Table of Contents

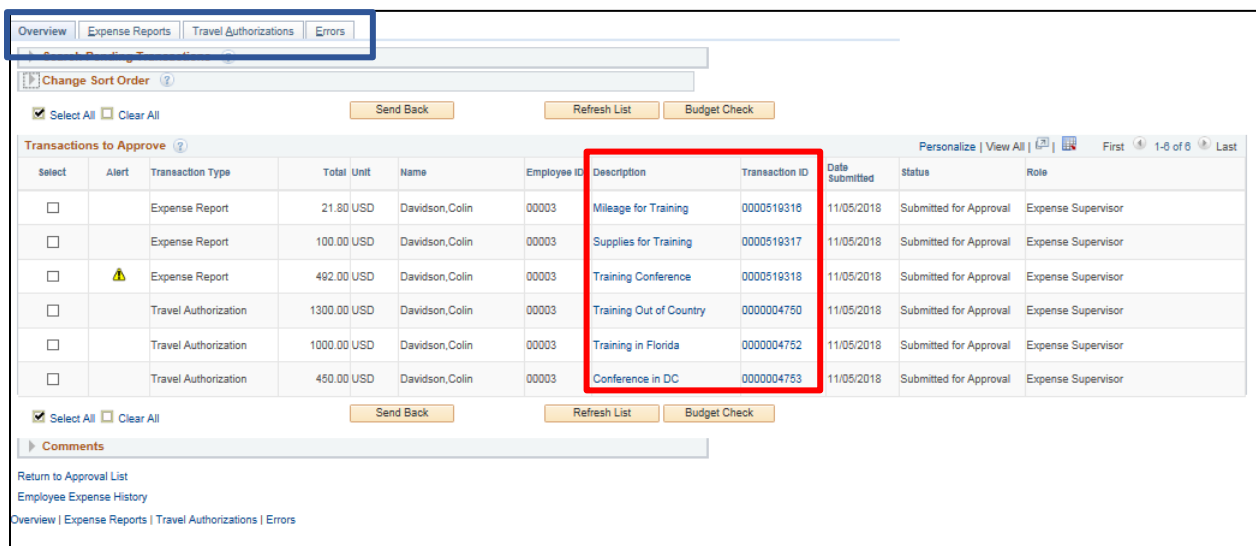## SUPERVISOR/APPROVER

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

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

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.

TE Tile: Expense Reports or Travel Authorization > Approve Transactions

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.
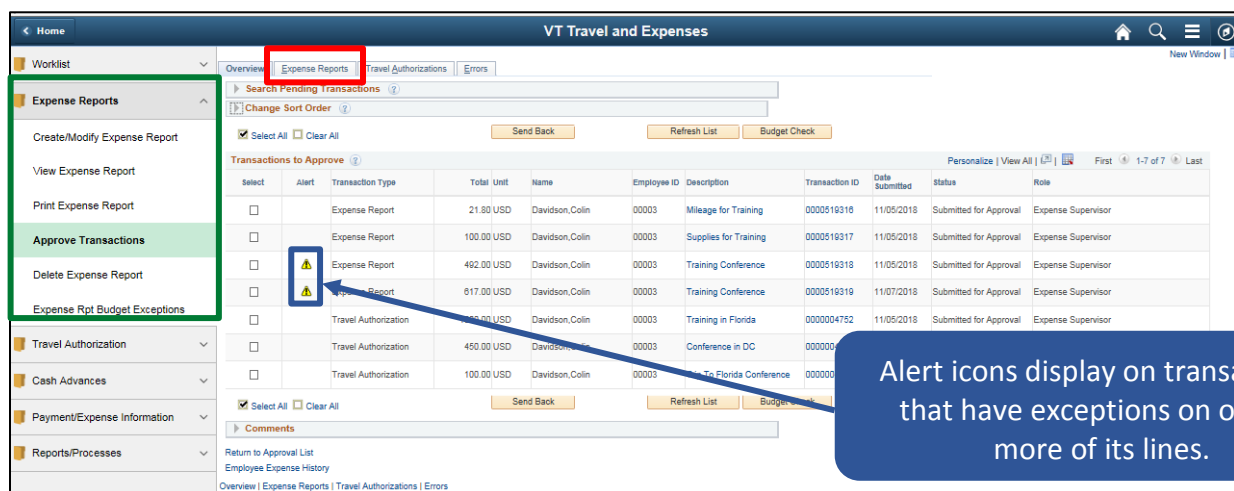
Basic questions to ask prior to approval:

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 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 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.

