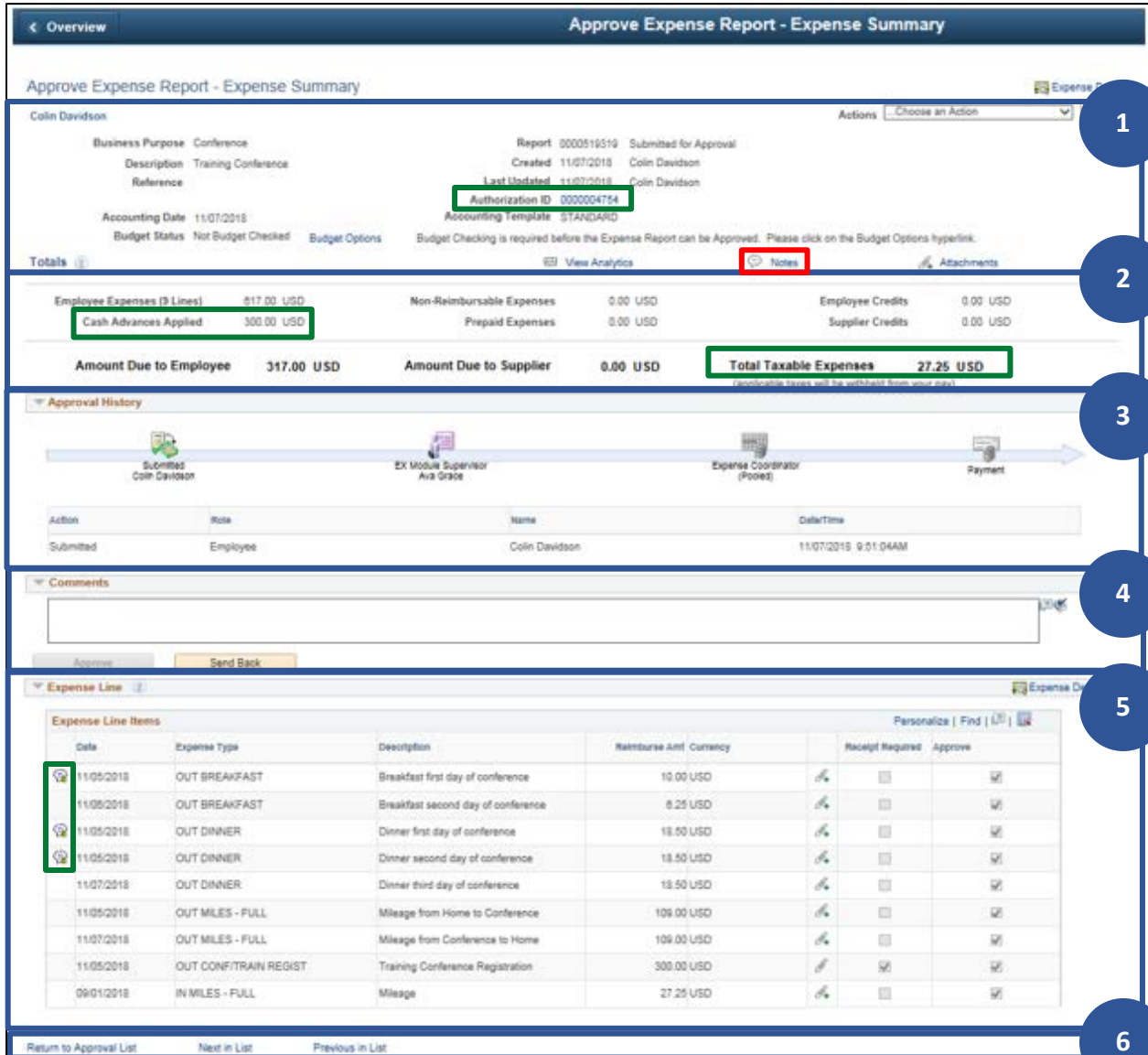
Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80	USD	Not Budget Checked	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		100.00	USD	Not Budget Checked	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		492.00	USD	Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		617.00	USD	Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519319	11/07/2018	Submitted for Approval	Expense Supervisor

☒ Select All
 ☐ Clear All

Overview | Expense Reports | Travel Authorizations | Errors

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

The Approve Expense Report – Expense Summary page displays the expense report information for review.



**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
 Description: Training Conference  
 Reference:   
 Accounting Date: 11/07/2018  
 Budget Status: Not Budget Checked  
 Budget Options: [Budget Options](#)  
 Report: 000019519 Submitted for Approval  
 Created: 11/07/2018 Colin Davidson  
 Last Updated: 11/07/2018 Colin Davidson  
 Authorization ID: [000004754](#)  
 Accounting Template: STANDARD  
 Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Totals: [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (9 Lines)	\$17.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	317.00 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	27.25 USD

Approval History

Submitted: Colin Davidson  
 EX Module Supervisor: Ava Drake  
 Expense Coordinator: (Poores)  
 Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:51:04AM

Comments

Expense Line


Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	8.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List Next in List Previous in List

The Approve Expense Report – Expense Summary page is broken down into various sections.

1. General Information includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense report.
2. The Totals section displays the expense report totals including the total Employee Expense amount, Cash Advance Applied amount, Amount Due to Employee and Total Taxable Expense amount.
3. Approval History displays the approval path for the expense report. One or more action will display and can include; Submitted, Sent Back for Revision, Withdrawn,



Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred.

4. The Comments text box is used for approval comments and are required when sending a transaction back for revision. The Approve button is disabled until the transaction has a 'Valid' Budget Status and the Send Back button is enabled.
5. The Expense Line section displays a summary of the expense lines including Expense Types, Date, Amount and line Attachments. Exceptions  icons display on transaction lines with an exception. The Receipt Required checkbox identifies lines that require an attached receipt.
6. The Return to Approval List link brings you back to the Approve Transactions page. Use the Next in List and the Previous in List links to display the next or previous expense report in your approval list.

Click the **Notes** link.

The Expense Notes page displays any comments entered by the employee on the expense report.

Expense Notes
Help

**Notes**
Personalize | Find |   First 1 of 1 Last

Notes	Name	Role	Action Date/Time
Expense for Training Conference	Colin Davidson	Employee	11/07/2018 9:44:03AM

Click the **OK** button.



The Approve Expense Report – Expense Summary page displays.

#### Approve Expense Report - Expense Summary

Colin Davidson

Report: 0000510519 Submitted for Approval

Created: 11/07/2018 Colin Davidson

Last Updated: 11/07/2018 Colin Davidson

Authorization ID: 0000004754

Accounting Date: 11/07/2018

Accounting Template: STAN/AMC

Business Purpose: Conference

Description: Training Conference

Reference:

Budget Status: Not Budget Checked

Budget Options

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

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	617.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>317.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>27.25 USD</b>

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator (Poored)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:51:04AM

Comments

Approve

Send Back

Expense Line

Expense Details

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	6.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List

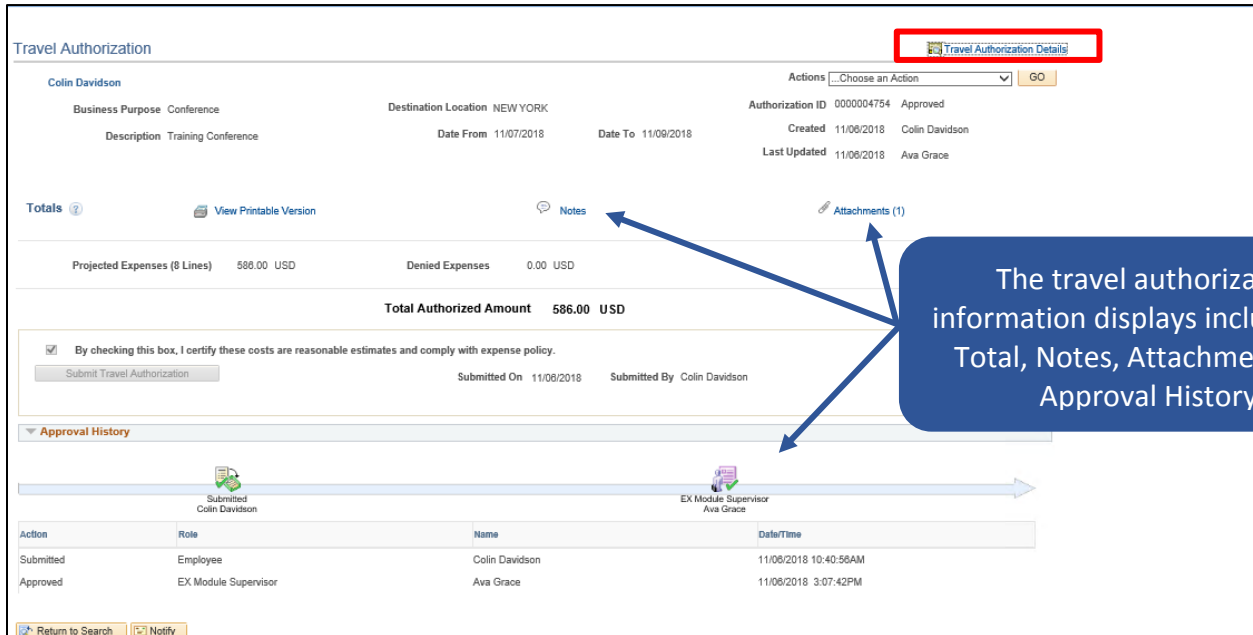
Next in List

Previous in List

Click the [Authorization ID](#) link.

Page 9 of 50

The View Travel Authorization – Summary page displays in a new window.



**Travel Authorization**

Colin Davidson

Business Purpose: Conference  
Description: Training Conference

Destination Location: NEW YORK  
Date From: 11/07/2018  
Date To: 11/09/2018

Authorization ID: 000004754  
Approved  
Created: 11/08/2018  
Last Updated: 11/08/2018

**Totals** (8 Lines) 586.00 USD  
Denied Expenses 0.00 USD  
**Total Authorized Amount 586.00 USD**

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.  
Submit Travel Authorization  
Submitted On: 11/08/2018  
Submitted By: Colin Davidson

**Approval History**

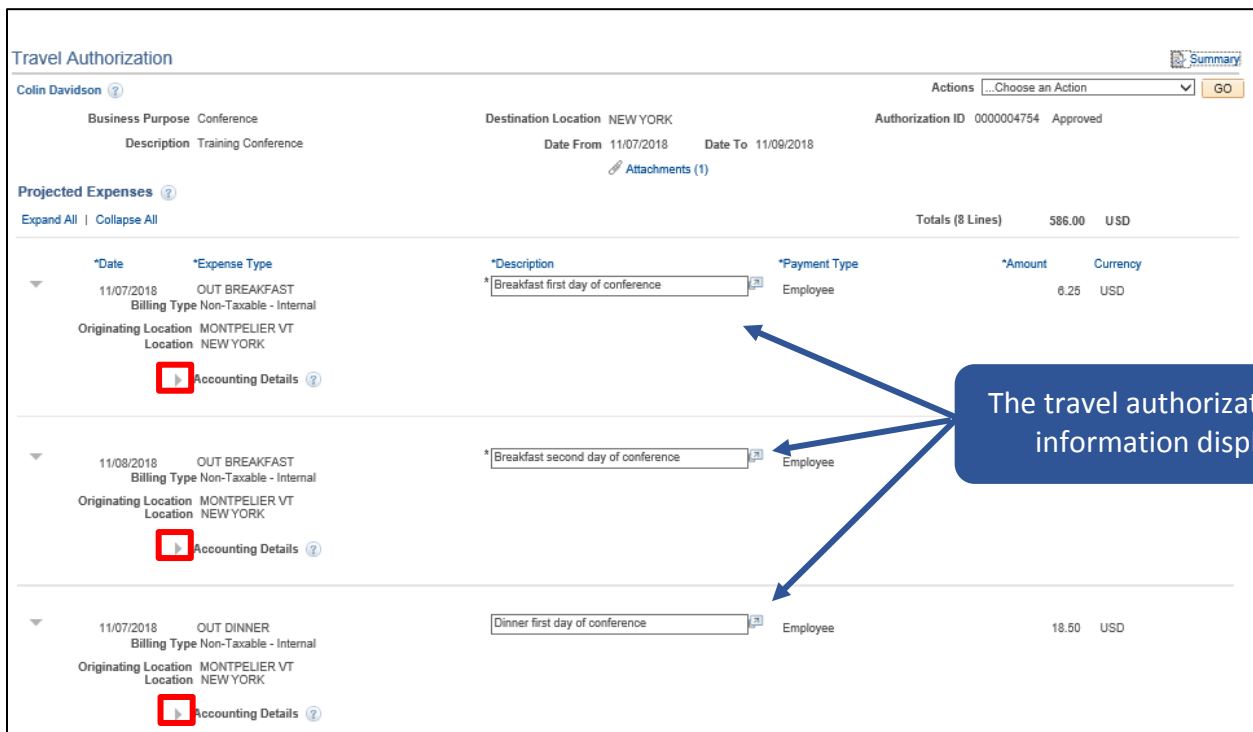
Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/08/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/08/2018 3:07:42PM

Return to Search | Notify

The travel authorization information displays including the Total, Notes, Attachments and Approval History.

