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## 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 seven days
- Supervisors need to set up an alternate approver prior to extended known absences (see [Set up Alternate Approver](#) in this manual)
- Expense transactions should never be placed on hold. The transaction will need to be sent back for revision for the employee to resubmit

### The TE Tile

The **TE tile** on the Home page 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:

VT Travel and Expenses	
 Worklist	^
My Worklist - Summary View	
 Expense Reports	^
Create/Modify Expense Report	
View Expense Report	
Print Expense Report	
Approve Transactions	
Delete Expense Report	
Expense Rpt Budget Exceptions	
 Travel Authorization	v
 Cash Advances	v
 Payment/Expense Information	v
 Reports/Processes	v

Expanding a menu and clicking on a link displays the page in the work area:

VT Travel and Expenses	
<div>Worklist</div>	<div>Expense Report</div> <div>Add a New Value</div> <div><div>*Empl ID 6086</div><div>Add</div></div> <div>Find an Existing Value</div>
<div>Expense Reports</div>	
<div>Create/Modify Expense Report</div>	
<div>View Expense Report</div> <div>Print Expense Report</div>	

TE Tile is Complete

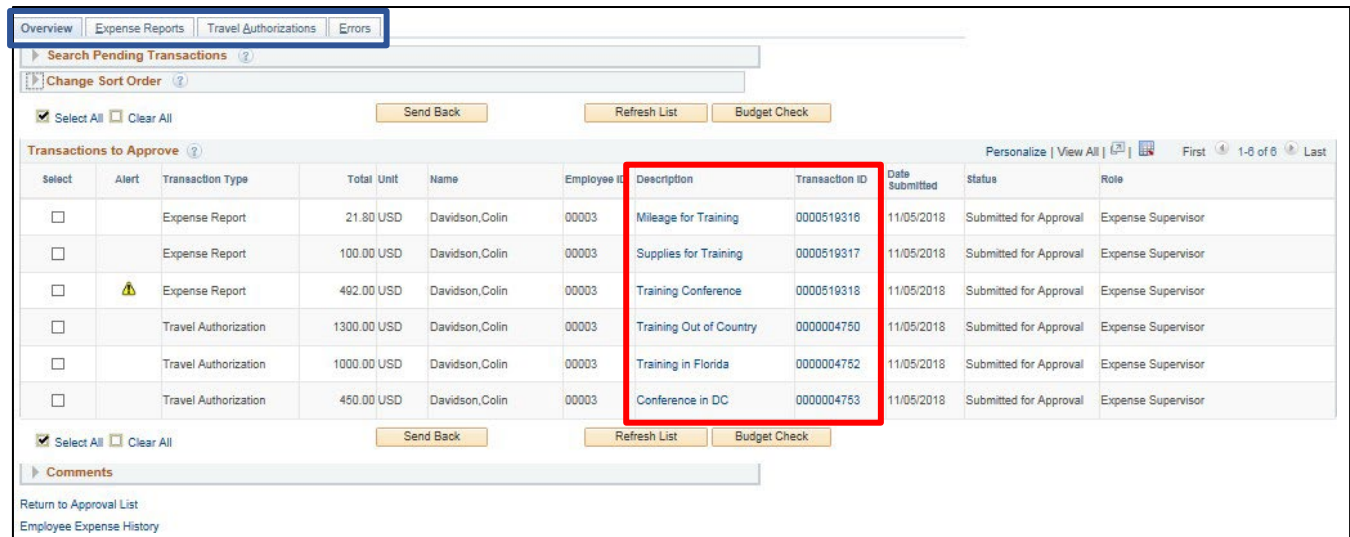
## Navigating to Transactions Pending Review and Approval


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.

**Home Page Tile navigation:** TE Tile > Expense Reports > Approve Transactions

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

The **Approve Transactions** page displays:



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

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.

**Home Page Tile navigation:** TE Tile > Worklist

**Navigator Menu navigation:** Worklist > Worklist

The **Worklist** displays:

Worklist

Worklist for AGRACE: Ava Grace

[Detail View](#) Worklist Filters

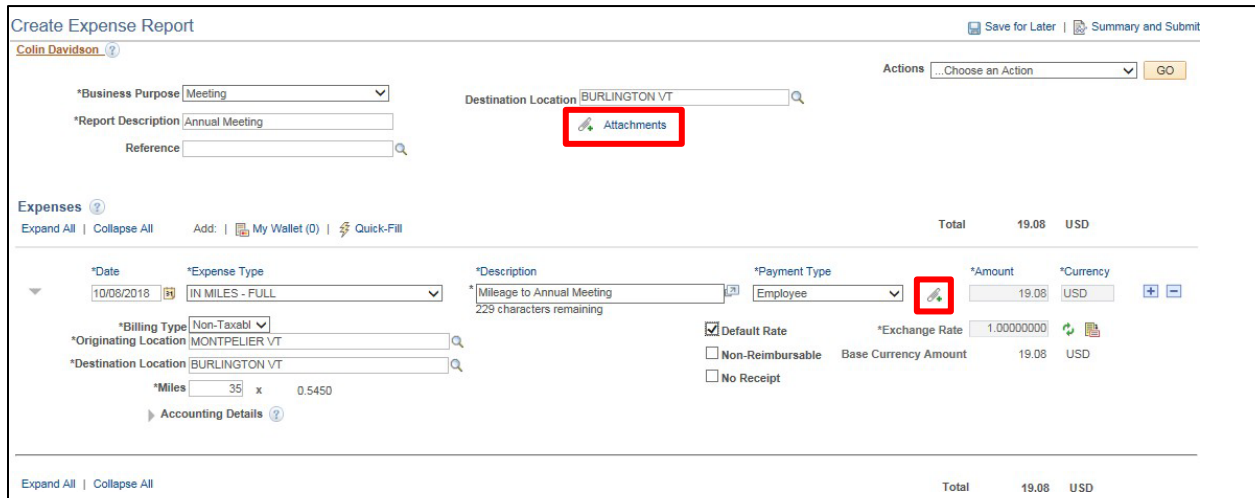
From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval 163, STATE, 2018-03- 44, N.O. TRAVEL AUTH ID:0000004750 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval 165, STATE, 2018-03- 44, N.O. TRAVEL AUTH ID:0000004752 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval 168, STATE, 2018-03- 44, N.O. TRAVEL AUTH ID:0000004753 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 137, STATE, 2018-03- 08, N.O. SHEET ID:0000519316 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 139, STATE, 2018-03- 08, N.O. SHEET ID:0000519317 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 141, STATE, 2018-03- 08, N.O. SHEET ID:0000519318 RDCRA 0 A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

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.

## Adding Attachments

**Note:** You may add attachments to both Travel Authorizations and Expense Reports **BEFORE** you approve them.

Attachments can be added to the expense report at the header or on the expense line. Attachments that relate to the entire document should be added at the header level. Documents that relate to a specific expense should be added on the line.



**Create Expense Report** Save for Later Summary and Submit

Colin Davidson ?

\*Business Purpose: Meeting  
 \*Report Description: Annual Meeting  
 Reference:

Destination Location: BURLINGTON VT

Actions: Choose an Action GO

**Expenses** ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD


\*Billing Type: Non-Taxabl  
 \*Originating Location: MONTPELIER VT  
 \*Destination Location: BURLINGTON VT  
 \*Miles: 35 x 0.5450

\*Exchange Rate: 1.00000000  
 Base Currency Amount: 19.08 USD

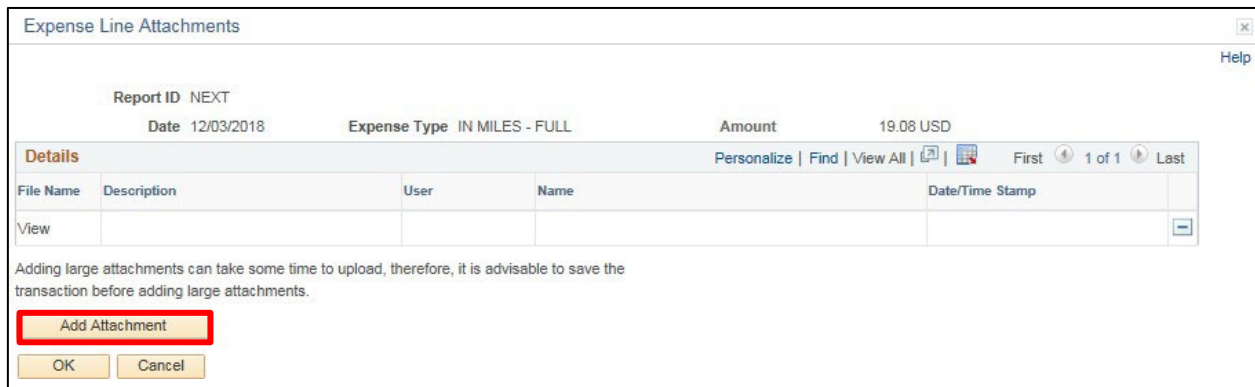
☒ Default Rate  
☐ Non-Reimbursable  
☐ No Receipt

Accounting Details ?

Expand All | Collapse All Total 19.08 USD

1. Click the  icon on the line to attach a receipt for the expense.

The **Expense Line Attachments** page displays.