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

[text box]

[Add Notes]

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

[OK] [Cancel]

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.

Click the **Authorization ID** link.

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

Click the **Travel Authorization Details** link.

The View Travel Authorization – Details page displays.

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

The Accounting Details section expands and displays the ChartField information.

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**.

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

Update Totals

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

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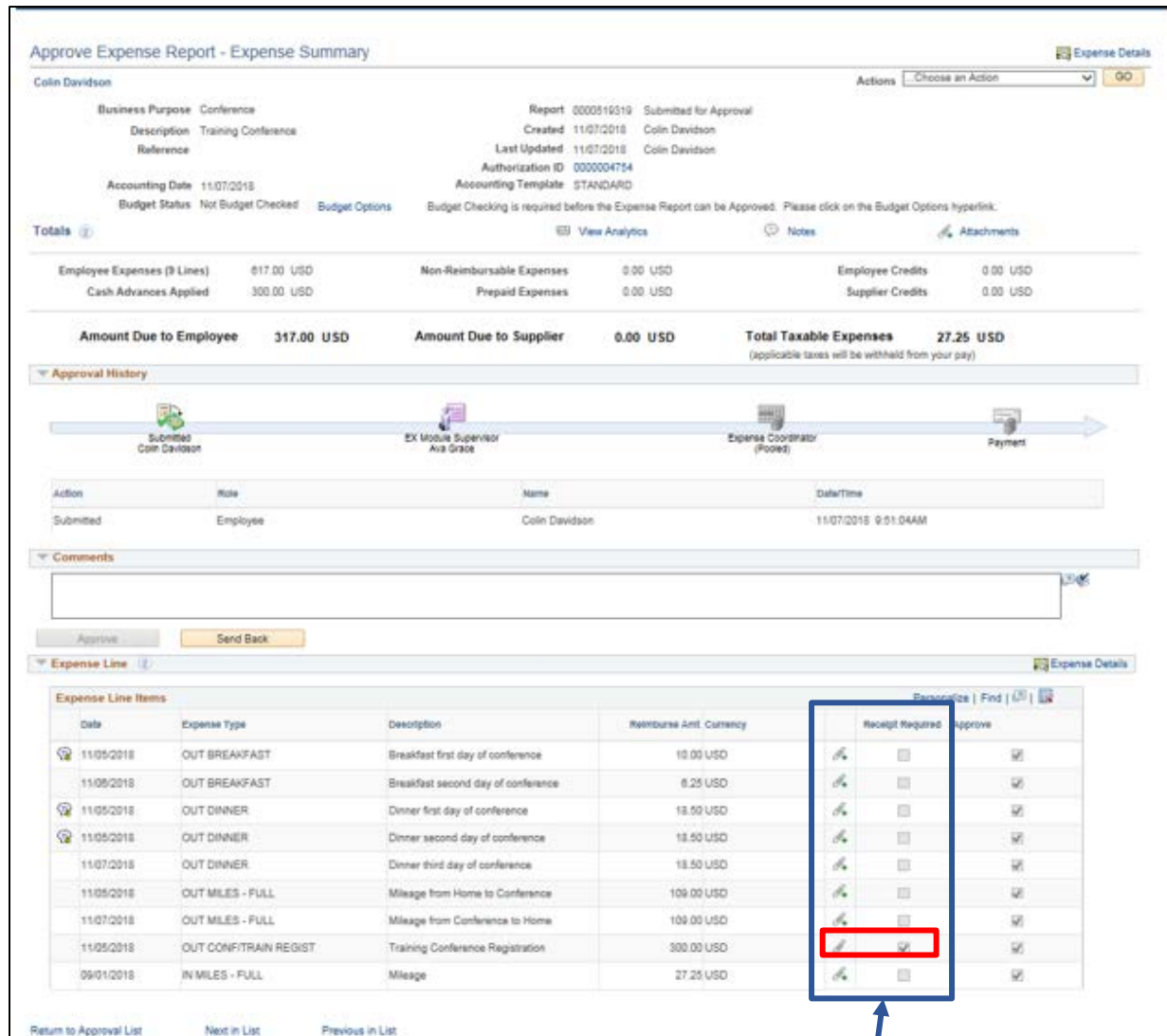
The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