Click the **Travel Authorization Details** link.

The View Travel Authorization – Details page displays.



**Travel Authorization**

Colin Davidson

Business Purpose: Conference  
Description: Training Conference

Destination Location: NEW YORK  
Date From: 11/07/2018  
Date To: 11/09/2018

Authorization ID: 000004754  
Approved

**Projected Expenses** (8 Lines) 586.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/07/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	Breakfast first day of conference	Employee	6.25	USD
11/08/2018	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	Breakfast second day of conference	Employee		
11/07/2018	OUT DINNER Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	Dinner first day of conference	Employee	18.50	USD

The travel authorization line information displays.

Click the **Expand Accounting Line** icon for each line.

The Accounting Details section expands and displays the ChartField information.

Travel Authorization
Summary

Colin Davidson

Business Purpose
Conference

Description
Training Conference

Destination Location
NEW YORK

Date From
11/07/2018
Date To
11/09/2018

Authorization ID
0000004754
Approved

Actions
Choose an Action
GO

Attachments (1)

Projected Expenses

Expand All | Collapse All

Totals (8 Lines)
586.00
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																		
11/07/2018	OUT BREAKFAST	Breakfast first day of conference	Employee	6.25	USD																		
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK																							
Accounting Details <div> Chartfields </div> <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																
11/08/2018	OUT BREAKFAST	Breakfast second day of conference	Employee	6.25	USD																		
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK																							
Accounting Details <div> Chartfields </div> <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																

Close the [View a Travel Authorization](#) window after you have reviewed the travel authorization information and return to the Approve Expense Report – Expense Summary page.

Click the drop-down arrow in the **Action** box and select **View Cash Advance**.

### Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose: Conference

Description: Training Conference

Reference:

Accounting Date: 11/07/2018

Budget Status: Not Budget Checked

[Budget Options](#)

Report: 0000519319 Submitted for Approval

Created: 11/07/2018 Colin Davidson

Last Updated: 11/07/2018 Colin Davidson

Authorization ID: 0000004754

Accounting Template: STANDARD

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

**Actions**

- Choose an Action
- Default Accounting For Report
- Export to Excel
- Use Defaults
- View Cash Advance**
- Print Expense Report

**GO**

**Totals**

Employee Expenses (9 Lines)	617.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee: 317.00 USD**

**Amount Due to Supplier: 0.00 USD**

**Total Taxable Expenses: 27.25 USD**  
(applicable taxes will be withheld from your pay)

**Approval History**

Submitted: Colin Davidson

EX Module Supervisor: Ava Grace

Expense Coordinator (Pooled):

Payment:

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:51:04AM

**Comments**

[Approve](#) [Send Back](#)

**Expense Line**

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/06/2018	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Return to Approval List](#) [Previous in List](#)

Click the **Go** button.

The Approve Expense Report – View Cash Advance page displays the advance information and amount applied to the expense report.


[Approve Expense Report](#)

[View Cash Advance](#)

Colin Davidson Report ID 0000519319

Cash Advance Information			
*Advance ID	Advance Amount	Exchange Rate	Total Applied
0000000785	300.00 USD	1.00000000	300.00 USD

Total Advance Applied	300.00 USD
Employee Expenses (9 Lines)	617.00 USD
Total Due Employee	317.00 USD

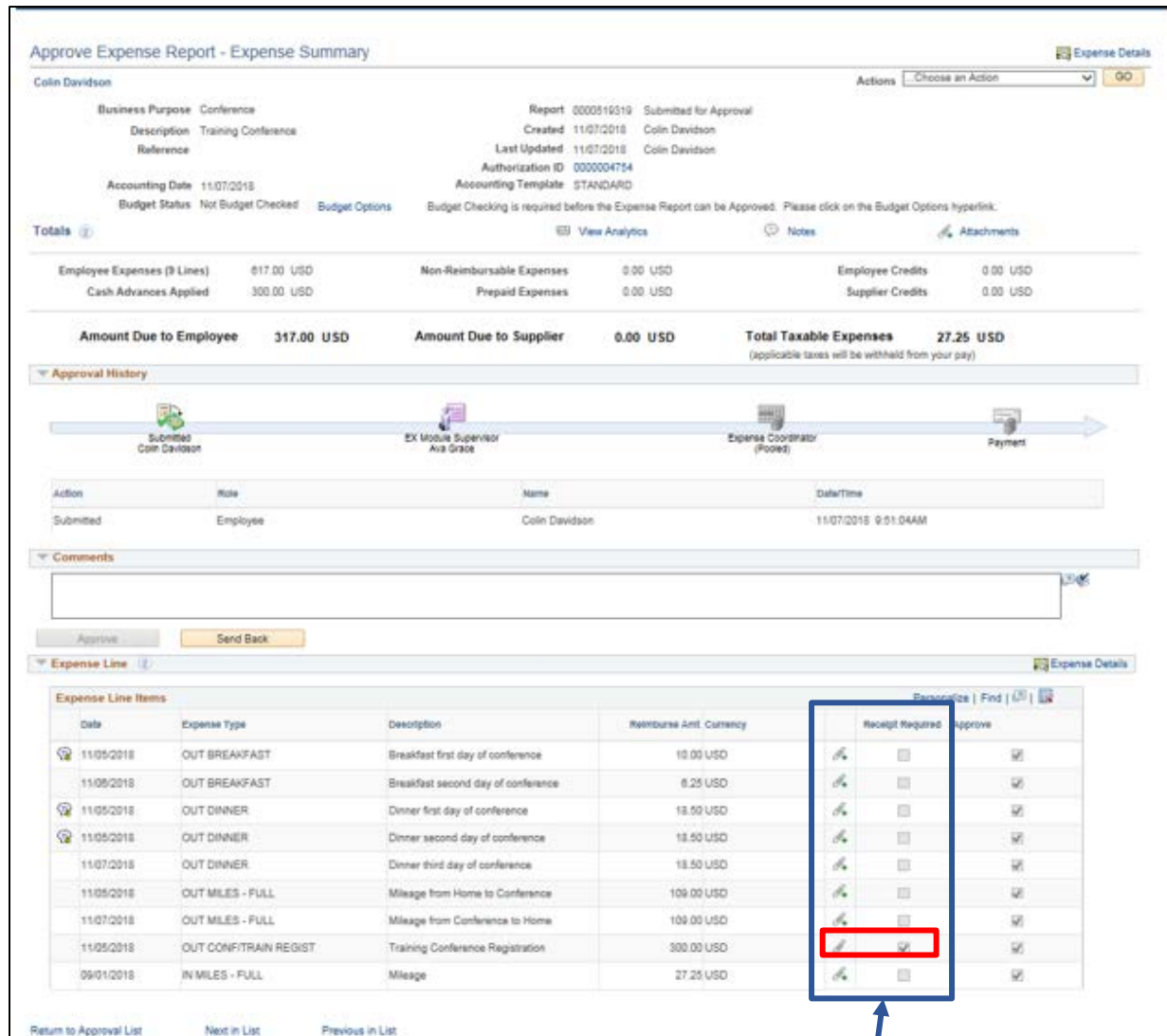


The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

If the Advance Amount is more than the Total Applied, the employee will owe the balance. The employee will adjust the applied amount to match the expense report amount when they create the expense report. The Total Due Employee amount will be \$0.00 when the advance amount exceeds the expense report.

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.



**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
 Description: Training Conference  
 Reference: Report 000019319 Submitted for Approval  
 Created: 11/07/2018 Colin Davidson  
 Last Updated: 11/07/2018 Colin Davidson  
 Authorization ID: 000004754  
 Accounting Date: 11/07/2018  
 Accounting Template: STANDARD  
 Budget Status: Not Budget Checked  
 Budget Options: Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Totals

Employee Expenses (8 Lines)	\$17.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>317.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>27.25 USD</b>

(Applicable taxes will be withheld from your pay)

**Approval History**

Submitted: Colin Davidson  
 EX Module Supervisor: Ana Grace  
 Expense Coordinator: (Pooled)  
 Payment



**Comments**

Approve Send Back

**Expense Line**

Date	Expense Type	Description	Reimburse Amt. Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	8.25 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receipts are required for most expense types but there are some exceptions such as meals, per diems and mileage. The Receipt Required checkbox will be selected when a receipt is required. Employees will attach the receipt to the expense line. The line Attachment icon will display as

 when an attachment is added to the line. The icon will display as  when there is no attachment. Expense reports should be sent back for revision if the line is flagged as Receipt Required and a receipt is not attached.



Review the Receipt Required checkbox for each expense line and verify a receipt is attached.

Click the line **Attachment**  icon.

The Expense Line Attachments page displays.

Expense Line Attachments
Help

Report ID 0000519319
Date 11/05/2018
Expense Type OUT CONF/TRAIN REGIST
Amount 300.00 USD

**Details**
Personalize | Find | View All |   First 1 of 1 Last

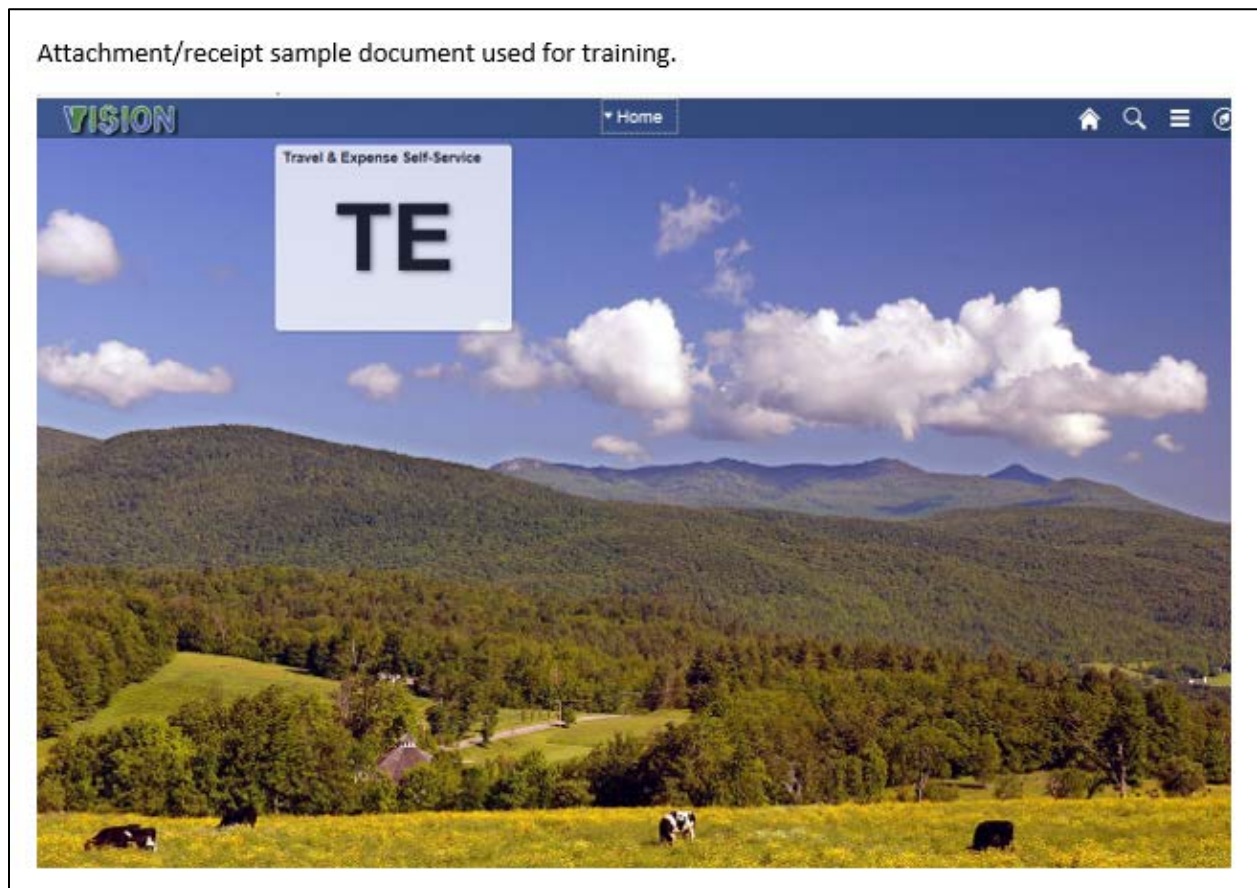
File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test Attachment.docx</a>	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK
Cancel

The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Expense Line Attachments page.