**Expense Line Attachments** Help

Report ID: NEXT  
 Date: 12/03/2018 Expense Type: IN MILES - FULL Amount: 19.08 USD

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

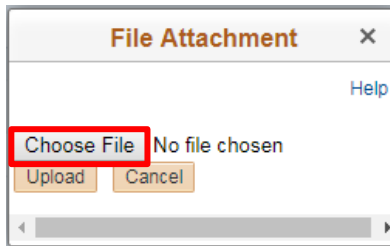
File Name	Description	User	Name	Date/Time Stamp
View				

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

**Add Attachment**  
OK Cancel

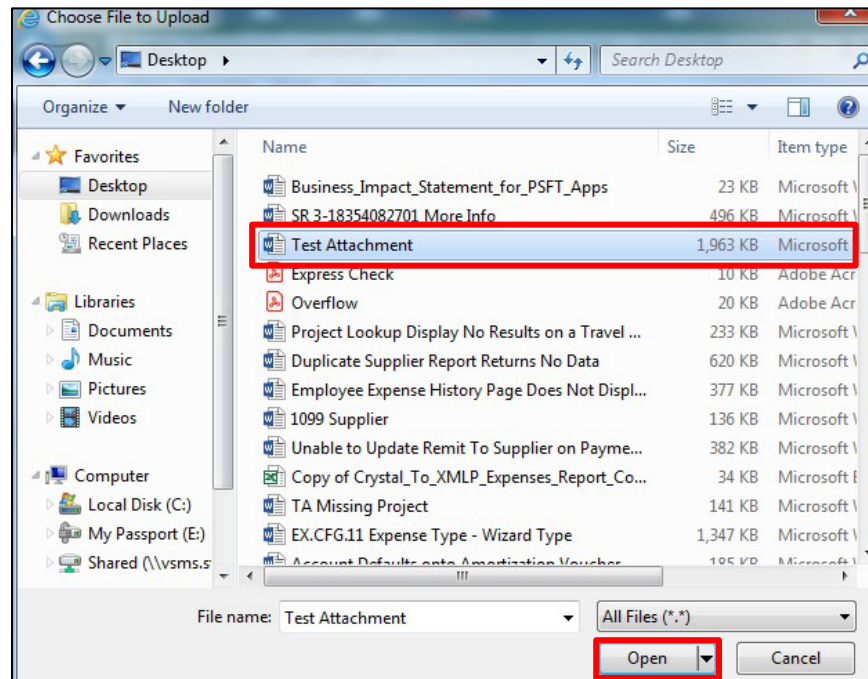
2. Click **Add Attachment**

The **File Attachment** page displays:



3. Click **Choose File**

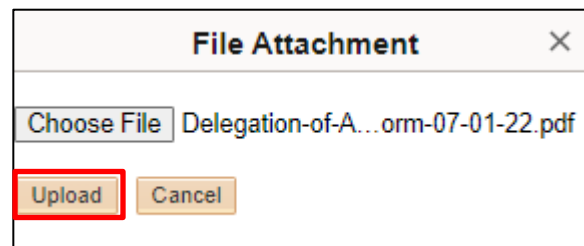
The **Choose File to Upload** window opens:



4. Select the file you want to attach

5. Click **Open**

The **File Attachment** page displays with the file path of the document.



6. Click **Upload**

The **Expense Line Attachments** page displays with the File Name as a link to the document:

Expense Line Attachments

Report ID NEXT


Date 12/03/2018 Expense Type IN MILES - FULL Amount 19.08 USD

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

File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Receipt for expense			

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

Add Attachment OK Cancel

You can add additional attachments by clicking the **Add Attachment** button or delete an attachment by selection the  icon.

7. Enter an explanation of the attachment in the **Description** field

8. Click **OK**

**Adding Attachments is Complete**

## Expense Reports

### Review Expense Report

#### The Basics:

Please refer to [Bulletin 3.4](#) 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.

**Home Page Tile navigation:** TE tile > Expense Reports > Approve Transactions

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

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

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	0000519316			
<input type="checkbox"/>		Expense Report	462.00	USD	Davidson, Colin	00003	Training Conference	0000519316			
<input type="checkbox"/>		Expense Report	617.00	USD	Davidson, Colin	00003	Training Conference	0000519316			
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000004755			
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000004755			
<input type="checkbox"/>		Travel Authorization	100.00	USD	Davidson, Colin	00003	Trip To Florida Conference	0000004755	11/07/2018	Submitted for Approval	Expense Supervisor

1. 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

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 4

Last

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	1/07/2018	Submitted for Approval	Expense Supervisor

☒ Select All
 ☐ Clear All
 

Send Back

Refresh List

Budget Check

Comments

2. 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:

Overview

Approve Expense Report - Expense Summary

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Actions

Choose an Action

GO

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.

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)

317.00 USD

Cash Advances Applied

300.00 USD

Non-Reimbursable Expenses

0.00 USD

Prepaid Expenses

0.00 USD

Employee Credits

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 9:51:04AM

Comments

Approve

Send Back

Expense Line

Expense Details

Expense Line Items

Personalize

Find


Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
1/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00	USD		<input type="checkbox"/>
1/06/2018	OUT BREAKFAST	Breakfast second day of conference	8.25	USD		<input type="checkbox"/>
1/05/2018	OUT DINNER	Dinner first day of conference	18.50	USD		<input type="checkbox"/>
1/05/2018	OUT DINNER	Dinner second day of conference	18.50	USD		<input type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	18.50	USD		<input type="checkbox"/>
11/05/2018	OUT MILES - FULL	Mileage from Home to Conference	109.00	USD		<input type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	109.00	USD		<input type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD		<input type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25	USD		<input type="checkbox"/>

Return to Approval List

Next in List

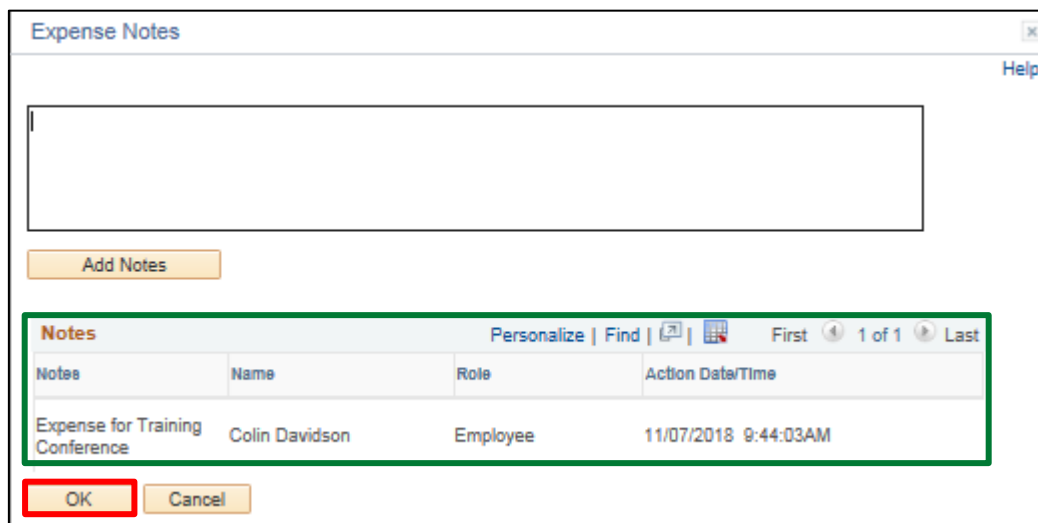
Previous in List

The **Approve Expense Report - Expense Summary** page is broken down into various sections:

- 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
- 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
- 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
- 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
- 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
- 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

3. Click on the **Notes** link

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



The Expense Notes dialog box contains a text area for adding notes, an 'Add Notes' button, and a table of existing notes. The 'OK' button is highlighted with a red box.

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

4. Click **OK**

The **Approve Expense Report - Expense Summary** page displays:

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Report 0000519019 Submitted for Approval

Created 11/07/2018 Colin Davidson

Last Updated 11/07/2018 Colin Davidson

Authorization ID 0000004754

Business Purpose Conference

Description Training Conference

Reference

Accounting Date 11/07/2018

Accounting Template 31/Expense

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

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 Ana Grice

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   UI		
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"/>	<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"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	13.50 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	13.50 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	13.50 USD	<input checked="" type="checkbox"/>	<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"/>	<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"/>	<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"/>	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	Mileage	27.25 USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

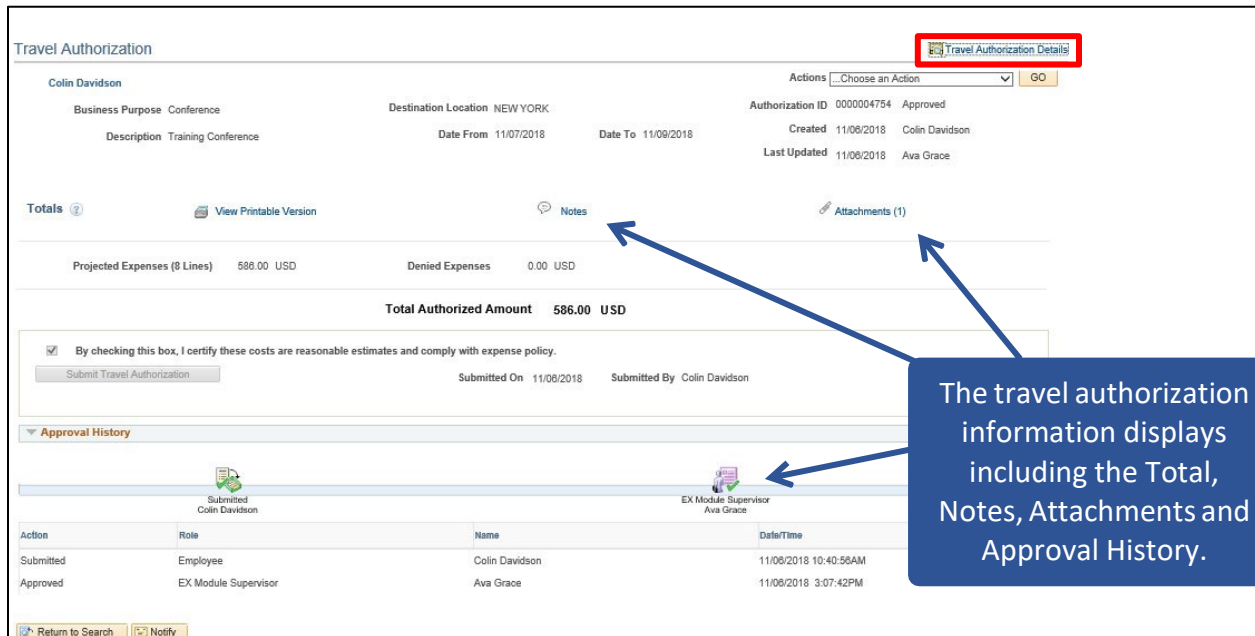
Return to Approval List

Next in List

Previous in List

5. Click on the **Authorization ID** link

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: 0000004754  
Created: 11/08/2018  
Last Updated: 11/08/2018