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.

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.

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.

Click the **Expense Details** link.

The Approve Expense Report – Expense Details page displays.

Click the **Expand All** link.

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

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.

If the expense report has any exceptions, an ![icon] 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
7	OUT MILES - FULL	None	No exceptions associated with this
8	OUT CONF/TRAIN REGIST	None	No exceptions associated with this
9	IN MILES - FULL	None	No exceptions associated with this

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.
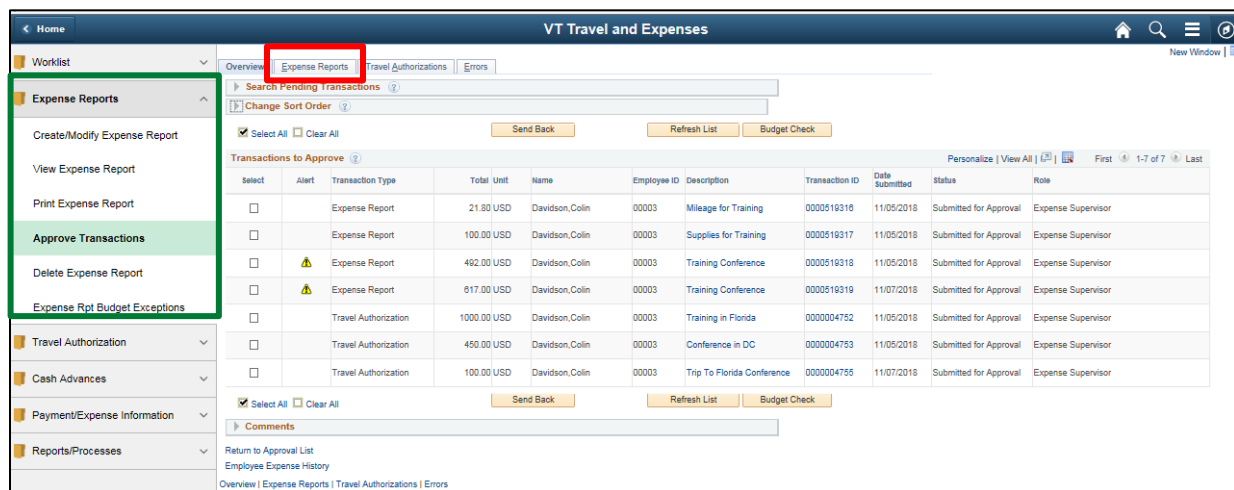
Click the **Return To Expense Report** link to return to the Approve Expense Report – Expense Summary page.

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 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.

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.

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

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.