The Approve Expense Report – Expense Summary page displays.

#### Approve Expense Report - Expense Summary

[Expense Details](#)

Colin Davidson

Choose an Action
GO

Business Purpose: Conference  
Description: Training Conference  
Reference:

Report: 0000516519 Submitted for Approval  
Created: 11/07/2018 Colin Davidson  
Last Updated: 11/07/2018 Colin Davidson  
Authorization ID: 0000004754  
Accounting Template: STANDARD

Accounting Date: 11/07/2018  
Budget Status: Not Budget Checked

Budget Options

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

Totals
View Analytics
Notes
Attachments

Employee Expenses (9 Lines)	\$117.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 317.00 USD
Amount Due to Supplier: 0.00 USD
Total Taxable Expenses: 27.25 USD  
(Applicable taxes will be withheld from your pay)

Approval History

Submitted: Colin Davidson
EX Module Supervisor: Ara Grace
Expense Coordinator: (Pooled)
Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:01:04AM

Comments

Approve
Send Back

Expense Line
Expense Details

Date	Expense Type	Description	Reimburse Amt. Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	6.25 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List
Next in List
Previous in List

Click the [Expense Details](#) link.



The Approve Expense Report – Expense Details page displays.

### Approve Expense Report - Expense Details

[Summary and Approve](#)

Colin Davidson

Actions
Choose an Action
GO

Business Purpose
Conference

Description
Training Conference

Reference

Report
0000519319
Submitted for Approval

Created
11/07/2018
Colin Davidson

Last Updated
11/07/2018
Colin Davidson

Authorization ID
0000004754

Accounting Template
STANDARD

Accounting Date
11/07/2018

Expenses
View Analytics
Notes
Attachments

Expand Lines
Collapse Lines
Expand All
Collapse All

Total
617.00
USD

*Date	*Expense Type	*Description	*Amount	*Currency		Receipt Required	Approve
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	18.50	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	18.50	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	18.50	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	109.00	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	109.00	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	300.00	USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	27.25	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Expand Lines
Collapse Lines
Expand All
Collapse All

Total
617.00
USD

Click the **Expand All** link.

All of the expense lines and accounting details display. Each line detail should be reviewed for accuracy and compliance.

#### Approve Expense Report - Expense Details

[Summary and Approve](#)

Colin Davidson

Choose an Action
GO

Business Purpose: Conference  
Description: Training Conference  
Reference:  
Accounting Date: 11/07/2018

Report: 0000519319  
Created: 11/07/2018  
Last Updated: 11/07/2018  
Authorization ID: 0000004754  
Submitted for Approval: Colin Davidson  
Colin Davidson  
Accounting Template: STANDARD

Expenses
View Analytics
Notes
Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All
Total: 617.00 USD

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																				
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																				
<div> Payment Type: Employee  Billing Type: Non-Taxable - Internal  Originating Location: MONTPELIER VT  Location: NEW YORK </div> <div> Exchange Rate: 1.00000000  Base Currency Amount: 10.00 USD </div> <div> <input checked="" type="checkbox"/> Default Rate  <input type="checkbox"/> Non-Reimbursable  <input type="checkbox"/> No Receipt </div>																										
Accounting Details																										
<table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>08100</td> <td>10.00</td> <td>USD</td> <td>1.00000000</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table>							Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project	10.00	08100	10.00	USD	1.00000000	20105	8100002000	56290	Z0017	ZMVT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																	
10.00	08100	10.00	USD	1.00000000	20105	8100002000	56290	Z0017	ZMVT 000-																	

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																				
11/05/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																				
<div> Payment Type: Employee  Billing Type: Non-Taxable - Internal  Originating Location: MONTPELIER VT  Location: NEW YORK </div> <div> Exchange Rate: 1.00000000  Base Currency Amount: 6.25 USD </div> <div> <input checked="" type="checkbox"/> Default Rate  <input type="checkbox"/> Non-Reimbursable  <input type="checkbox"/> No Receipt </div>																										
Accounting Details																										
<table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>6.25</td> <td>USD</td> <td>1.00000000</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table>							Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project	6.25	08100	6.25	USD	1.00000000	20105	8100002000	56290	Z0017	ZMVT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																	
6.25	08100	6.25	USD	1.00000000	20105	8100002000	56290	Z0017	ZMVT 000-																	

Attachments can be viewed from the Expense Report Expense Detail page as well as from the Expense Report Summary page.

The Approve Expense Report - Expense Details page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with Bulletin 3.4. Transaction information is display only. If the information is inaccurate or does not comply the expense report will need to be sent back to the employee for revision.

Click the **Summary and Approve** link when you have finished verifying all of the lines for the transaction.

The Approve Expense Report – Expense Summary page displays.

### Approve Expense Report - Expense Summary

Colin Davidson

[Expense Details](#)

Business Purpose

Conference

Report

0000516319 Submitted for Approval

Description

Training Conference

Created

11/07/2018 Colin Davidson

Reference

Last Updated

11/07/2018 Colin Davidson

Accounting Date

11/07/2018

Authorization ID

0000004754

Accounting Template

STANDARD

Budget Status

Not Budget Checked

Budget Options

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

Totals

View Analytics

Notes

Attachments

Employee Expenses (8 Lines)	\$117.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

317.00 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

27.25 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Aria Grabe

Expense Coordinator

(Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:51:04AM

Comments

Approve

Send Back

Expense Line


Expense Details

Expense Line Items					Personalize   Find	
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	8.25	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50	USD		<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00	USD		<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD		<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25	USD		<input checked="" type="checkbox"/>

Return to Approval List

Next in List

Previous in List

If the expense report has any exceptions, an  icon will display.

Click the **Exceptions**  icon.

[Approve Expense Report](#)  
[View Exception Comments and Risks](#)  
 Colin Davidson Report ID 0000519319

**General Information**  
 Report Description Training Conference  
 Business Purpose Conference  
 Reference

**Exception Information**

Line	Exception	Comment
1 OUT BREAKFAST	Amount Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 4, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
4 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.
9 IN MILES - FULL	None	No exceptions associated with this line.

[Return To Expense Report](#)

Employees are required to enter an exception comment on an expense report line to explain why an amount is exceeded.

VISION defaults a comment when a duplicate line exists identifying the expense report ID, line, date and amount that is duplicated.

The View Exceptions Comments and Risks page will show all exceptions for the expense report. Below are the most common exceptions and what they mean. If you have any questions, you will need to work with your department Expense Coordinator:

**Duplicates Exist:** The system has found another expense line with the same information. The comment column lists the line and sheet for the other line that has the same information. Verification will need to be done to see if this line is valid.

**Amount Exceeded:** The amount entered for the meal is over the negotiated meal maximum amount. For more information on meal reimbursements please consult "Expenses Reimbursement" and "Meal Reimbursement" in the current Collective Bargaining Agreements, as well as Bulletin 3.4.

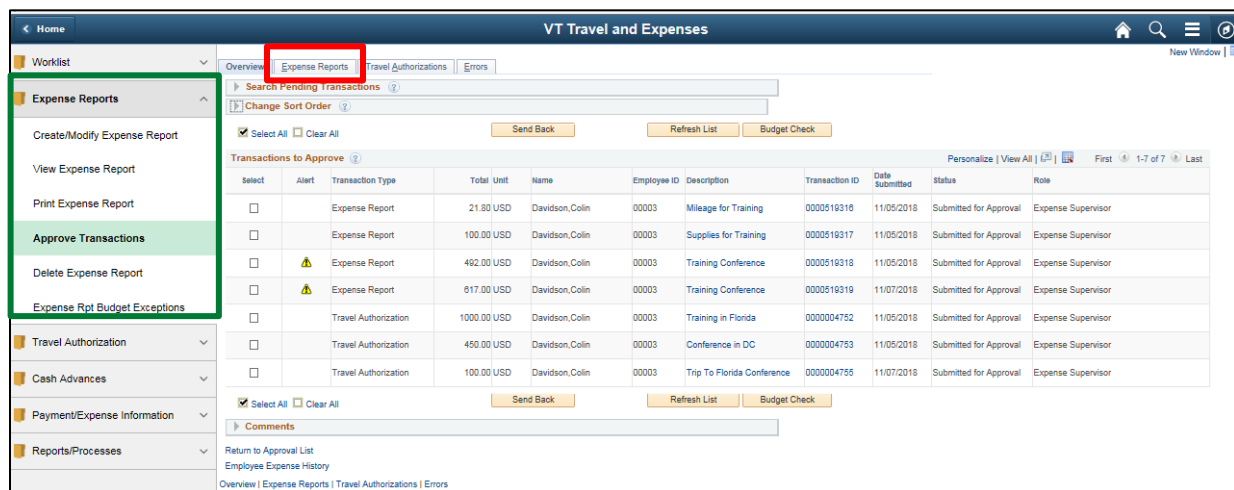
Click the [Return To Expense Report](#) link to return to the Approve Expense Report – Expense Summary page.

### Send an Expense Report back for revision

**Situations when this function is used:** The approver has reviewed the expense report and determined the transaction needs to be revised or needs to be deleted. Expense reports not in compliance or are inaccurate should be sent back for revision.

**Navigation option 1:** Home page > TE tile > Expense Reports > Approve Transactions

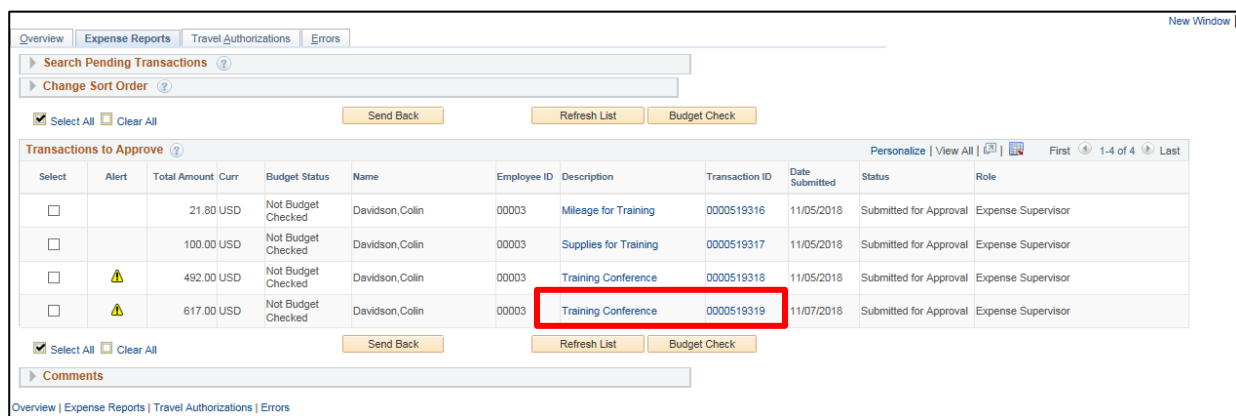
**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Not Budget Checked	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		100.00 USD		Not Budget Checked	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		492.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		617.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519319	11/07/2018	Submitted for Approval	Expense Supervisor

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.