Approved: Ava Grace

**Totals** [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

Projected Expenses (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**

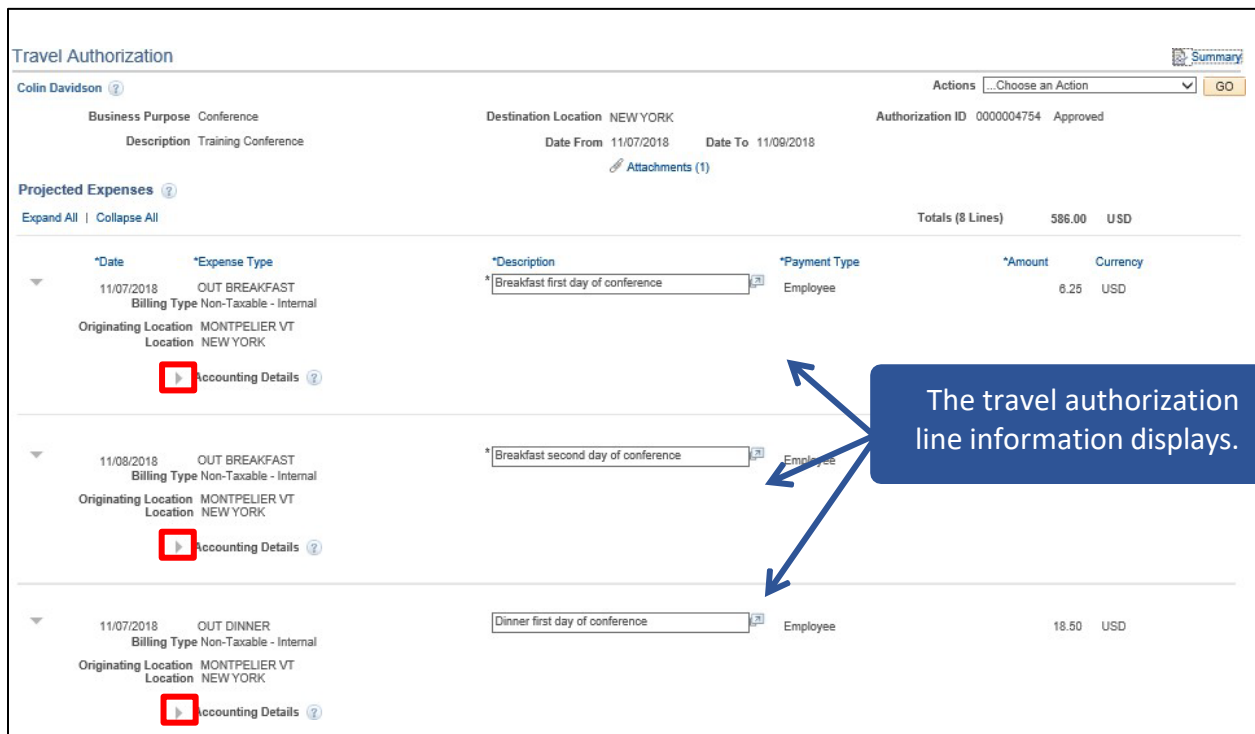
Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/08/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/08/2018 3:07:42PM

[Return to Search](#) [Notify](#)

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

6. Click the **Travel Authorization Details** link

The **View Travel Authorization - Details** page displays:



**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

**Projected Expenses** [Attachments \(1\)](#)

Expand All | Collapse All

*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					
<a href="#">Accounting Details</a>					
11/08/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee		
Billing Type Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK					
<a href="#">Accounting Details</a>					
11/07/2018	OUT DINNER	*Dinner first day of conference	Employee	18.50	USD
Billing Type Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK					
<a href="#">Accounting Details</a>					

The travel authorization line information displays.

7. 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

Destination Location

NEW YORK

Authorization ID

0000004754

Approved

Description

Training Conference

Date From

11/07/2018

Date To

11/09/2018

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																		
<div> <div>Billing Type</div> <div>Non-Taxable - Internal</div> </div> <div> <div>Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>Location</div> <div>NEW YORK</div> </div>																							
<div> <div>Accounting Details</div> <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>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-																
11/08/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee	6.25	USD																		
<div> <div>Billing Type</div> <div>Non-Taxable - Internal</div> </div> <div> <div>Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>Location</div> <div>NEW YORK</div> </div>																							
<div> <div>Accounting Details</div> <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>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	59290	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.

## Approve Expense Report - Expense Summary

Colin Davidson

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

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.

Actions

Choose an Action

Default Accounting For Report

Export to Excel

View Defaults

View Cash Advance

View Exception Comments

GO

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

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

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

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

10. Click **Go**

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

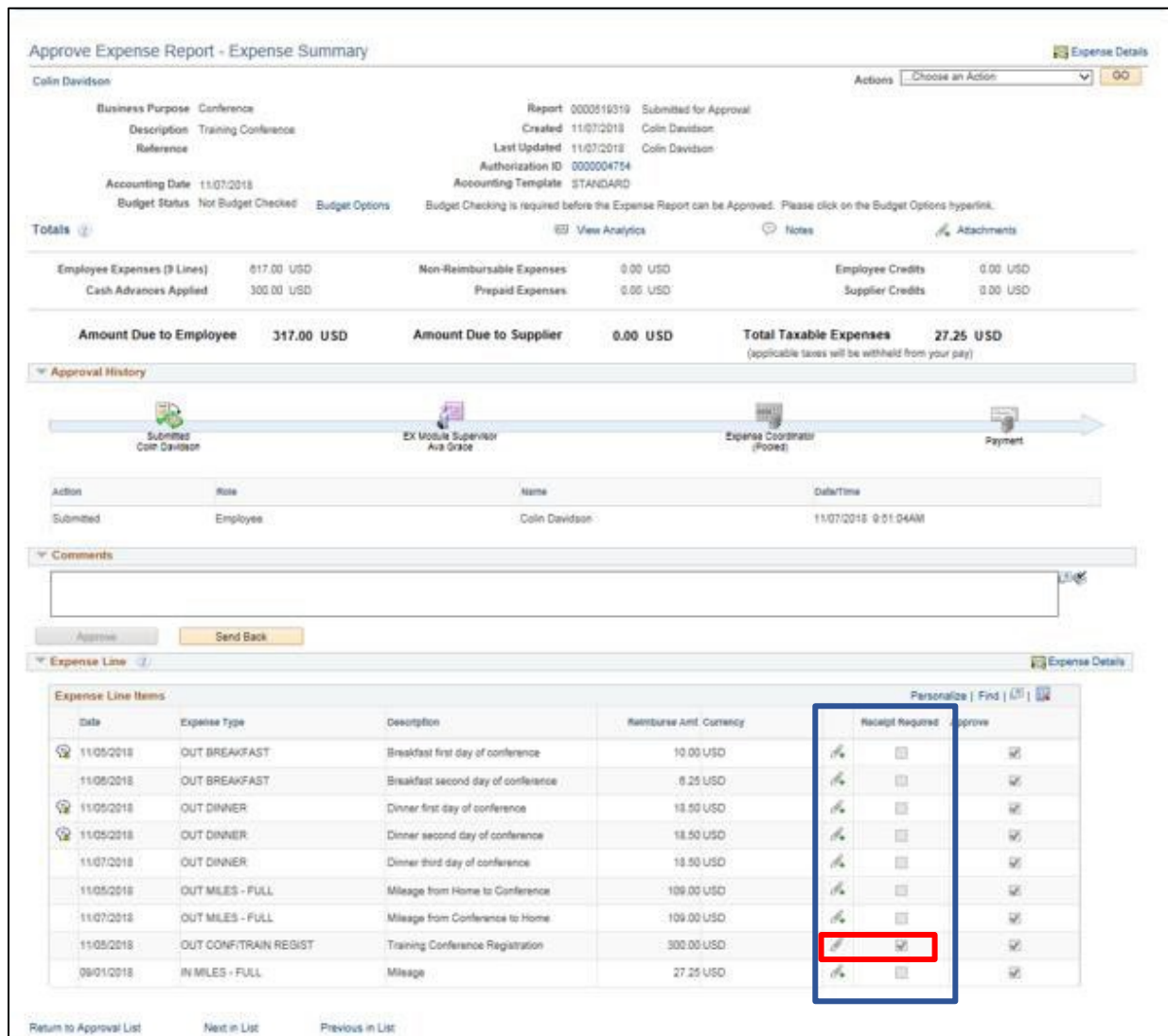
Total Advance Applied    300.00 USD  
Employee Expenses (9 Lines)    617.00 USD  
Total Due Employee    317.00 USD

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.

**11. Click [OK](#)**

The **Approve Expense Report - Expense Summary** page displays:



**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
Description: Training Conference  
Reference: [blank]

Report: 0000516319 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: [link]

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

**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
<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 Drake  
Expense Coordinator: (Poores)  
Payment: [blank]

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

**Comments**



[Text Area]

Approve [button] Send Back [button]

**Expense Line**

Date	Expense Type	Description	Reimburse Amt. Currency	Receipt Required	Attachment	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
11/06/2018	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"/>

Return to Approval List [button] Next in List [button] Previous in List [button]

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.