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.
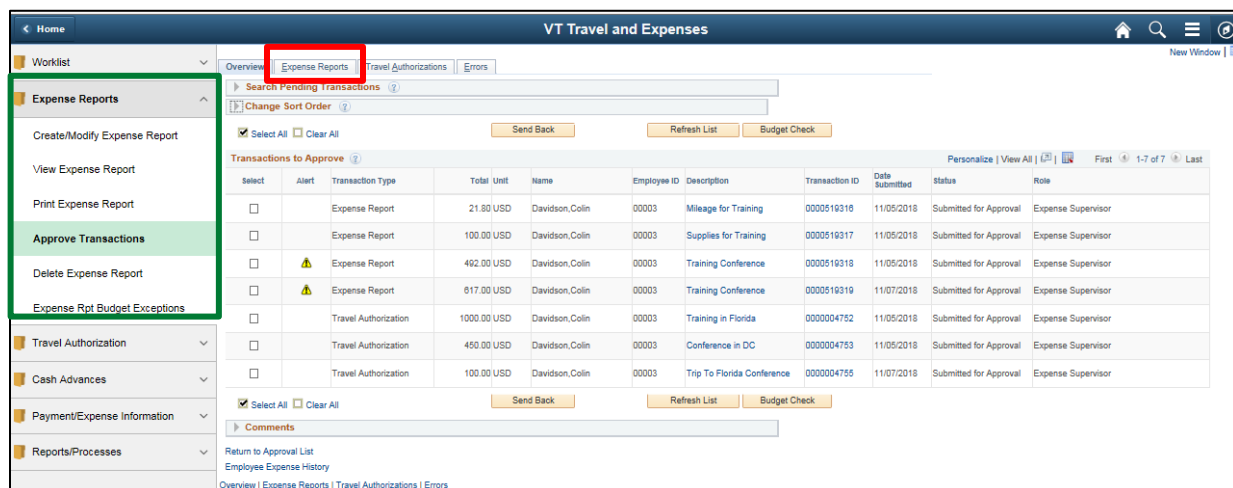
Approve an Expense Report

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

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 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.

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.

Click the **Budget Check** button.

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

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.

Click the **Approve** button.

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

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.

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.
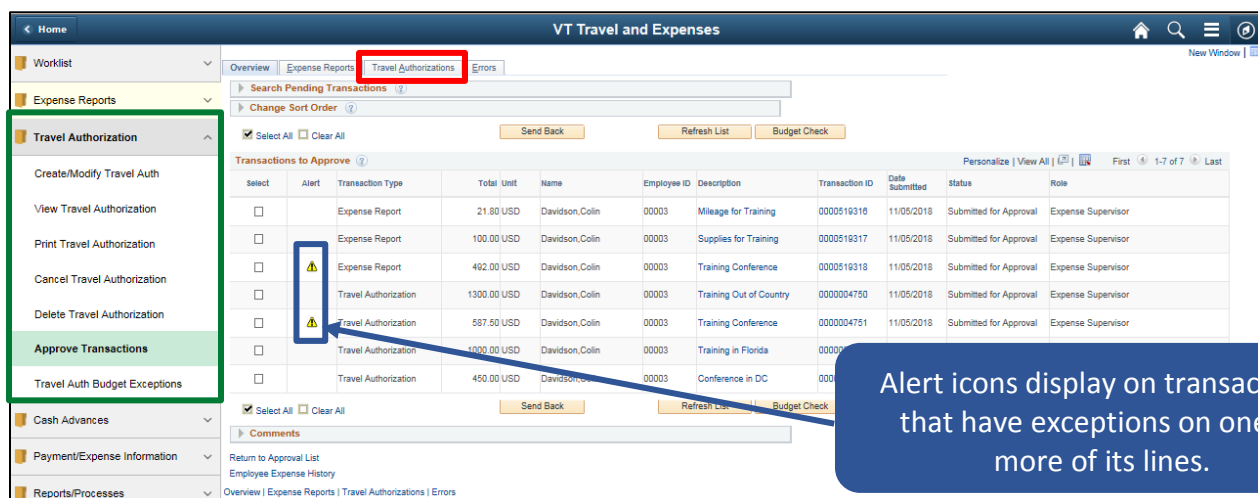
Basic questions to ask prior to approval:

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

Alert icons display on transactions that have exceptions on one or more of its lines.