### Approve Expense Report - Expense Summary

Colin Davidson

Actions

...Choose an Action

GO

Business Purpose

Conference

Report

0000519319

Submitted for Approval

Description

Training Conference

Created

11/07/2018

Colin Davidson

Reference

Last Updated

11/07/2018

Colin Davidson

Accounting Date

11/07/2018

Authorization ID

0000004754

Budget Status

Not Budget Checked

Budget Options

Accounting Template

STANDARD

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

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	617.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>317.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>27.25 USD</b>

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator

(Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/07/2018 9:51:04AM

Comments

Please update the amount on line 1 and remove the duplicate dinner expense.

Approve

Send Back

Expense Line

Expense Details

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/06/2018	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List

Previous in List

Enter what revisions need to be made to the expense report into the **Comments** field. To send an expense report back for revision a comment is required.

Click the **Send Back** button.

Page 22 of 50

The Approve Expense Report – Submit Confirmation page displays the expense report totals and the message: 'This report will be sent back for revision'.

Save Confirmation

Approve Expense Report  
**Submit Confirmation**

Colin Davidson
Report ID 0000519319

**Totals**

Employee Expenses (9 Lines)	617.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

**Amount Due to Employee** 317.00 USD
**Amount Due to Supplier** 0.00 USD

☒ This report will be sent back for revision.

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.

Overview
Expense Reports
Travel Authorizations
Errors

Search Pending Transactions
Change Sort Order

☒ Select All
☐ Clear All

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Not Budget Checked	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		100.00 USD		Not Budget Checked	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		492.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor

☒ Select All
☐ Clear All

Comments

Overview | Expense Reports | Travel Authorizations | Errors

The expense report no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the expense report has been sent back for revision.

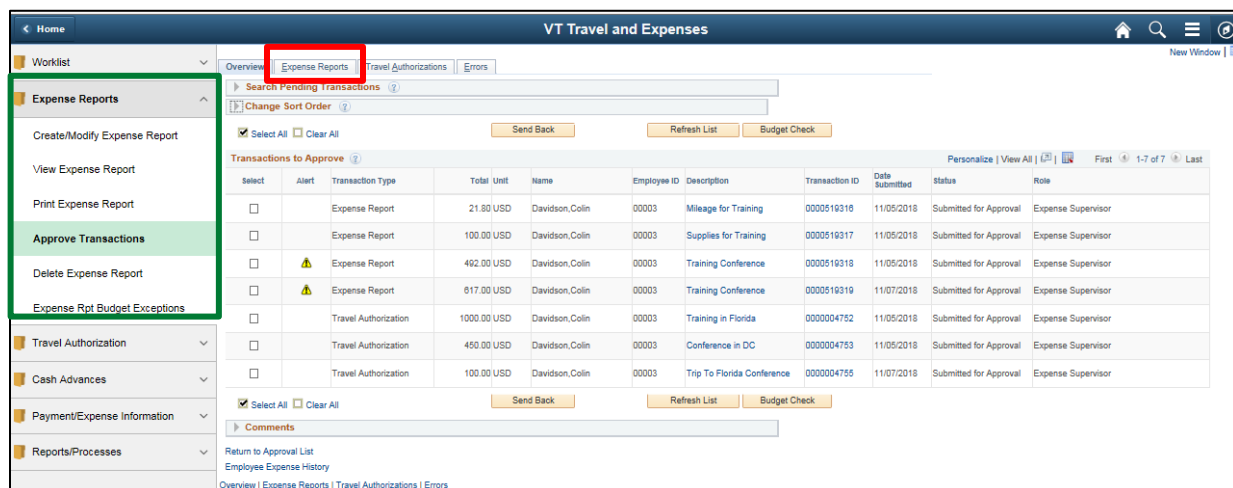
### Approve an Expense Report

**Situations when this function is used:** The expense report has been reviewed and ready to be approved.

**Note:** *If there is not an Expense Coordinator in the approval pool, an expense report will route back to the supervisor that just approved the report. In this case, the supervisor should notify the Expense Coordinator that they have received an expense report that they just approved back into their approval pool. Do not do anything with the report until you hear back from the Expense Coordinator that this issue has been resolved. Then, send the expense report back to the employee to be resubmitted. The Supervisor can approve the expense report again and it should route forward for final approval as intended.*

**Navigation option 1:** Home page > TE tile > Expense Reports > Approve Transactions

**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00	USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	462.00	USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	617.00	USD	Davidson, Colin	00003	Training Conference	0000519319	11/07/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	100.00	USD	Davidson, Colin	00003	Trip To Florida Conference	0000004755	11/07/2018	Submitted for Approval	Expense Supervisor

The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



Overview   <b>Expense Reports</b>   Travel Authorizations   Errors										
Search Pending Transactions ?										
Change Sort Order ?										
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <span>Send Back</span> <span>Refresh List</span> <span>Budget Check</span>										
Transactions to Approve ?										
Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
<input type="checkbox"/>		21.80 USD		Not Budget Checked	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval
<input type="checkbox"/>		100.00 USD		Not Budget Checked	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval
<input type="checkbox"/>	⚠	492.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval
<input type="checkbox"/>	⚠	617.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519319	11/07/2018	Submitted for Approval
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <span>Send Back</span> <span>Refresh List</span> <span>Budget Check</span>										
Comments										
Overview   Expense Reports   Travel Authorizations   Errors										

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review.

Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.

### Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose: General Expenses | Report: 0000519316 Submitted for Approval

Description: Mileage for Training | Created: 11/05/2018 Colin Davidson

Reference: | Last Updated: 11/05/2018 Colin Davidson

Accounting Date: 11/05/2018 | Accounting Template: STANDARD

Budget Status: Not Budget Checked | **Budget Options** | Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

Totals ?

Employee Expenses (1 Line)	21.80 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>21.80 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total</b>	<b>(applied)</b>

Approval History

Submitted: Colin Davidson | EX Module Supervisor: Ava Grace

Action	Role	Name
Submitted	Employee	Colin Davidson

Comments

Approve | Send Back

Expense Line ?

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
10/15/2018	IN MILES - FULL	Training	21.80 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

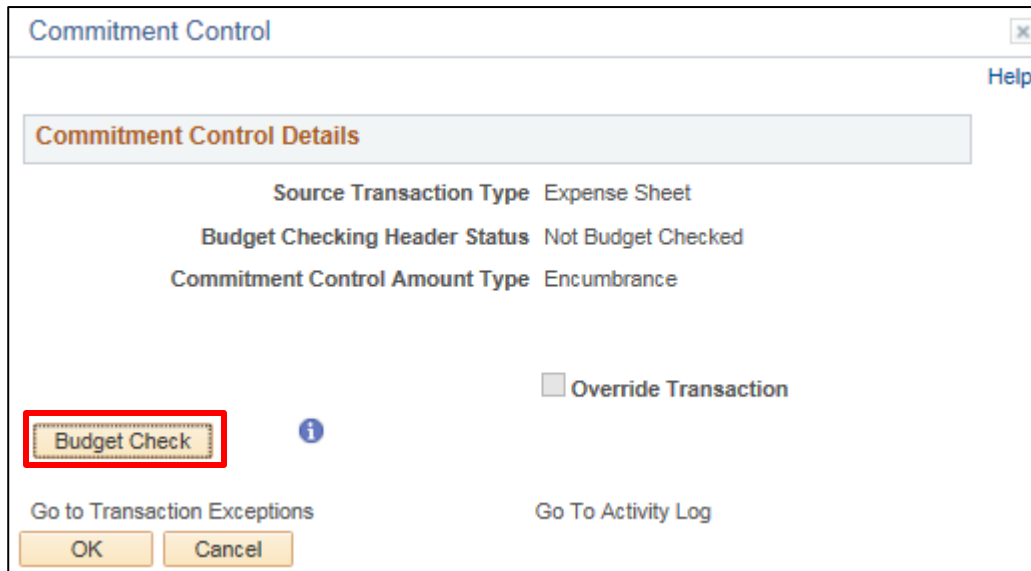
The Approve button is grayed out if the expense report does not have a 'Valid' Budget Status. If the status is in 'Error', contact your Expense Coordinator.

Expense reports with a Budget Status of 'Not Budget Checked' need to be budget checked.

NOTE: Expense transactions are budget checked in a nightly batch process or manually.

Click the **Budget Options** link.

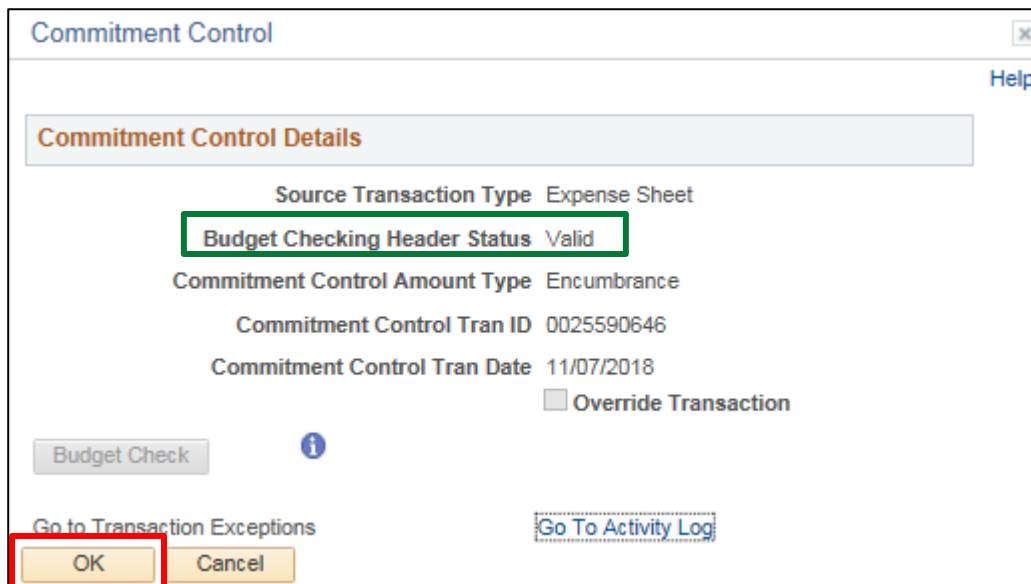
The Commitment Control page displays.



The screenshot shows the 'Commitment Control' window. It has a title bar with a close button. A 'Help' link is in the top right. Below the title bar is a section titled 'Commitment Control Details'. Inside this section, the following information is displayed: 'Source Transaction Type' is 'Expense Sheet', 'Budget Checking Header Status' is 'Not Budget Checked', and 'Commitment Control Amount Type' is 'Encumbrance'. There is an 'Override Transaction' checkbox which is currently unchecked. A 'Budget Check' button is highlighted with a red dashed border. Below the details section are two links: 'Go to Transaction Exceptions' and 'Go To Activity Log'. At the bottom are 'OK' and 'Cancel' buttons.

Click the **Budget Check** button.

The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes.



The screenshot shows the 'Commitment Control' window after the budget check process. The 'Budget Checking Header Status' is now 'Valid', which is highlighted with a green dashed border. The 'Budget Check' button is now disabled and greyed out. The 'Commitment Control Tran ID' is '0025590646' and the 'Commitment Control Tran Date' is '11/07/2018'. The 'Override Transaction' checkbox remains unchecked. The 'Go To Activity Log' link is now highlighted with a dashed border. The 'OK' button at the bottom left is highlighted with a red dashed border.