**12.** 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 | 1 of 1 | First | Last

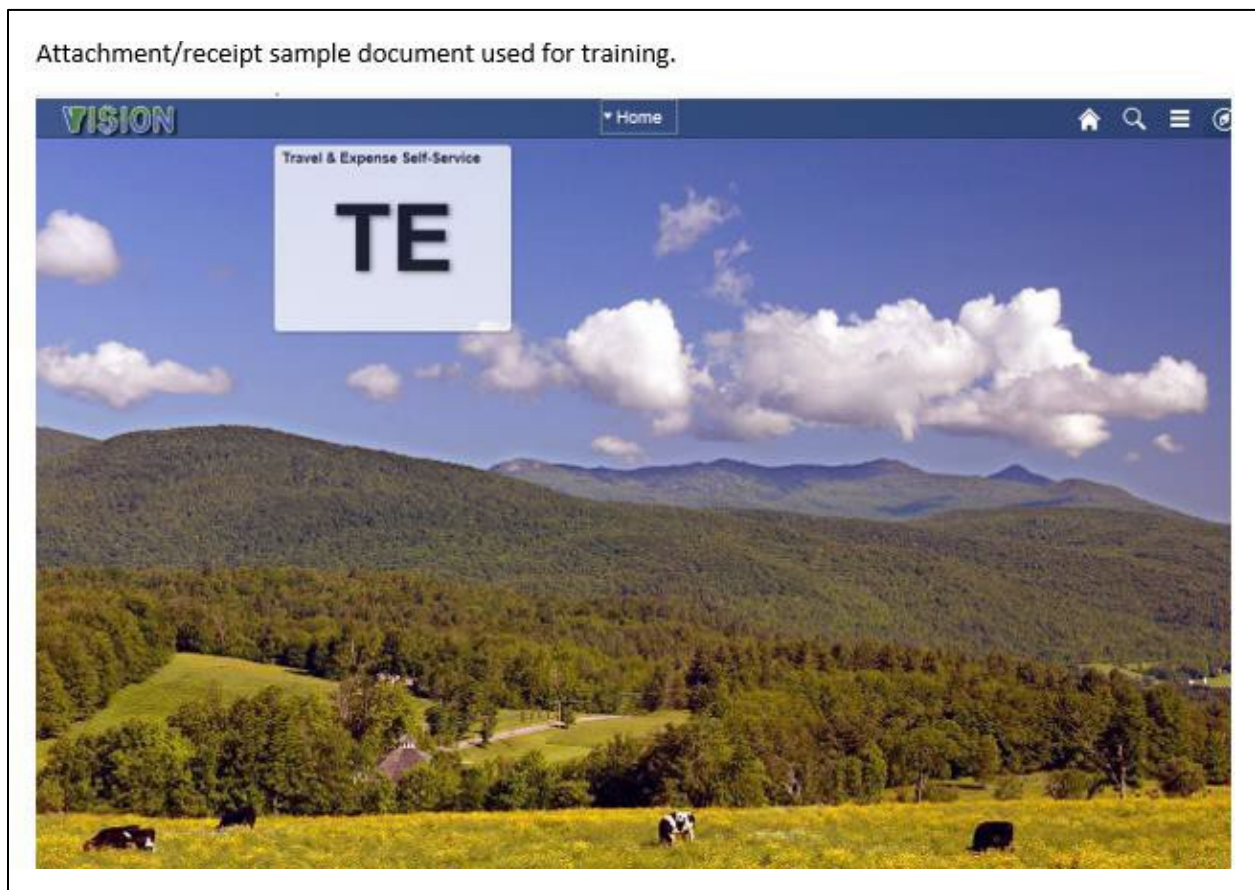
File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test_Attachment.docx</a>	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM

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 delete it. Approvers can add an attachment only **before** they have approved the report.

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



**14.** Close the attachment and click **OK**

The **Approve Expense Report - Expense Summary** page displays:

Approve Expense Report - Expense Summary

Expense Details

Actions Choose an Action GO

Colin Davidson

Business Purpose Conference

Description Training Conference

Reference

Report 0000510019 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)	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 (Poores)

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   U7	
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

15. Click on the **Expense Details** link

The **Approve Expense Report - Expense Details** page displays:

Approve Expense Report - Expense Details
Summary and Approve

Colin Davidson

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 Date
11/07/2018

Accounting Template
STANDARD

Actions
Choose an Action
GO

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	8.25	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	100.00	USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	100.00	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"/>

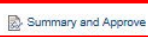
Expand Lines
Collapse Lines
Expand All
Collapse All

Total
617.00
USD

16. Click on the **Expand All** link

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

### Approve Expense Report - Expense Details



Colin Davidson

...Choose an Action
GO

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

Report: 0000519319 Submitted for Approval
Created: 11/07/2018 Colin Davidson
Last Updated: 11/07/2018 Colin Davidson
Authorization ID: 0000004754
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>																										
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>1.000000000</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>20017</td> <td>ZM/VT 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	1.000000000	20105	8100002000	59290	20017	ZM/VT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																	
10.00	08100	10.00	USD	1.000000000	20105	8100002000	59290	20017	ZM/VT 000-																	

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																				
11/06/2018	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>																										
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>1.000000000</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>20017</td> <td>ZM/VT 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	1.000000000	20105	8100002000	59290	20017	ZM/VT 000-
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project																	
6.25	08100	6.25	USD	1.000000000	20105	8100002000	59290	20017	ZM/VT 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 the lines for the transaction

The **Approve Expense Report - Expense Summary** page displays:

Approve Expense Report - Expense Summary

Expense Details

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

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 (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

(Applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Mobile Supervisor

Ava Grace

Expense Coordinator

(Pooled)

Payment

Action

Note

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	6.25	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	13.50	USD		<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	13.50	USD		<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	13.50	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

18. Click on the  icon

The **View Exception Comments and Risks** page displays:

Approve Expense Report

**View Exception Comments and Risks**

Colin Davidson Report

**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 on the [Return To Expense Report](#) link to return to the **Approve Expense Report - Expense Summary** page

**Review Expense Report is Complete**

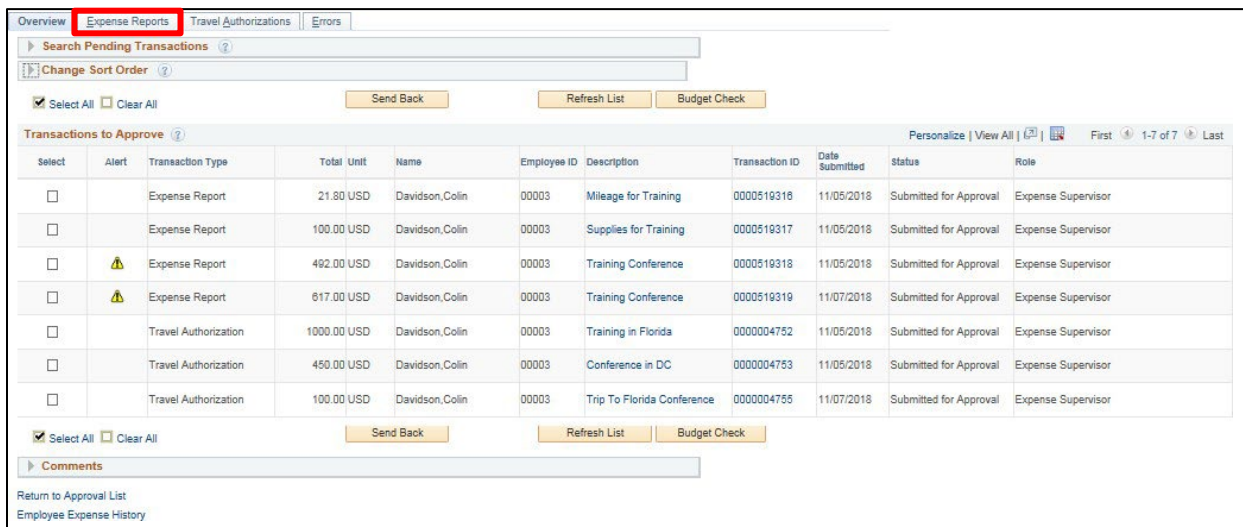
## Send an Expense Report back for revision

**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.

**Home Page Tile navigation:** TE tile > Expense Reports > Approve Transactions

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

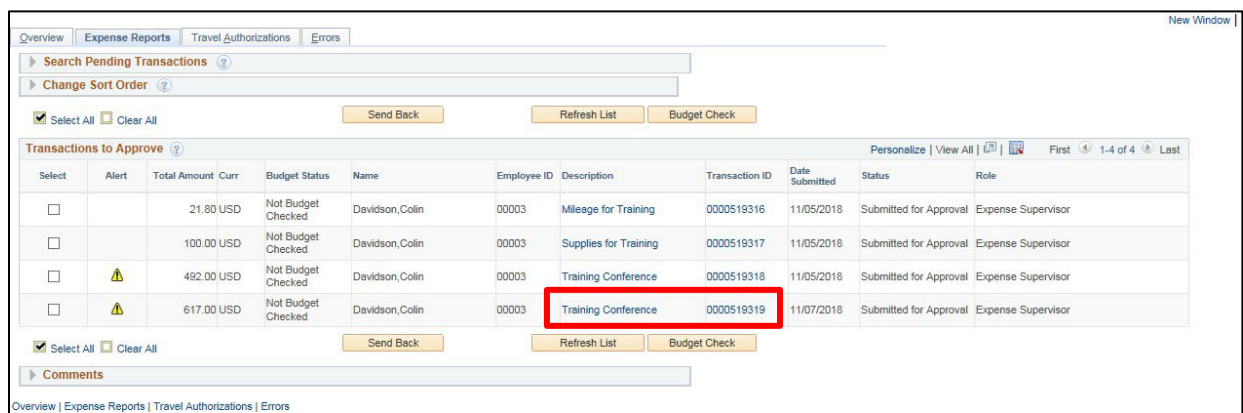
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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	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

1. 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

2. 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: Conference  
Description: Training Conference  
Reference: [blank]  
Accounting Date: 11/07/2018  
Budget Status: Not Budget Checked  
Budget Options: [link]

Report: 0000519319 Submitted for Approval  
Created: 11/07/2018 Colin Davidson  
Last Updated: 11/07/2018 Colin Davidson  
Authorization ID: 000004754  
Accounting Template: STANDARD

Actions: [Choose an Action] **GO**

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.