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 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   1

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   By   CDAVIDSO
10:35:38AM
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   2

Expense Type	Date	Amount	Currency	Attachments	Approve	
OUT BREAKFAST	11/07/2018	8.00	USD	Attachments (1)	☑	
OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	☑	
OUT DINNER	11/07/2018	18.50	USD	Attachments	☑	
OUT DINNER	11/07/2018	18.50	USD	Attachments	☑	
OUT DINNER	11/09/2018	18.50	USD	Attachments	☑	
OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	☑	
OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	☑	
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	☑	

Totals   3

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

▼ **Pending Actions**   Personalize | Find | ☒ | 🔳   First ◄ 1 of 1   4

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**   5

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   6

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 disable 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.

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
Business Purpose	Conference
Status	Submitted for Approval
Date From	11/07/2018 To 11/09/2018

Authorization ID 0000004751

Updated on 11/05/2018   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
🔖	OUT BREAKFAST	11/07/2018	8.00	USD	Attachments (1)	☑
	OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/09/2018	18.50	USD	Attachments	☑
	OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	☑
	OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	☑
	OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	☑

> 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

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

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

The Travel Auth Attachments page displays.

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
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 [v] 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	Attachments (1)	☑
	OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/09/2018	18.50	USD	Attachments	☑
	OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	☑
	OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	☑
	OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	☑

> Each line should be reviewed for accuracy and compliance.

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.
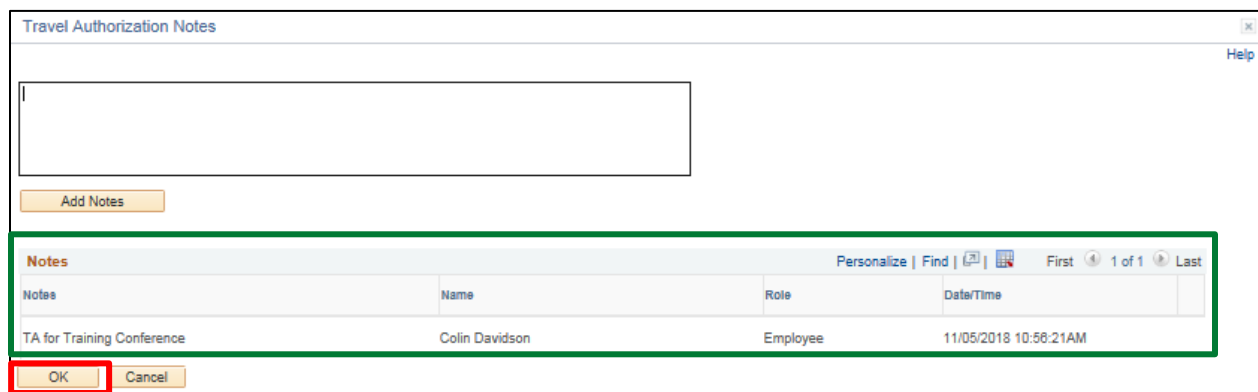   Budget Status Not Budget Checked
Budget Options

[Approve]   [Send Back]

Return to Approval List   Next in List   Previous in List

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

> 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.

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

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
			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)	☑
	OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/07/2018	18.50	USD	Attachments	☑
	OUT DINNER	11/09/2018	18.50	USD	Attachments	☑
	OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	☑
	OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	☑
	OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	☑