The expense report should now have a 'Valid' status. If not, contact your department Expense Coordinator to work with you on figuring out why it is in error.

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays and the Approve button is enabled.

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson Actions: ...Choose an Action GO

Business Purpose: General Expenses  
 Description: Mileage for Training  
 Reference:   
 Accounting Date: 11/05/2018  
 Budget Status: Valid

Report: 0000519316 Submitted for Approval  
 Created: 11/05/2018 Colin Davidson  
 Last Updated: 11/07/2018 Ava Grace  
 Accounting Template: STANDARD

Budget Options: Budget Checking completed. Report is ready for Approval/Posting.

Totals View Analytics Notes Attachments

Employee Expenses (1 Line)	21.80 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>21.80 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

(applicable taxes will be withheld from your pay)

**Approval History**

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/05/2018 11:00:29AM

**Comments**

Approve Send Back

**Expense Line Items** Expense Details

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
10/15/2018	IN MILES - FULL	Training	21.80 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Return to Approval List](#) [Next in List](#)

Click the **Approve** button.

The Approve Expense Report – Submit Confirmation page displays the expense report totals and the message: 'This report will be approved'.

**Save Confirmation** Help

Approve Expense Report  
 Submit Confirmation

Colin Davidson Report ID: 0000519316

Totals ?

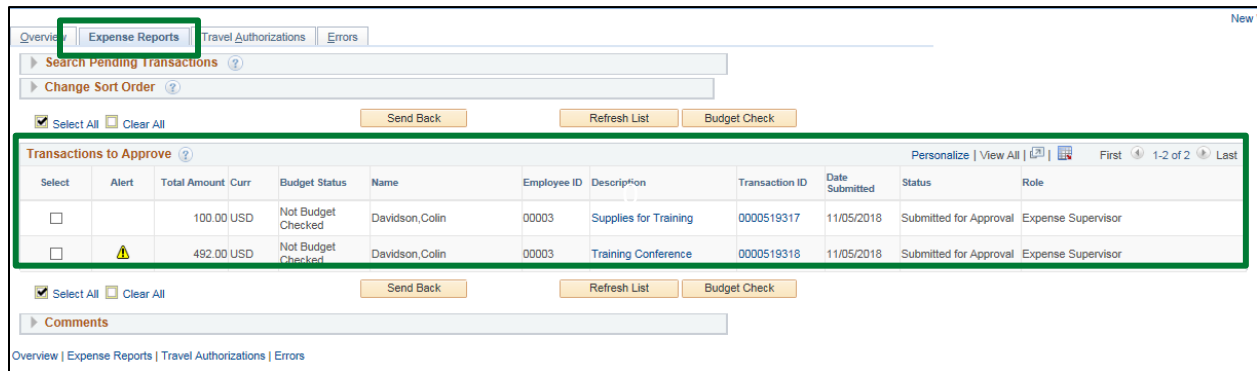
Employee Expenses (1 Line)	21.80 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>21.80 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

☒ This report will be approved.

OK Cancel

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.




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

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		100.00 USD		Not Budget Checked	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		492.00 USD		Not Budget Checked	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor

☒ Select All ☐ Clear All

Comments

Overview | Expense Reports | Travel Authorizations | Errors

The expense report no longer displays in the list of transactions to approve.

The expense report is routed to the Expense Coordinators for approval.

### Travel Authorizations

#### Review Travel Authorizations

##### The Basics:

As a Supervisor (Approver) it is your responsibility to review the Travel Authorization for accuracy and policy following Bulletin 3.4. Only if the Travel Authorization meets the appropriate standards is it ready for approval.

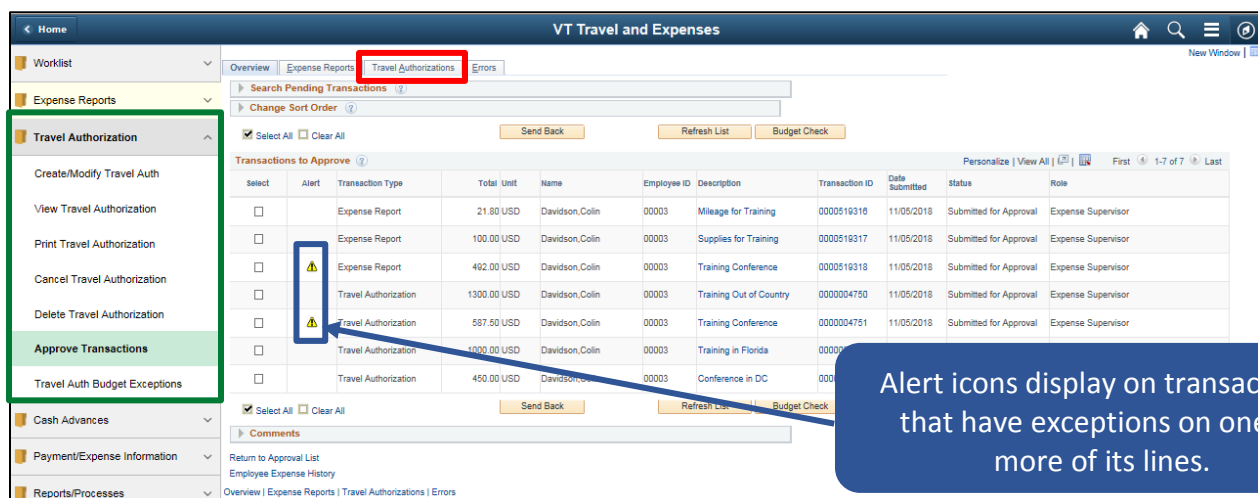
Basic questions to ask prior to approval:

1. Is the appropriate payment method being used for the expenses? Are direct supplier payments or a purchasing card being used when possible?
2. If expenses are being paid by a third party organization, did the employee fill out the Expenses to be paid by a third-party organization form located on the Finance & Management site? (Applies to any public or private, for profit or non-profit organization or individual; this form is not required if the third-party is a State or Federal government entity)
3. Are all items necessary?
4. Are expense lines charged to the correct chartfields?
5. Does the authorization comply with Bulletin 3.4?

**Situations when this function is used:** Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers will use the Approve Transactions pages to identify travel authorizations pending their review and approval.

**Navigation option 1:** Home page > TE tile > Travel Authorization > Approve Transactions

**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

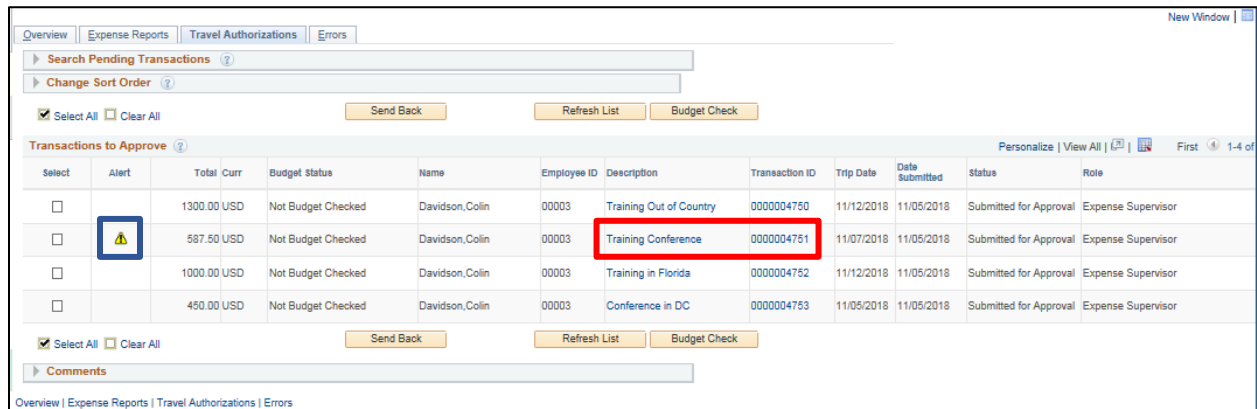



select	Alert	Transaction Type	Total	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80 USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00 USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	492.00 USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1300.00 USD	Davidson, Colin	00003	Training Out of Country	0000004750	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	587.50 USD	Davidson, Colin	00003	Training Conference	0000004751	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00 USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00 USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor

The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Travel Authorizations** tab to see all Travel Authorizations that are available to you for review.

The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.



Select	Alert	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
<input type="checkbox"/>		1300.00	USD	Not Budget Checked	Davidson, Colin	00003	Training Out of Country	0000004750	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		587.50	USD	Not Budget Checked	Davidson, Colin	00003	Training Conference	0000004751	11/07/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		1000.00	USD	Not Budget Checked	Davidson, Colin	00003	Training in Florida	0000004752	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		450.00	USD	Not Budget Checked	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	11/05/2018	Submitted for Approval	Expense Supervisor

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the travel authorization you would like to review.

The Approve Travel Authorization – Travel Authorization Summary page displays the travel authorization information for review.

< Overview

Approve Travel Authorization  
Travel Authorization Summary  
Colin Davidson [User Defaults](#)

**General Information**

Description Training Conference
Authorization ID 0000004751

Business Purpose Conference

Status Submitted for Approval

Date From 11/07/2018 To 11/09/2018
Updated on 11/05/2018 10:35:38AM
By CDAVIDSO
Attachments (1) **Notes**

Accounting Defaults
More Options [Choose an Action](#) GO

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

**Details**
Personalize | Find

Expense Type	Date	Amount	Currency	Attachments	Approve
OUT BREAKFAST	11/07/2018	8.00	USD	Attachments (1)	<input checked="" type="checkbox"/>
OUT BREAKFAST	11/08/2018	8.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	<input checked="" type="checkbox"/>

**Totals**

Total	587.50	USD
Less Non-Approved	0.00	USD
<b>Total Authorized</b>	<b>587.50</b>	<b>USD</b>

**Pending Actions**
Personalize | Find | First 1 of 1

Role	Name	Action	Date/Time
EX Module Supervisor	Grace,Ava		

**Action History**
Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Davidson,Colin	Submitted	11/05/2018 10:35:38AM


**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.  
Budget Status Not Budget Checked  
[Budget Options](#)

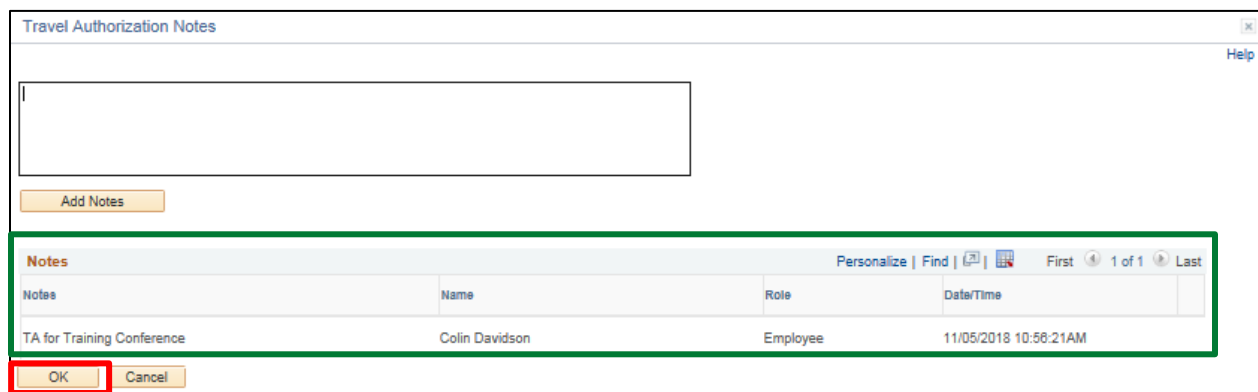
Approve Send Back

Return to Approval List Next in List Previous in List

The Approve Travel Authorization – Travel Authorization Summary page is broken down into various sections.