**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](#)

- 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 **Send Back**

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.

OK

Cancel

### 5. Click **OK**

The **Approve Transactions - Expense Reports** 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	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

Send Back

Refresh List

Budget Check

Comments

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.

### Send an Expense Report back for revision is Complete

## Approve an Expense Report

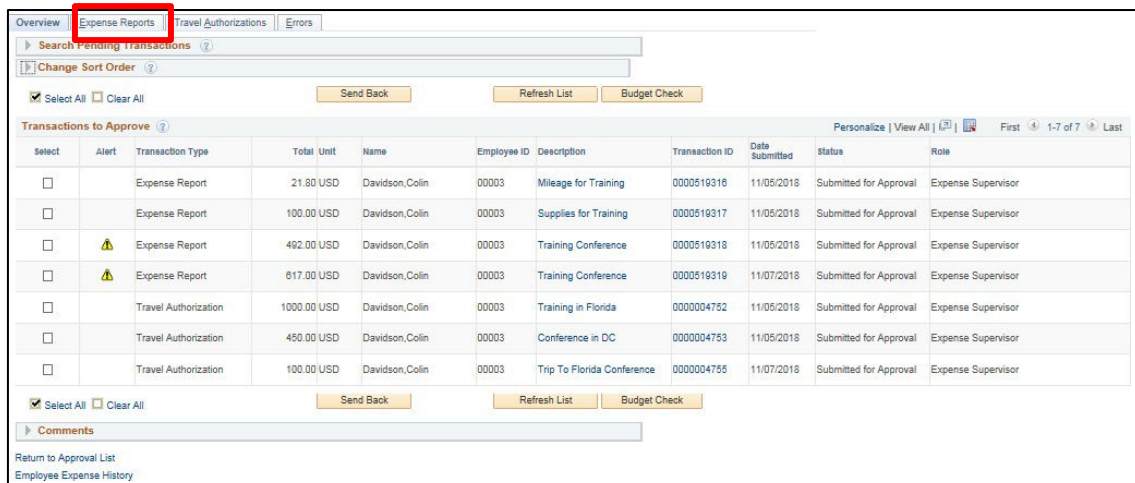
**Situations when this function is used:** The expense report has been reviewed and ready to be approved.

**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.

**Home Page Tile navigation:** TE tile > Expense Reports > Approve Transactions

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

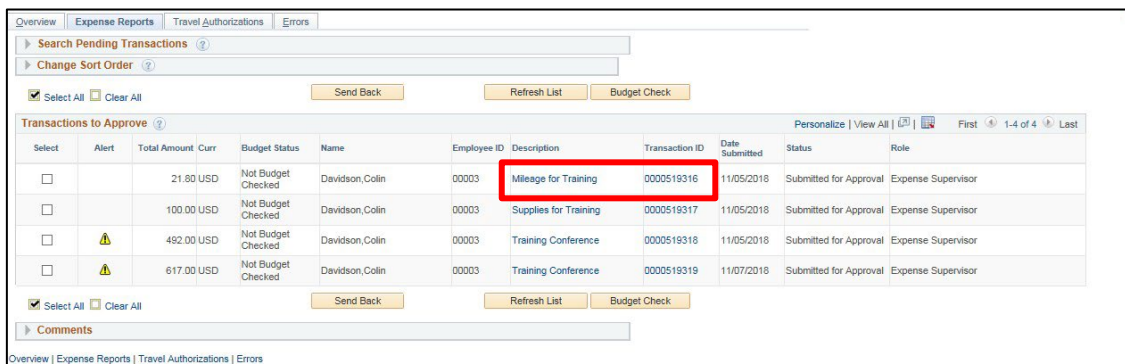
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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	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

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

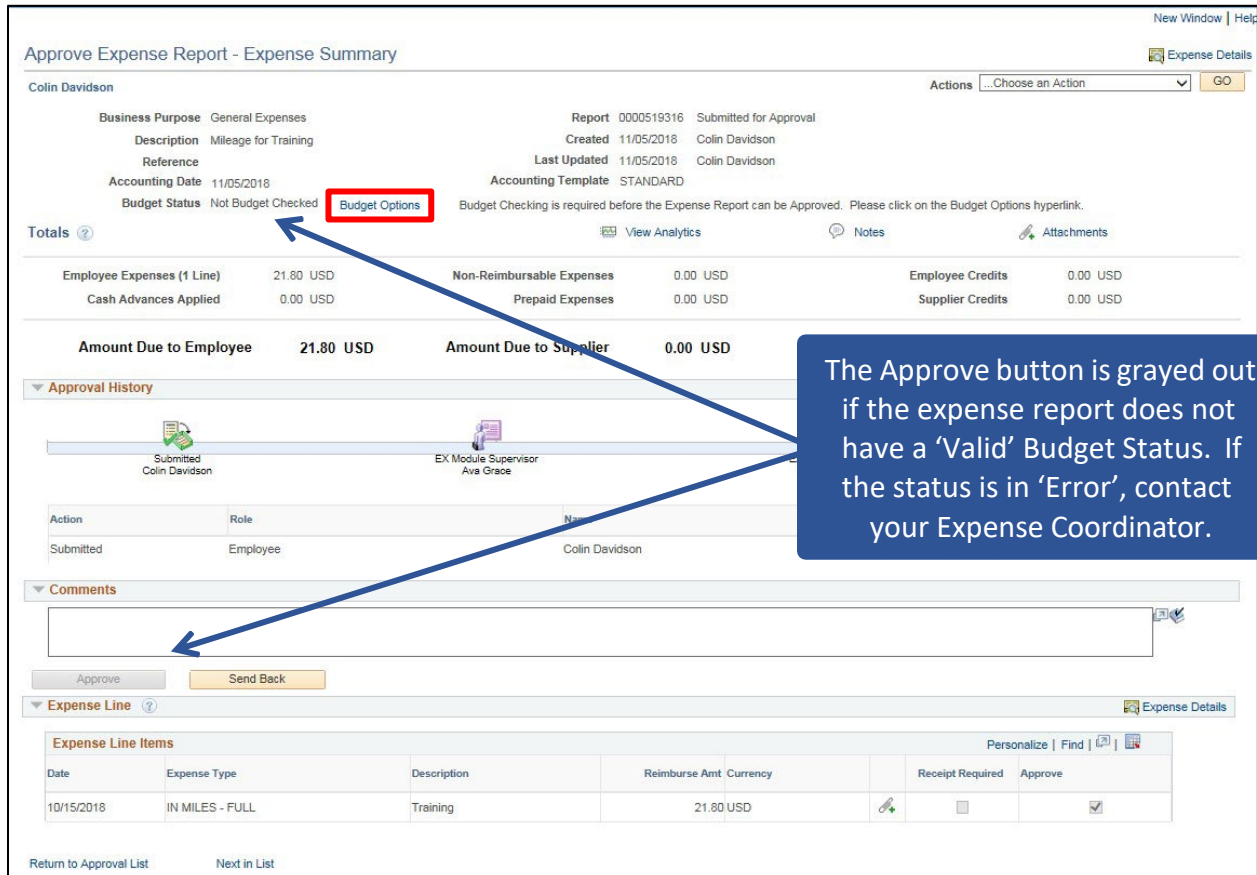
The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:



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

2. 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  
Description: Mileage for Training  
Reference: Report 0000519316 Submitted for Approval  
Created: 11/05/2018 Colin Davidson  
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>		

**Approval History**

Action	Role	Name
Submitted	Employee	Colin Davidson

**Comments**

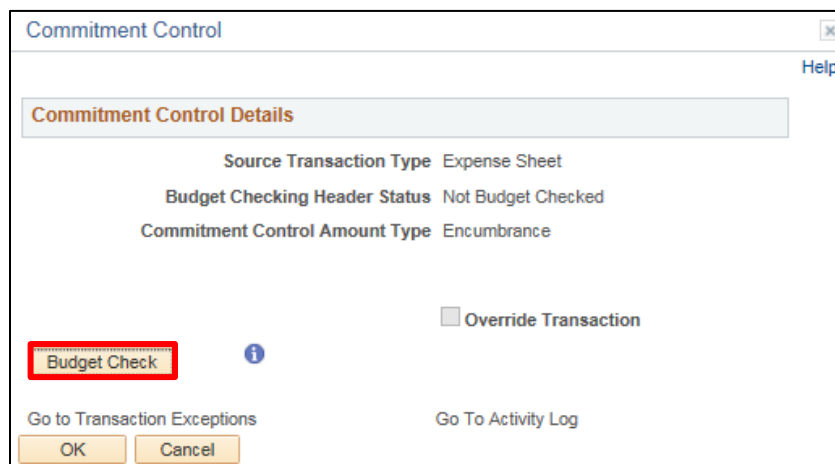
**Expense Line**

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"/>

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 on the **Budget Options** link

The **Commitment Control** page displays:



**Commitment Control**

**Commitment Control Details**

Source Transaction Type: Expense Sheet  
Budget Checking Header Status: Not Budget Checked  
Commitment Control Amount Type: Encumbrance