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

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.
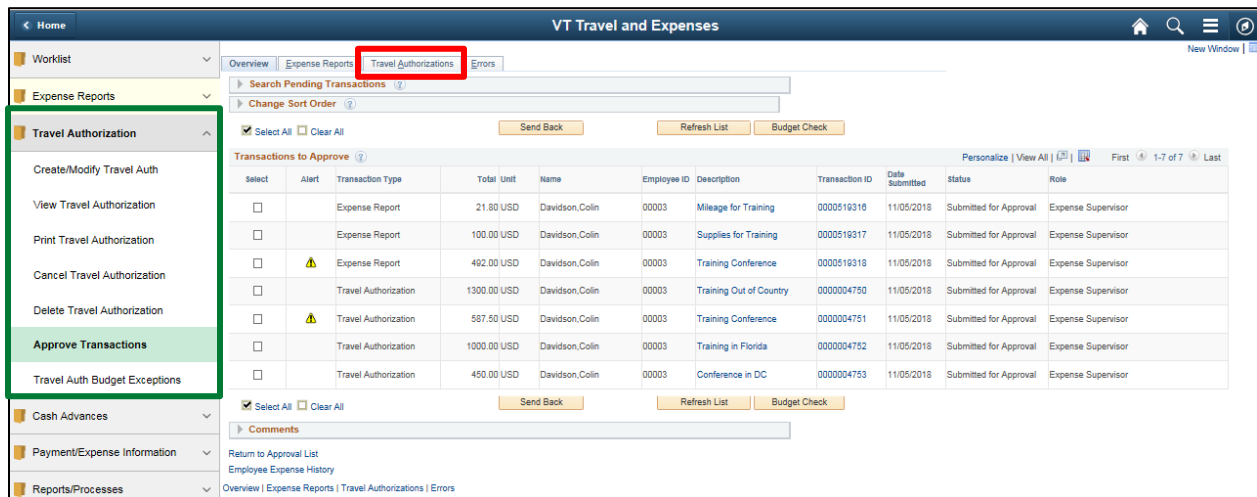
Click the Return to **Travel Authorization Summary** link to return to the Approve Travel Authorization – Travel Authorization Summary page.

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

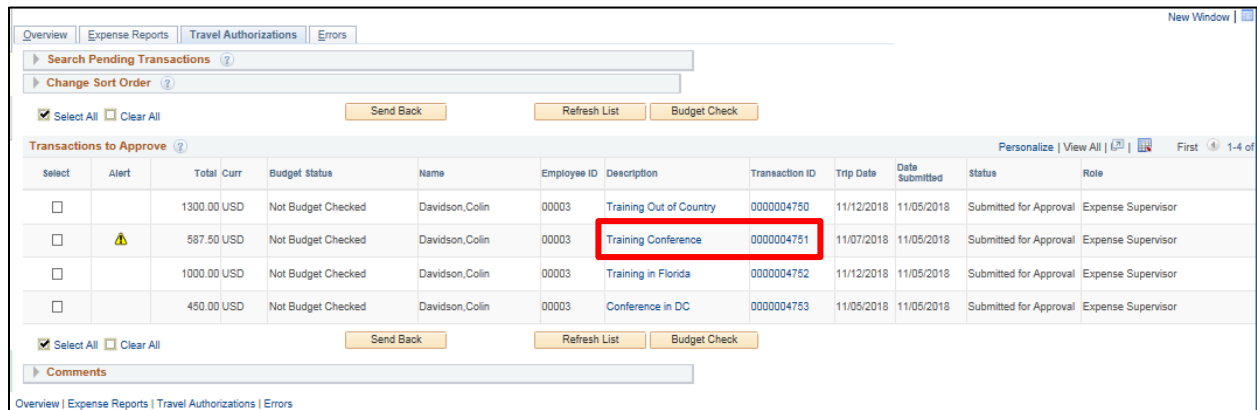**Navigation option 2:** Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

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 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   By CDAVIDSO
                                                            10:35:38AM
                                                            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)	✓
OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	✓
OUT DINNER	11/07/2018	18.50	USD	Attachments	✓
OUT DINNER	11/07/2018	18.50	USD	Attachments	✓
OUT DINNER	11/09/2018	18.50	USD	Attachments	✓
OUT MILES - FULL	11/07/2018	109.00	USD	Attachments	✓
OUT MILES - FULL	11/09/2018	109.00	USD	Attachments	✓
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	Attachments (1)	✓

Totals

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

(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.

▼ 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]

(2) Click the **Send Back** button.

Return to Approval List   Next in List   Previous in List

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

Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.