1. General Information includes the travel authorization's Description, Authorization ID, Business Purpose, Status, From/To dates, header Attachments, and Notes.
2. Details section displays the travel authorization lines including Expense Types, Date, Amount and line Attachments. Exceptions  icons display on transaction lines with an exception.
3. Totals section displays the travel authorization totals.
4. Pending Actions displays the current active action and Action History displays all the actions that have occurred for the transaction. One or more actions will display and can include; Submitted, Sent Back for Revision, Withdrawn, Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred.
5. Comments text box is used for approval comments and are required when sending a transaction back for revision. The Budget Status and Budget Options link display. The travel authorization must be budget checked prior to approving the transaction. The Approve button is disabled until the transaction has a 'Valid' Budget Status.
6. The Return to Approval List link brings you back to the Approve Transactions page. Use the Next in List and the Previous in List links to display the next or previous travel authorization in your approval list.

Click the **Notes** link in the General Information section.



Notes	Name	Role	Date/Time
TA for Training Conference	Colin Davidson	Employee	11/05/2018 10:56:21AM

The Travel Authorization Notes page displays any comments entered by the employee on the travel authorization.

Click the **OK** button to return to the Approve Travel Authorization – Travel Authorization Summary page.



[Approve Travel Authorization](#)

**Travel Authorization Summary**

Colin Davidson
[User Defaults](#)

**General Information**


Description	Training Conference	Authorization ID	0000004751
Business Purpose	Conference		
Status	Submitted for Approval		
Date From	11/07/2018	To	11/09/2018
Updated on	11/05/2018 10:35:38 AM	By	CDAVIDSO
	<a href="#">Attachments (1)</a>		<a href="#">Notes</a>

**Accounting Defaults**

More Options
Choose an Action
GO

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

**Details**

Expense Type	Date	Amount	Currency	Attachments	Approve
 OUT BREAKFAST	11/07/2018	8.00	USD	<a href="#">Attachments (1)</a>	<input checked="" type="checkbox"/>
OUT BREAKFAST	11/08/2018	6.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/07/2018	109.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/09/2018	109.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	<a href="#">Attachments (1)</a>	<input checked="" type="checkbox"/>

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The (#) does not display if there are no attachments.

**Totals**
**Pending Actions**

Personalize | Find |  | First 1 of 1 Last

**Action History**

Personalize | Find |  | First 1 of 1 Last

**Comments**



Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.  
Budget Status Not Budget Checked  
[Budget Options](#)


[Return to Approval List](#)
[Next in List](#)
[Previous in List](#)

Click the **Attachments (#)** link.

The Travel Auth Attachments page displays.

Travel Auth Attachments
Help

Travel Authorization ID 0000004751

Details

Personalize | Find | View All |
First 1 of 1 Last

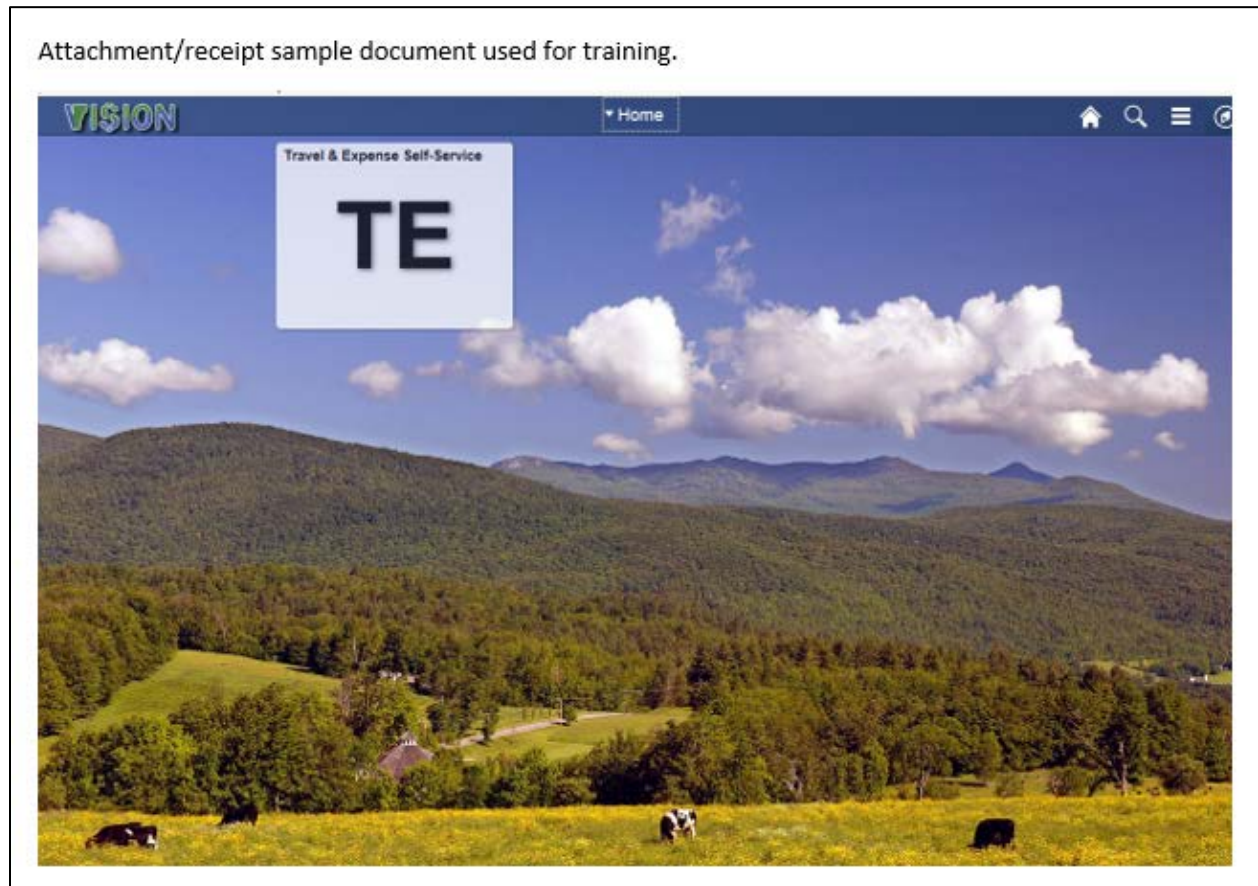
File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test_Attachment.docx</a>	Attachment for TA Header	CDAVIDSO	Colin Davidson	11/05/2018 10:34:54AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK
Cancel

The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The Approve Travel Authorization – Travel Authorization Summary page displays.

Approve Travel Authorization
[User Defaults](#)

### Travel Authorization Summary

Colin Davidson

**General Information**

Description Training Conference	Authorization ID 0000004751
Business Purpose Conference	
Status Submitted for Approval	
Date From 11/07/2018	To 11/09/2018
Updated on 11/05/2018 10:35:38AM	By CDAVIDSO
Attachments (1)	Notes

**Accounting Defaults**

More Options ...Choose an Action GO

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

**Details**

Expense Type	Date	Amount	Currency	Attachments	Approve
<span style="border: 2px solid red; padding: 2px;">OUT BREAKFAST</span>	11/07/2018	8.00	USD	Attachments (1)	<input checked="" type="checkbox"/>
OUT BREAKFAST	11/08/2018	8.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	<input checked="" type="checkbox"/>

**Totals**

Total	587.50 USD
Less Non-Approved	0.00 USD
Total Authorized	587.50 USD

**Pending Actions**
Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
EX Module Supervisor	Grace, Ava		

**Action History**
Personalize | Find | First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	11/05/2018 10:35:38AM

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status Not Budget Checked

[Budget Options](#)

Approve
Send Back

[Return to Approval List](#)
[Next in List](#)
[Previous in List](#)

Each line should be reviewed for accuracy and compliance.

Click the [Expense Type](#) link for the first line.

The Approve Travel Authorization - Expense Detail page displays.

Approve Travel Authorization

**Expense Detail for OUT BREAKFAST (Line 1)**

Colin Davidson Authorization ID 0000004751

**About This Expense**

Date 11/07/2018 [Attachments \(1\)](#)

Payment Type Employee

Expense Billing Code Non-Taxable - Internal

Originating Location MONTPELIER VT



Location NEW YORK

Description Breakfast first day of conference

Amount 8.00 USD

**Exceptions**

Exception	Comment
Authorized Amount Exceeded	Breakfast at Hotel

**Accounting Summary** Set Personalizations | Find |   First 1 of 1 Last

Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
8.00	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	

[Update Accounting Detail](#)

Previous Expense
Next Expense

[Return to Travel Authorization Summary](#)

Line attachments can be viewed from the Expense Detail page as well as from the Travel Authorization Summary page.

Use the Previous Expense button and Next Expense button to navigate between the transaction lines.

The Approve Travel Authorization - Expense Detail page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with Bulletin 3.4. Transaction information is display only. If the information is inaccurate or does not comply the travel authorization will need to be sent back to the employee for revision.

Click the **Next Expense** button to review the next line.

Click the **Return to Travel Authorization Summary** link when you have finished verifying all of the lines for the transaction.

The Approve Travel Authorization – Travel Authorization Summary page displays.

Approve Travel Authorization
Travel Authorization Summary
Colin Davidson
[User Defaults](#)


**General Information**

Description	Training Conference	Authorization ID	0000004751
Business Purpose	Conference		
Status	Submitted for Approval		
Date From	11/07/2018	To	11/09/2018
Updated on	11/05/2018 10:35:38AM	By	CDAVIDSO
	<a href="#">Attachments (1)</a>		<a href="#">Notes</a>

**Accounting Defaults**
More Options [...Choose an Action](#) [GO](#)

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

**Details**
[Personalize](#) | [Find](#) | [\[?\]](#)

Expense Type	Date	Amount	Currency	Attachments	Approve
 OUT BREAKFAST	11/07/2018	8.00	USD	<a href="#">Attachments (1)</a>	<input checked="" type="checkbox"/>
OUT BREAKFAST	11/08/2018	6.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/07/2018	109.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/09/2018	109.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	<a href="#">Attachments (1)</a>	<input checked="" type="checkbox"/>

**Totals**

Total	587.50	USD
Less Non-Approved	0.00	USD
<b>Total Authorized</b>	<b>587.50</b>	<b>USD</b>

**Pending Actions**
[Personalize](#) | [Find](#) | [\[?\]](#) | [\[?\]](#) First 1 of 1 Last

Role	Name	Action	DateTime
EX Module Supervisor	Grace,Ava		

**Action History**
[Personalize](#) | [Find](#) | [\[?\]](#) | [\[?\]](#) First 1 of 1 Last


Role	Name	Action	DateTime
Employee	Davidson,Colin	Submitted	11/05/2018 10:35:38AM

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.  
Budget Status Not Budget Checked  
[Budget Options](#)

[Approve](#) [Send Back](#)

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

If the travel authorization has any exceptions, an  icon will display next to the expense type.

Click the **Exceptions**  icon.

[Approve Travel Authorization](#)

---

**View Exception Comments and Risks**

Colin Davidson Authorization ID 0000004751

**General Information**

**Description** Training Conference

**Date From** 11/07/2018 **To** 11/09/2018

**Business Purpose** Conference

**Exceptions**

Line	Exception	Comment
1 OUT BREAKFAST	Amt Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	None	No exceptions associated with this line.
4 OUT DINNER	None	No exceptions associated with this line.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.

[Return to Travel Authorization Summary](#)

Employees are required to enter an exception comment on a travel authorization line to explain why an amount is exceeded.

The View Exceptions Comments and Risks page will show all exceptions for the travel authorization. Below is the most common exception and what it means:

**Amount Exceeded:** The amount entered for the meal is over the negotiated meal maximum amount. For more information on meal reimbursement please consult "Expenses Reimbursement" and "Mileage Reimbursement" in the current Collective Bargaining Agreements, as well as Bulletin 3.4.