☐ Override Transaction

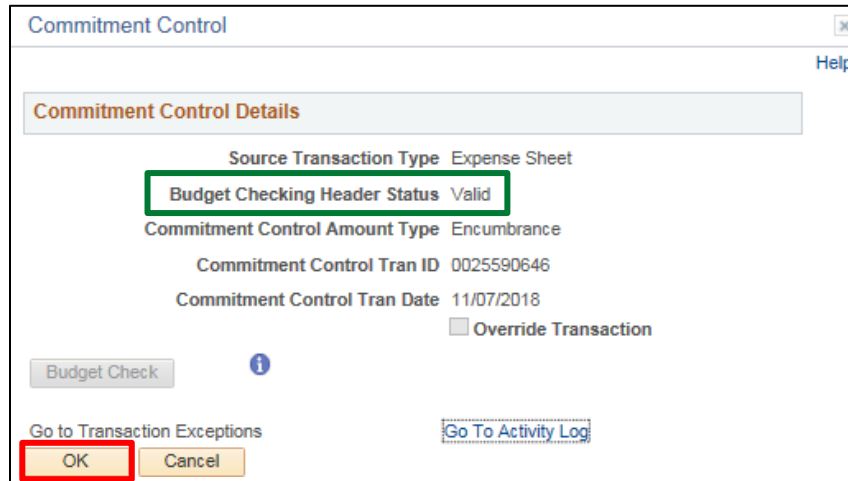
**Budget Check**

Go to Transaction Exceptions  
Go To Activity Log

OK Cancel

- Click **Budget Check**

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



**Commitment Control**

**Commitment Control Details**

Source Transaction Type Expense Sheet

**Budget Checking Header Status Valid**

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0025590646

Commitment Control Tran Date 11/07/2018

☐ Override Transaction

Budget Check

Go to Transaction Exceptions

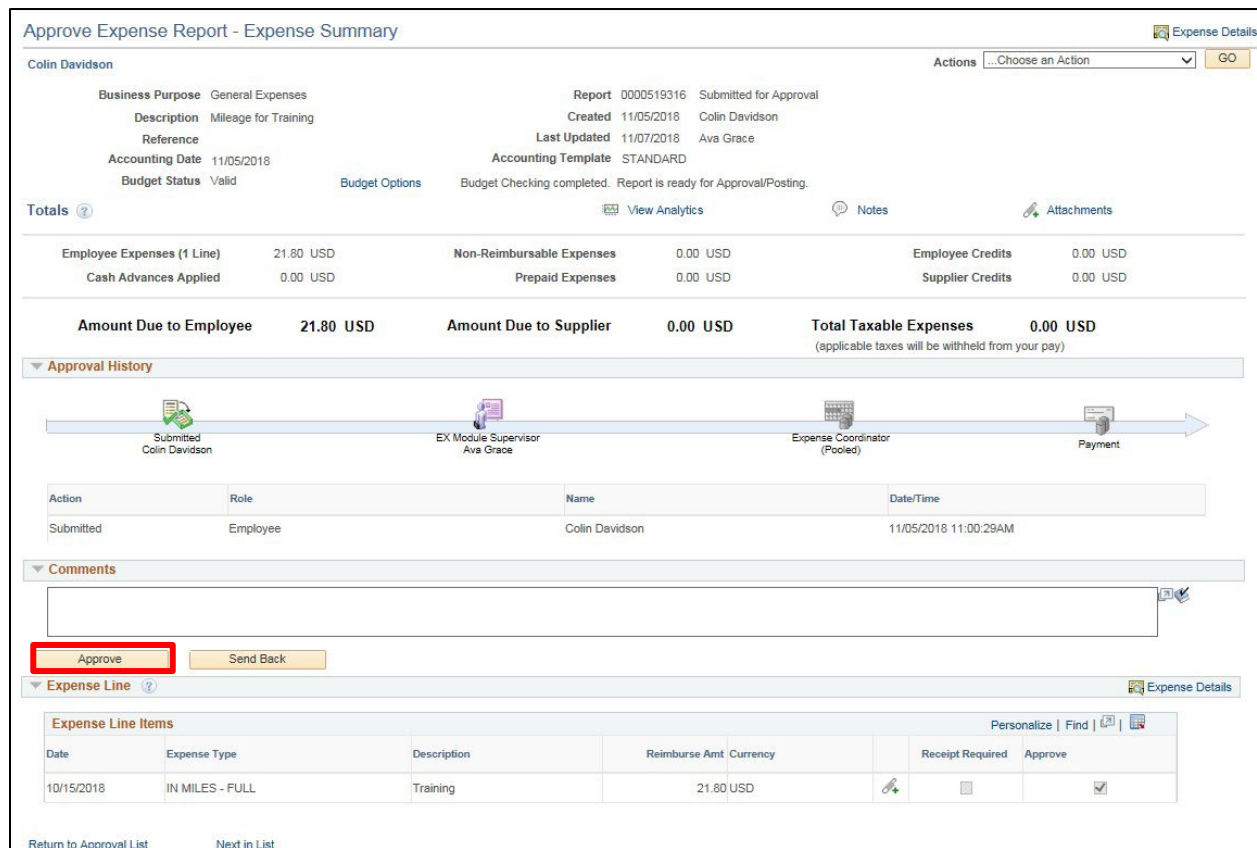
Go To Activity Log

**OK** Cancel

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.

### 5. Click **OK**

The **Approve Expense Report - Expense Summary** page displays and the **Approve** button is enabled:



**Approve Expense Report - Expense Summary**

Colin Davidson

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

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**

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

### 6. Click **Approve**

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

Save Confirmation


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

Amount Due to Employee21.80 USD
Amount Due to Supplier0.00 USD

 This report will be approved.

OKCancel

7. Click **OK**


The **Approve Transactions - Expense Reports** page displays.

OverviewExpense ReportsTravel AuthorizationsErrors

Search Pending Transactions
Change Sort Order

☒ Select All ☐ Clear All
Send BackRefresh ListBudget Check

**Transactions to Approve**

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
Send BackRefresh ListBudget Check

Comments

OverviewExpense ReportsTravel AuthorizationsErrors

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

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

**Approve an Expense Report is Complete**

## 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.

**Home Page Tile navigation:** TE tile > Travel Authorization > Approve Transactions

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

The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:

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	0000000000			
<input type="checkbox"/>	⚠	Travel Authorization	587.50	USD	Davidson, Colin	00003	Training Conference	0000000000			
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	0000000000			
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	0000000000			

1. 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

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

2. 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:

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	6.00	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

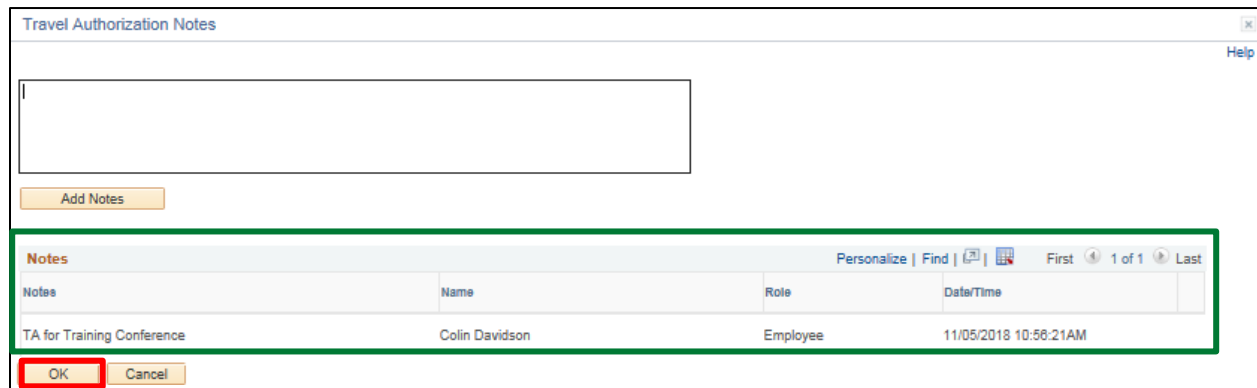
The **Approve Travel Authorization - Travel Authorization Summary** page is broken down into various sections:

- General Information includes the travel authorization's Description, Authorization ID, Business Purpose, Status, From/To dates, header Attachments, and Notes

- Details section displays the travel authorization lines including Expense Types, Date, Amount and line Attachments. Exceptions  icons display on transaction lines with an exception
- Totals section displays the travel authorization totals
- 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
- 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
- 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

### 3. Click on the **Notes** link in the General Information section

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



Notes	Name	Role	Date/Time
TA for Training Conference	Colin Davidson	Employee	11/05/2018 10:58:21AM

### 4. Click **OK** 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 10:35:38AM	By	CDAVIDSO
	<a href="#">Attachments (1)</a>	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
OUT BREAKFAST	11/07/2018	8.00	USD	<a href="#">Attachments (1)</a>
OUT BREAKFAST	11/08/2018	6.00	USD	<a href="#">Attachments</a>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>
OUT DINNER	11/07/2018	18.50	USD	<a href="#">Attachments</a>
OUT DINNER	11/09/2018	18.50	USD	<a href="#">Attachments</a>
OUT MILES - FULL	11/07/2018	109.00	USD	<a href="#">Attachments</a>
OUT MILES - FULL	11/09/2018	109.00	USD	<a href="#">Attachments</a>
OUT CONF/TRAIN REGIST	11/07/2018	300.00	USD	<a href="#">Attachments (1)</a>

**Totals**

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

**Pending Actions**

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

**Action History**

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](#)

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.