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.
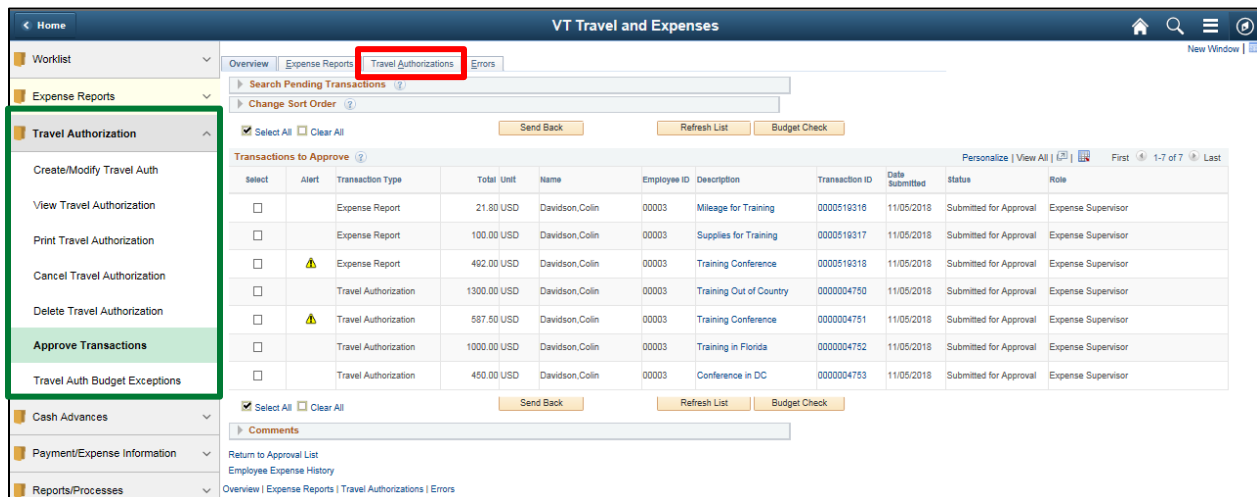
Approve a Travel Authorization

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

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 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.
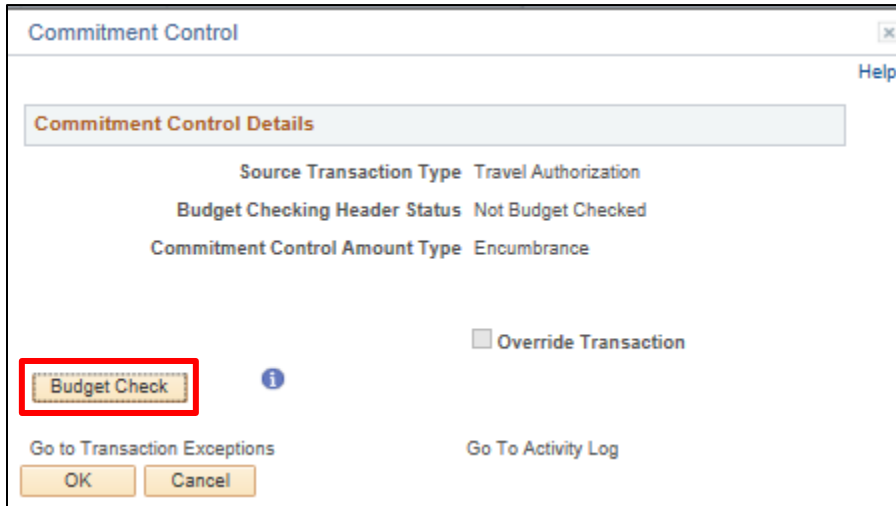

Travel Authorizations with a Budget Status of 'Not Budget Checked' need to be budget checked. NOTE: Expense transactions are budget checked in a nightly batch process or manually.