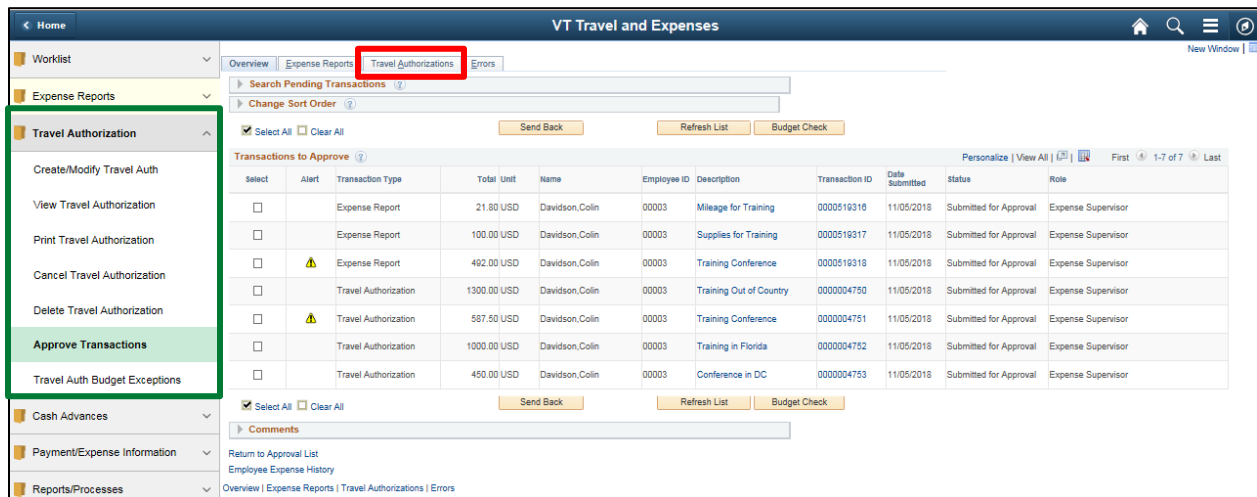
Click the Return to [Travel Authorization Summary](#) link to return to the Approve Travel Authorization – Travel Authorization Summary page.

### Send a Travel Authorization Back for Revision

**Situations when this function is used:** The approver has reviewed the travel authorization and determined the transaction needs to be revised or needs to be deleted. Travel Authorizations not in compliance with Bulletin 3.4 or are inaccurate should be sent back for revision.

**Navigation option 1:** Home page > TE tile > Expense Reports > Approve Transactions

**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

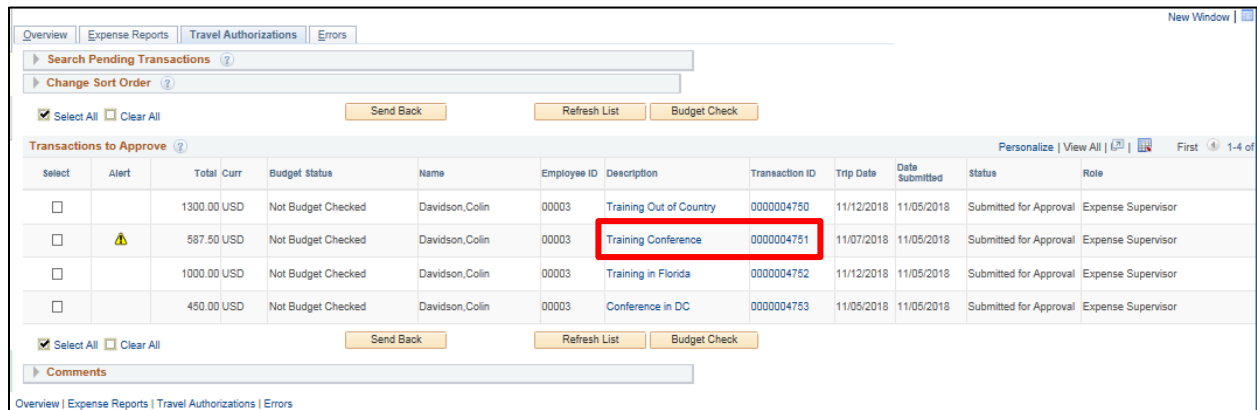


Select	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80 USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00 USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	492.00 USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1300.00 USD	Davidson, Colin	00003	Training Out of Country	0000004750	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	587.50 USD	Davidson, Colin	00003	Training Conference	0000004751	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00 USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00 USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor

The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Travel Authorizations** tab to see all Travel Authorizations that are available to you for review.

The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.



Select	Alert	Total Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
<input type="checkbox"/>		1300.00 USD	Not Budget Checked	Davidson, Colin	00003	Training Out of Country	0000004750	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		587.50 USD	Not Budget Checked	Davidson, Colin	00003	Training Conference	0000004751	11/07/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		1000.00 USD	Not Budget Checked	Davidson, Colin	00003	Training in Florida	0000004752	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		450.00 USD	Not Budget Checked	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	11/05/2018	Submitted for Approval	Expense Supervisor



## Expense Training Guide Supervisor/Approver

Select the [Description](#) or [Transaction ID](#) link to drill down into the transaction details for the travel authorization you would like to review.



Travel Authorizations are approved or sent back to the employee for revision from the Approve Travel Authorization – Travel Authorization Summary page.

Approve Travel Authorization

**Travel Authorization Summary**

Colin Davidson User Defaults

**General Information**

Description	Training Conference	Authorization ID	0000004751
Business Purpose	Conference		
Status	Submitted for Approval		
Date From	11/07/2018	To	11/09/2018
Updated on	11/05/2018 10:35:38AM	By	CDAVIDSO
	Attachments (1)	Notes	

**Accounting Defaults**

More Options ...Choose an Action GO

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

**Details** Personalize | Find |

Expense Type	Date	Amount	Currency	Attachments	Approve
OUT BREAKFAST	11/07/2018	8.00	USD	Attachments (1)	<input checked="" type="checkbox"/>
OUT BREAKFAST	11/08/2018	8.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	<input checked="" type="checkbox"/>

**Totals**

Total	587.50	USD
Less Non-Approved	0.00	USD
Total Authorized	587.50	USD

**Pending Actions** Personalize | Find |

Role	Name	Action
EX Module Supervisor	Grace,Ava	

**Action History** Personalize | Find |

Role	Name	Action	Date/Time
Employee	Davidson,Colin	Submitted	11/05/2018 10:35:38AM

**Comments**

Please update the amount on line 1.

Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.

Budget Status Not Budget Checked

Budget Options

Approve

**Send Back**

Return to Approval List    Next in List    Previous in List

1

Enter what revisions need to be made to the travel authorization into the **Comment** field. To send a travel authorization back for revision a comment is required.

2

Click the **Send Back** button.

The Approve Travel Authorization - Submit Confirmation page displays the travel authorization totals and the message: 'This report will be sent back for revision'.

Save Confirmation

Help


Approve Travel Authorization

Submit Confirmation

Colin Davidson

Authorization ID 0000004751

Travel Authorization Totals			
Total	587.50	USD	Total 587.50 USD
Less Non-Approved	0.00	USD	


This report will be sent back for revision.

OK

Cancel

Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.

Overview

Expense Reports

Travel Authorizations

Errors

Search Pending Transactions

Change Sort Order

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Select	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
<input type="checkbox"/>	1300.00	USD	Not Budget Checked	Davidson, Colin	00003	Training Out of Country	0000004750	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>	1000.00	USD	Not Budget Checked	Davidson, Colin	00003	Training in Florida	0000004752	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>	450.00	USD	Not Budget Checked	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	11/05/2018	Submitted for Approval	Expense Supervisor

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Comments

Overview | Expense Reports | Travel Authorizations | Errors

The travel authorization no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the travel authorization has been sent back for revision.

## Approve a Travel Authorization

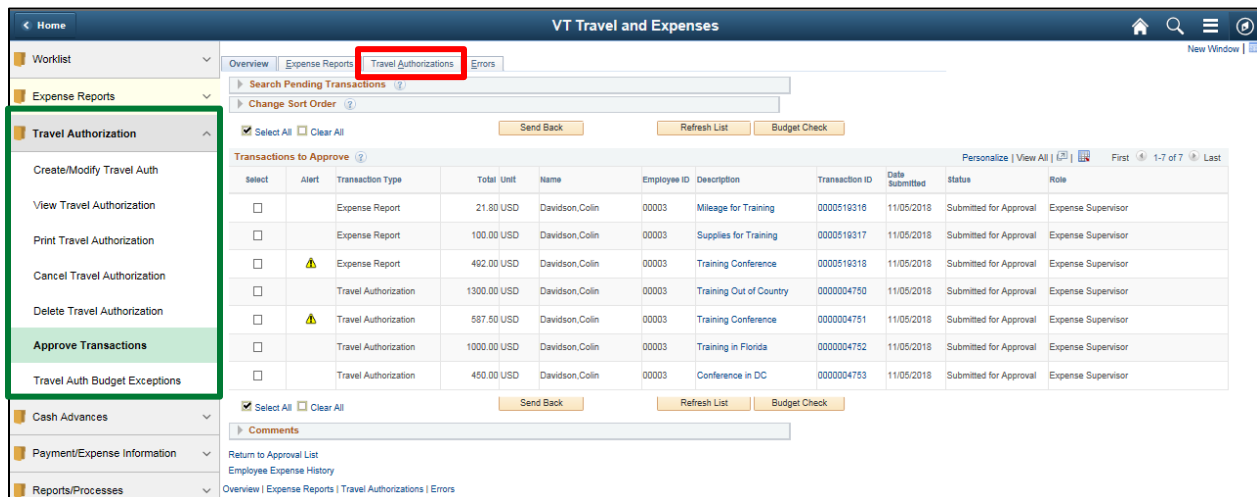
### The Basics:

1. Per Agency of Administration Bulletin 3.4 Employee Travel and Expense Policy, approval for employee overnight travel must be received prior to the trip.
2. Also, per the Bulletin, all 'Out of Country' travel must be approved by the Office of the Secretary of Administration and will automatically route there for approval.
3. As a Supervisor your responsibility to review the travel authorization for accuracy and compliance and the steps to approve the transaction are the same.

**Situations when this function is used:** The Travel Authorization has been reviewed and ready to be approved.

**Navigation option 1:** Home page > TE tile > Expense Reports > Approve Transactions

**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions



select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519316	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense Report	100.00	USD	Davidson, Colin	00003	Supplies for Training	0000519317	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>	⚠	Expense Report	492.00	USD	Davidson, Colin	00003	Training Conference	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1300.00	USD	Davidson, Colin	00003	Training Out of Country	0000004750	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>	⚠	Travel Authorization	587.50	USD	Davidson, Colin	00003	Training Conference	0000004751	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000004752	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	Submitted for Approval	Expense Supervisor

The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

Click on the **Travel Authorizations** tab to see all Travel Authorizations that are available to you for review.

The Approve Transactions – Travel Authorization page displays all the travel authorization pending your approval.

[Overview](#) | [Expense Reports](#) | [Travel Authorizations](#) | [Errors](#)

Search Pending Transactions ?

Change Sort Order ?

☒ Select All
 ☐ Clear All
 

Send Back

Refresh List

Budget Check

Transactions to Approve ?

Personalize | View All |

First 1-4 of

Select	Alert	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
<input type="checkbox"/>		1300.00	USD	Not Budget Checked	Davidson, Colin	00003	Training Out of Country	0000004750	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		587.50	USD	Not Budget Checked	Davidson, Colin	00003	Training Conference	0000004751	11/07/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		1000.00	USD	Not Budget Checked	Davidson, Colin	00003	Training in Florida	0000004752	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		450.00	USD	Not Budget Checked	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	11/05/2018	Submitted for Approval	Expense Supervisor

☒ Select All
 ☐ Clear All
 

Send Back

Refresh List

Budget Check

Comments

[Overview](#) | [Expense Reports](#) | [Travel Authorizations](#) | [Errors](#)

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the travel authorization you would like to review.

Travel Authorizations are approved or sent back to the employee for revision from the Approve Travel Authorization – Travel Authorization Summary page.