5. Click on 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

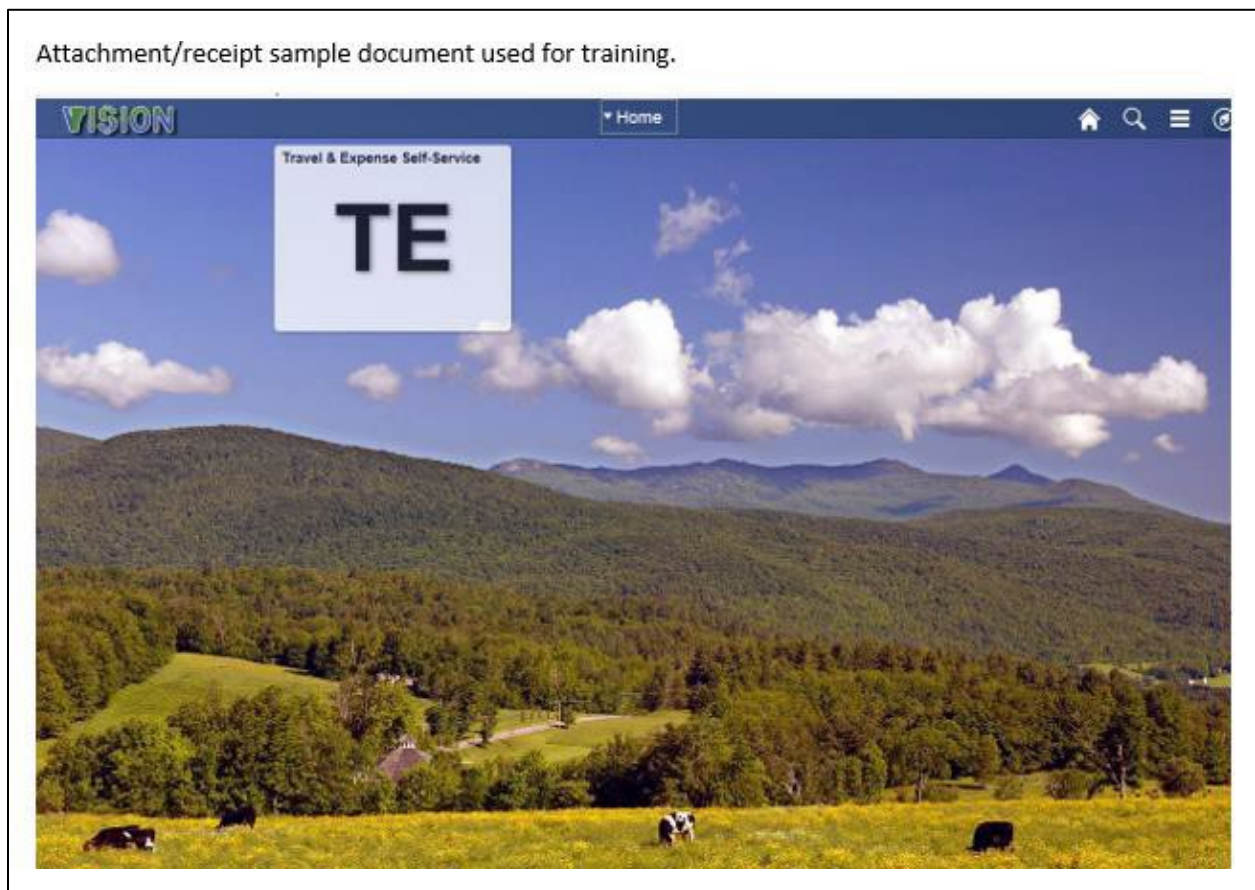
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK

Cancel

The File Name is a link to the attachment. Approvers can view the attachment, but they cannot delete an attachment. Approvers can add an attachment only **before** they have approved the authorization.

- 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
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	<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	Date/Time
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**

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

8. 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 |

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.

9. Click **Next Expense** to review the next line
10. Click the **Return to Travel Authorization Summary** link when you have finished verifying all 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](#) | [\[X\]](#)

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](#) | [\[X\]](#) | [\[PDF\]](#)
First 1 of 1 Last

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

**Action History**
[Personalize](#) | [Find](#) | [\[X\]](#) | [\[PDF\]](#)
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.

**11.** Click the **Exceptions**  icon

The **View Exceptions Comments and Risks** page will show all exceptions for the travel authorization:

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.

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

**Review Travel Authorizations is Complete**

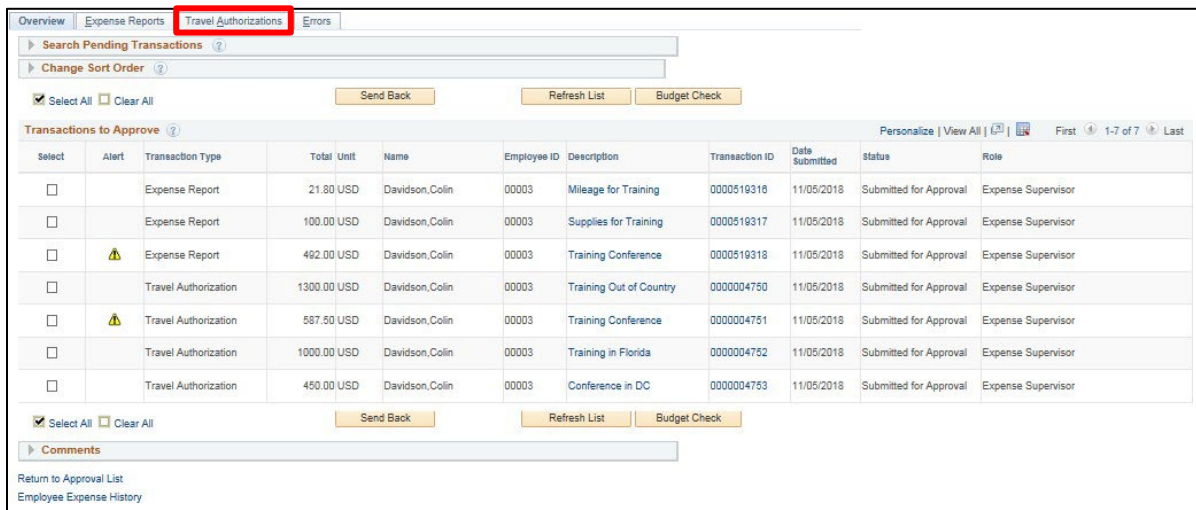
## Send a Travel Authorization Back for Revision

**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.

**Home Page Tile navigation:** TE tile > Expense Reports > Approve Transactions

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

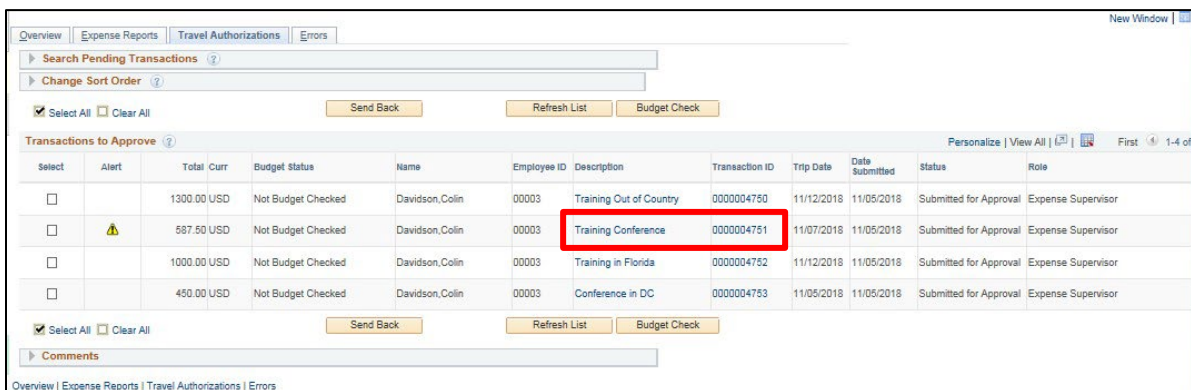
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

1. 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

2. 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	Date/Time
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

- Enter what revisions need to be made to the travel authorization into the Comment field. **A comment is required to send a travel authorization back for revision**
- Click **Send Back**

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

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	Authorized	

☒ This report will be sent back for revision.

OK

Cancel

### 5. Click **OK**

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"/>	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.

## Send a Travel Authorization Back for Revision is Complete

## Approve a Travel Authorization

### The Basics:

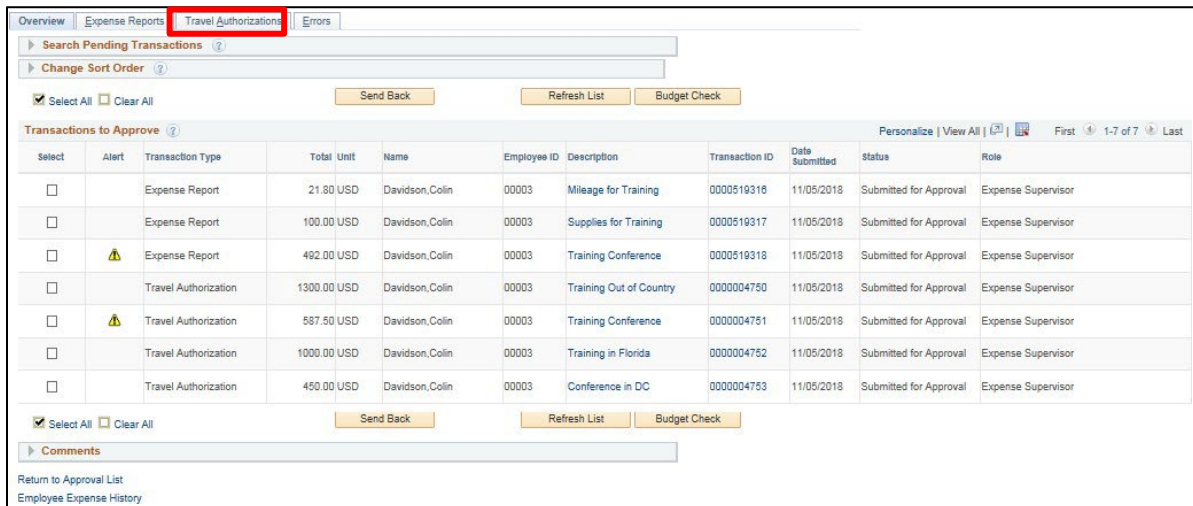
1. Per Agency of Administration [Bulletin 3.4 Employee Travel and Expense Policy](#), approval for employee overnight travel must be received prior to the trip
2. Also, per the Bulletin, all 'Out of Country' travel must be approved by the Office of the Secretary of Administration and will automatically 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.