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.
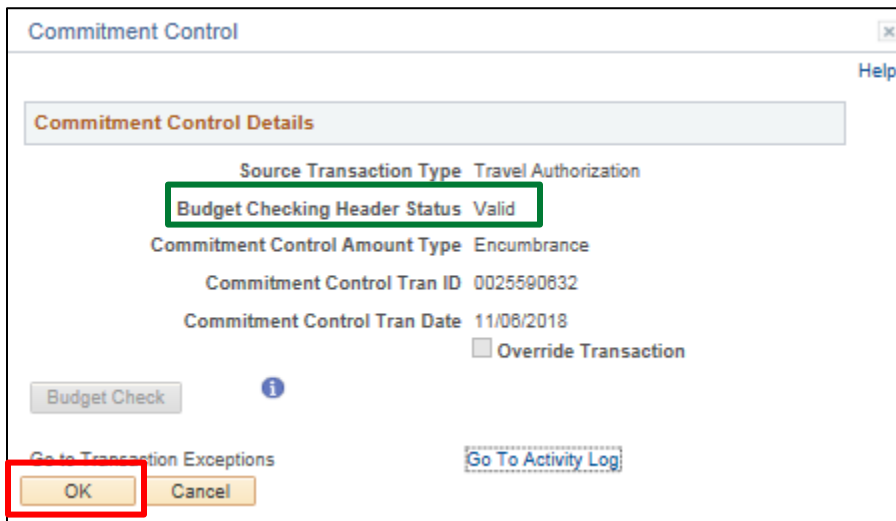
The Commitment Control page displays.

Click the **Budget Check** button.

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

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.

Click the **Approve** button.

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

Click the **OK** button.

The Approve Transactions – Travel Authorizations page displays.

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.
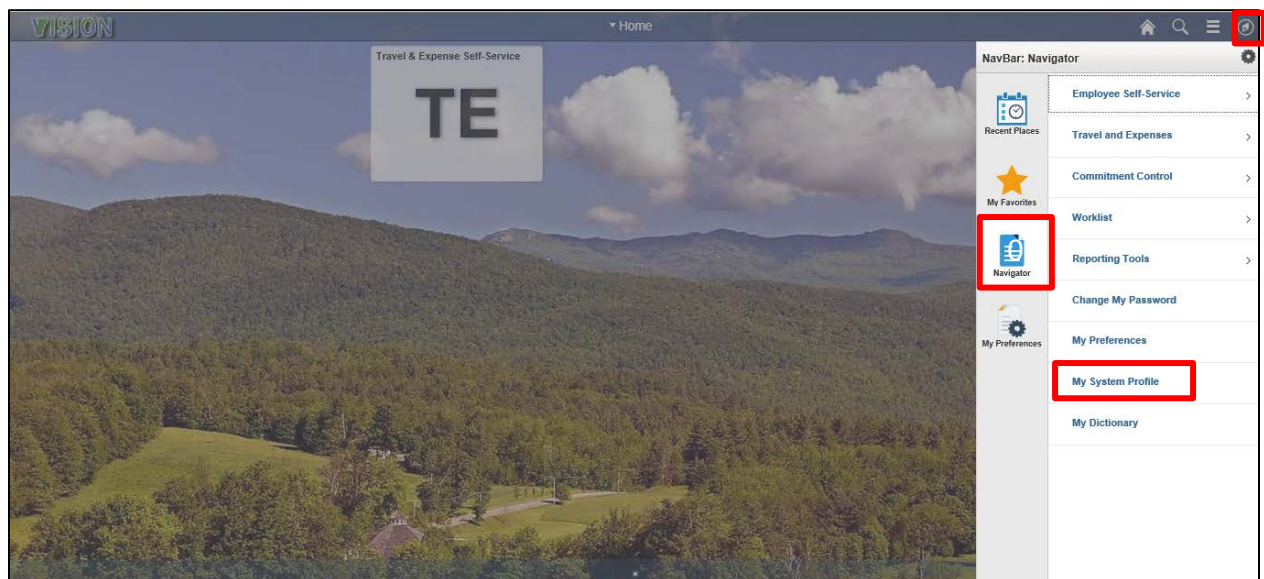
Set up Alternate Approver

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.

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.