Approve Travel Authorization

**Travel Authorization Summary**

Colin Davidson [User Defaults](#)

**General Information**

Description	Training Out of Country	Authorization ID	0000004750
Business Purpose	Conference		
Status	Submitted for Approval		
Date From	11/12/2018	To	11/16/2018
Updated on	11/05/2018 10:19:32AM	By	CDAVIDSO
	<a href="#">Attachments</a>		<a href="#">Notes</a>

**Accounting Defaults** More Options ...Choose an Action GO

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

**Details** Personalize Find 🔍

Expense Type	Date	Amount	Currency	Attachments	Approve
OUT LODGING	11/12/2018	700.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT AIR TRANSP	11/12/2018	600.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>

**Totals**

Total	1,300.00	USD
Non-Approved	0.00	USD
Total Authorized	1,300.00	USD

**Employee** Davidson, Colin Submitted 11/05/2018 10:19:32AM

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click on Budget Options hyperlink.

Budget Status: Not Budget Checked

[Budget Options](#) Approve Send Back

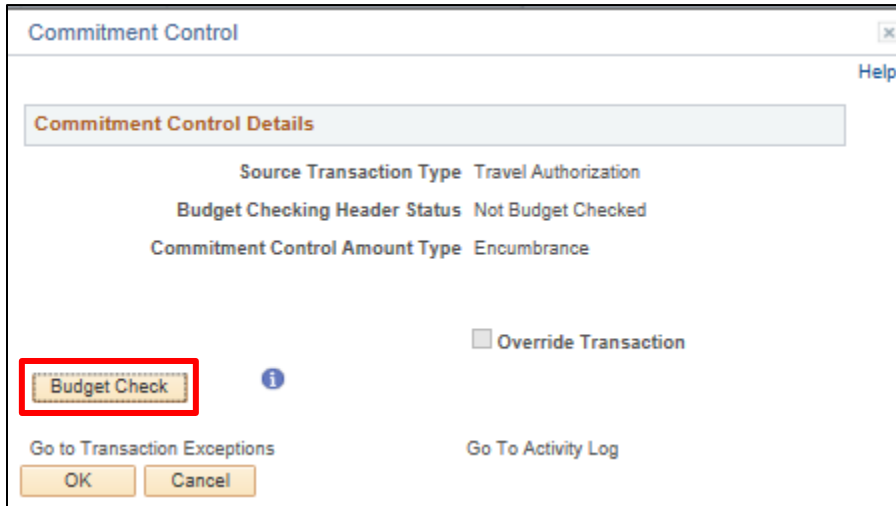
[Return to Approval List](#) Next in List

Travel Authorizations with a Budget Status of 'Not Budget Checked' need to be budget checked. NOTE: Expense transactions are budget checked in a nightly batch process or manually.

The Approve button is grayed out if the travel authorization does not have a 'Valid' Budget Status. If the status is in 'Error', contact your Expense Coordinator.

Click the **Budget Options** link.

The Commitment Control page displays.



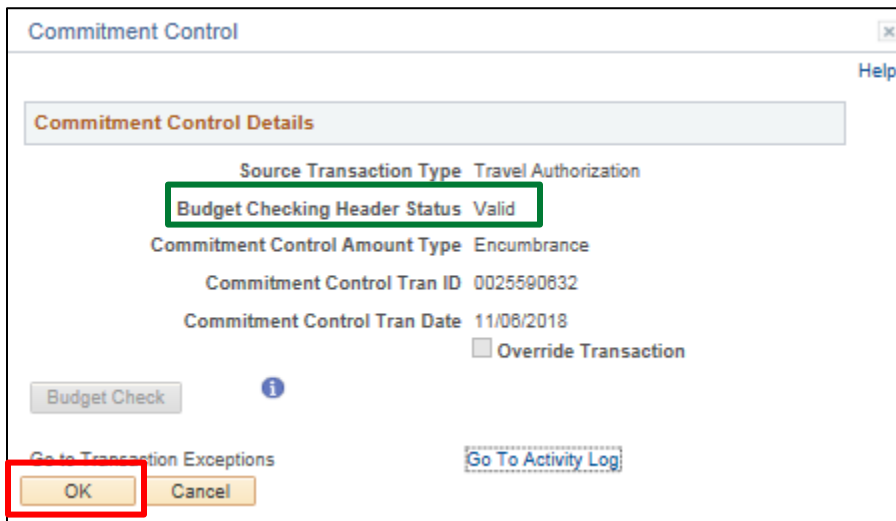
The screenshot shows the 'Commitment Control' window. The 'Commitment Control Details' section displays the following information:

Source Transaction Type	Travel Authorization
Budget Checking Header Status	Not Budget Checked
Commitment Control Amount Type	Encumbrance

Below this information, there is a checkbox for 'Override Transaction' which is currently unchecked. A red box highlights the 'Budget Check' button. At the bottom, there are buttons for 'Go to Transaction Exceptions', 'OK', 'Cancel', and 'Go To Activity Log'.

Click the **Budget Check** button.

The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes.



The screenshot shows the 'Commitment Control' window after the budget check process. The 'Budget Checking Header Status' is now 'Valid', which is highlighted with a green box. The 'Budget Check' button is now disabled (grayed out). The 'OK' button at the bottom is highlighted with a red box. The 'Go To Activity Log' link is also visible.

The travel authorization should now have a 'Valid' status. If not, contact your department Expense Coordinator to work with you on figuring out why it is in error.

Click the **OK** button.

Travel Authorization – Travel Authorization Summary page displays and the Approve button is enabled.

Approve Travel Authorization

**Travel Authorization Summary**

Colin Davidson [User Defaults](#)

**General Information**

Description	Training Out of Country	Authorization ID	0000004750
Business Purpose	Conference		
Status	Submitted for Approval		
Date From	11/12/2018	To	11/16/2018
Updated on	11/06/2018 4:12:04PM	By	AGRACE
	<a href="#">Attachments</a>		<a href="#">Notes</a>

Accounting Defaults More Options [...Choose an Action](#) [GO](#)

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

**Details** [Personalize](#) | [Find](#) | [\[?\]](#)

Expense Type	Date	Amount	Currency	Attachments	Approve
OUT LODGING	11/12/2018	700.00	USD	<a href="#">Attachments</a>	<input checked="" type="checkbox"/>
OUT AIR TRANSP	11/12/2018	600.00	USD	<a href="#">Attachments</a>	

**Totals**

Total	1,300.00	US
Less Non-Approved	0.00	US
Total Authorized	1,300.00	US

**Pending Actions**

Role	Name
EX Module Supervisor	Grace, Ava
Secretary of Admin Approver	Jones, Jimmy

**Action History** [Personalize](#) | [Find](#) | [\[?\]](#) | [First](#) | 1 of 1 | [Last](#)

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	11/05/2018 10:19:32AM

**Comments**

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status **Valid**

Budget Options

[Approve](#)
[Send Back](#)

[Return to Approval List](#)
[Next in List](#)

The Secretary of Admin Approver role displays in addition to the EX Module Supervisor in the Pending Actions section for 'Out of Country' travel authorizations that require additional approvals. For some employees, the Secretary of Admin Approver may be the only approver.

Click the **Approve** button.

The Approve Travel Authorization – Submit Confirmation page displays the travel authorization totals and the message: 'This report will be approved.'

Save Confirmation

Approve Travel Authorization

Submit Confirmation

Colin Davidson

Authorization ID 0000004750

Travel Authorization Totals

Total	1,300.00 USD	Total	1,300.00USD
Less Non-Approved	0.00 USD	Authorized	

This report will be approved.

OK

Cancel

Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.

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

Search Pending Transactions

Change Sort Order

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

Select	Total Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role
<input type="checkbox"/>	1000.00 USD	Not Budget Checked	Davidson, Colin	00003	Training in Florida	0000004752	11/12/2018	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>	450.00 USD	Not Budget Checked	Davidson, Colin	00003	Conference in DC	0000004753	11/05/2018	11/05/2018	Submitted for Approval	Expense Supervisor

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Comments

Overview | Expense Reports | Travel Authorizations | Errors

The travel authorization no longer displays in the list of transactions to approve.

When the travel authorization has been approved by the necessary approvers, the employee will receive an email notification letting them know the travel authorization has been approved.



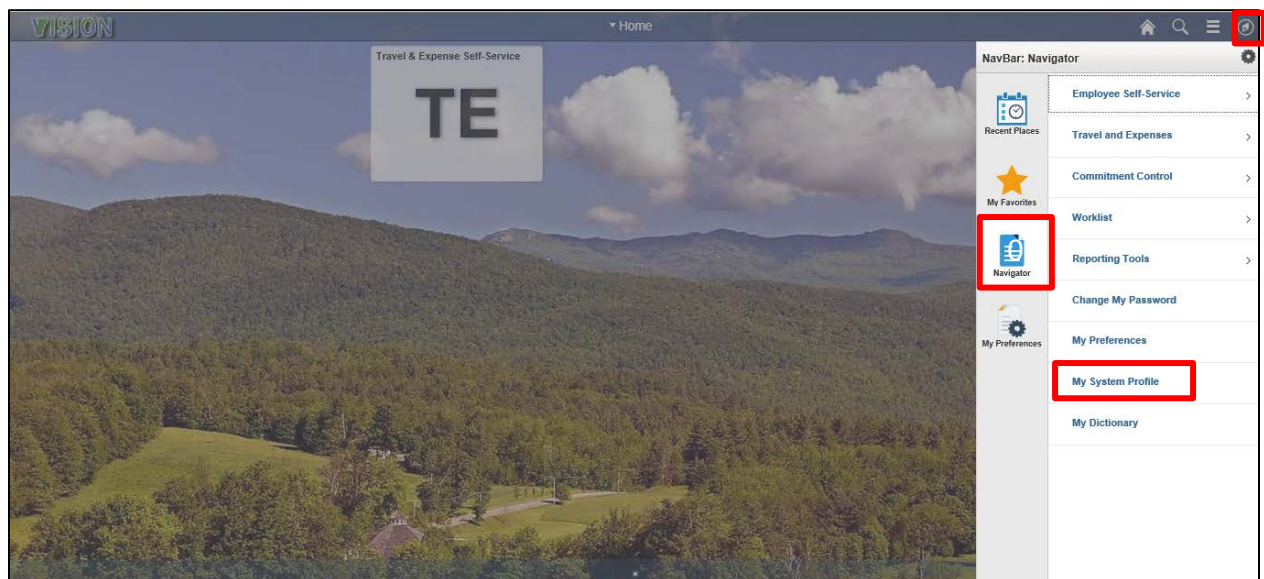
## Set up Alternate Approver

### The Basics:

- An Alternate Approver is set up by a supervisor during an extended absence. When an alternate approver is set up, only the alternate approver will have access to approve the reports for the time period designated.
- Alternate Approvers are for use **ONLY** in the case of extended absence.
- Worklists need to be clear of all pending transactions before an alternate is set up. (Designating an alternate does not re-direct transactions waiting for your review).
- Alternates are required to have Approver level security. Assigning an alternate does not grant that person security.
- The Alternate Approver should be someone in your organization who is either a peer or superior, not a subordinate.
- You will need to know the employee's VISION user ID to designate them as an alternate approver.
- Only expense transactions will be routed to the alternate approver. Workflow transactions from other modules do not route to the alternate approver.

**Situations when this function is used:** Expense Supervisors need to set up an alternate approver prior to an extended leave of absence.

**Navigation:** Navigator > My System Profile



The General Profile Information page displays.

### General Profile Information

Ava Grace

**Password**

Change password

Change or set up forgotten password help

**Personalizations**

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code:

Default Mobile Page:

**Alternate User**

If you will be temporarily unavailable, you can select an Alternate User to receive your Expense Module transactions only.

Alternate User ID: KMORSE

From Date: 11052018 (example: 12/31/2000)

To Date: 11092018 (example: 12/31/2000)

**Workflow Attributes**

☒ Email User ☒ Worklist User

Miscellaneous User Links

Email			Personalize   Find	First 1 of 1 Last
Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	vision.expctestwf@vermont.gov		

IM Information				Personalize   Find	First 1 of 1 Last
Protocol	XMPP Domain	UserID	Password		
XMPP					

**Save**

Enter the **Alternate User ID**

- Enter the VISION User ID for the employee that is going to be your alternate approver.

Enter the **From Date**

- The From Date should be the first day of your absence.

Enter the **To Date**

- The To Date should be the date before you return to work.

Click the **Save** button.