**Home Page Tile navigation:** Home page > TE tile > Expense Reports > Approve Transactions

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

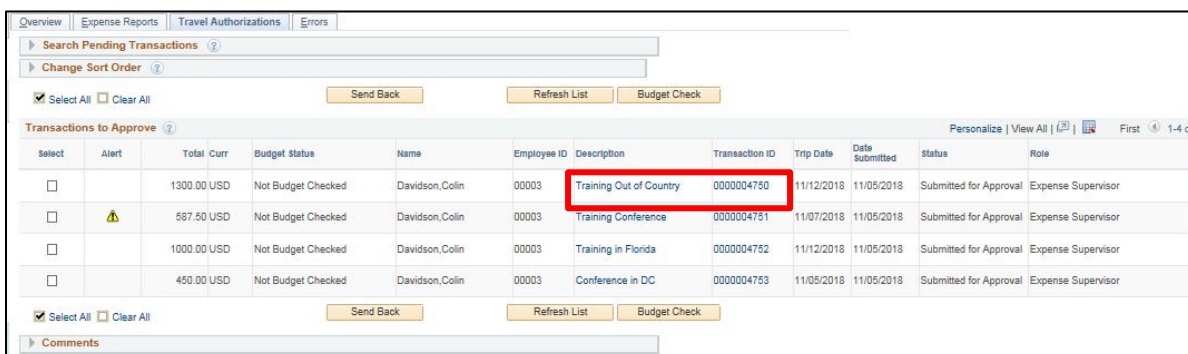
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

1. 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

2. 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
	Attachments		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 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
Less Non-Approved	0.00	USD
	1,300.00	USD

**Pending** [Personalize](#) | [Find](#) | [\[2\]](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Role	Action	Date/Time
EX Module S		
Secretary of A		

**Action** [Personalize](#) | [Find](#) | [\[2\]](#) | [First](#) | [1 of 1](#) | [Last](#)

Role	Action	Date/Time
Employee	Submitted	11/05/2018 10:19:32AM

**Comments**

Budget Checking is required before the Travel Authorization can be Approved. Please click [Budget Options](#) hyperlink.

Budget Status: Not Budget Checked

[Budget Options](#)

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

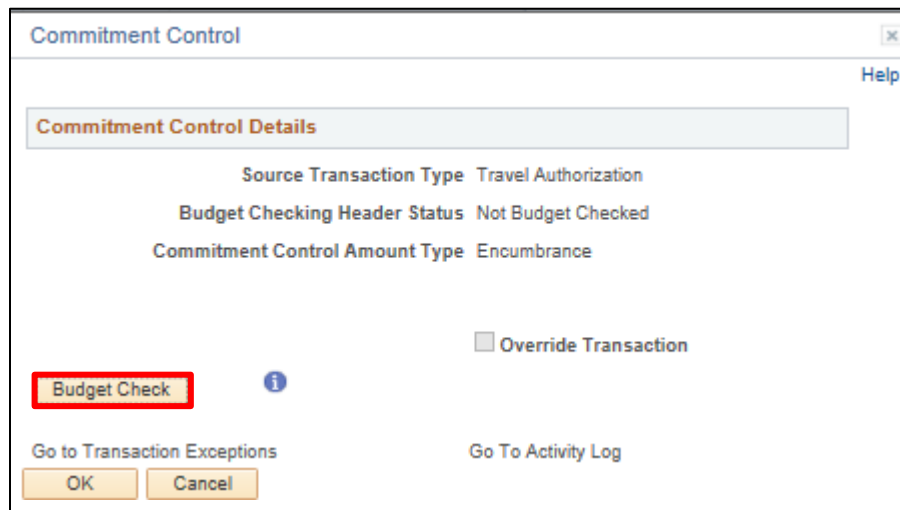
[Return to Approval List](#) [Next in List](#)

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.

3. Click on the **Budget Options** link

The **Commitment Control** page displays:



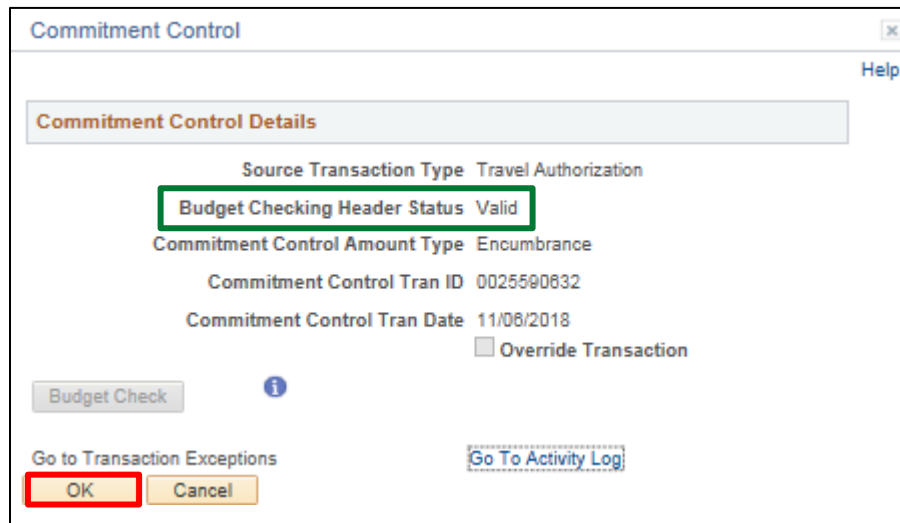
The screenshot shows the 'Commitment Control' window. The 'Commitment Control Details' section displays the following information:

- 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 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'.

#### 4. Click **Budget Check**

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.

#### 5. Click **OK**

The **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	11/08/2018 4:12:04PM	By	AGRACE
	Attachments		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 LODGING	11/12/2018	700.00	USD	Attachments	<input checked="" type="checkbox"/>
OUT AIR TRANSP	11/12/2018	600.00	USD	Attachments	

**Totals**

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

**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.

6. Click **Approve**

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

## 7. Click **OK**

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.

## Approve a Travel Authorization is Complete

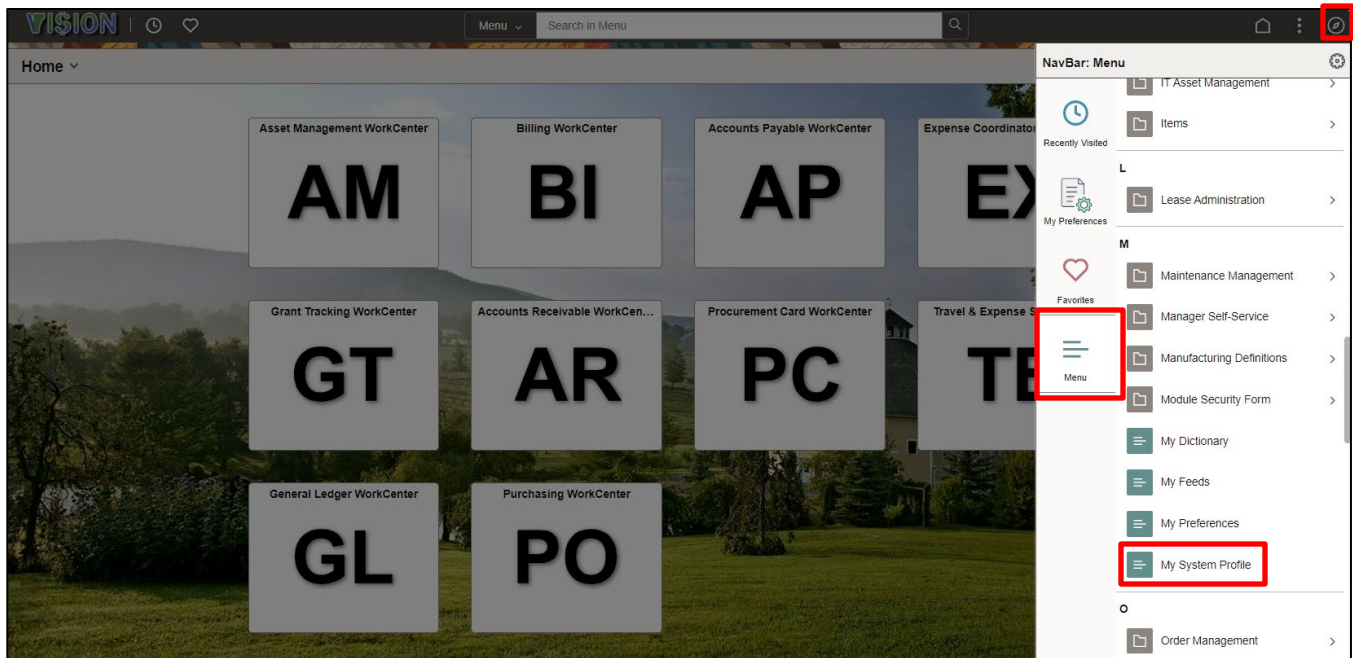
## Set up Alternate Approver

### 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.

### Navigator Menu navigation: My System Profile



The **General Profile Information** page displays.

General Profile Information

Eric John Hoefel

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 routings.

Alternate User ID

KMORSE

From Date

01/08/2024

(example:12/31/2000)

To Date

01/12/2024

(example:12/31/2000)

Workflow Attributes

☒ Email User

☒ Worklist User

Miscellaneous User Links

Email

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Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	eric.hoefel@vermont.gov	+	
<input type="checkbox"/>	Work	ejhoefel@gmail.com	+	-

Save

- Alternate User ID** - Enter the VISION User ID for the employee that is going to be your alternate approver
- From Date** - The **From Date** should be the first day of your absence
- To Date** - The **To Date** should be the date before you return to work
- Click **Save**

February 2024

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