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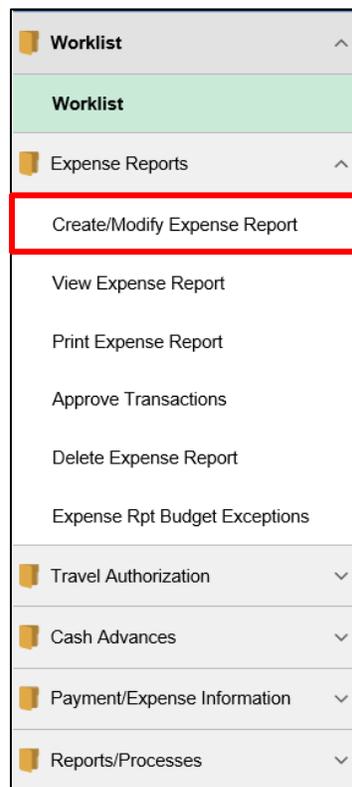
Supervisor/Approver

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:



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

 Worklist ▼	Expense Report Find an Existing Value Add a New Value Empl ID <input type="text" value="36086"/> <input type="button" value="Q"/> <input type="button" value="Add"/> Find an Existing Value Add a New Value
 Expense Reports ▲	
Create/Modify Expense Report	
View Expense Report	
Print Expense Report	
Approve Transactions	
Delete Expense Report	
Expense Rpt Budget Exceptions	
 Travel Authorization ▼	
 Cash Advances ▼	
 Payment/Expense Information ▼	
 Reports/Processes ▼	

TE Tile is Complete

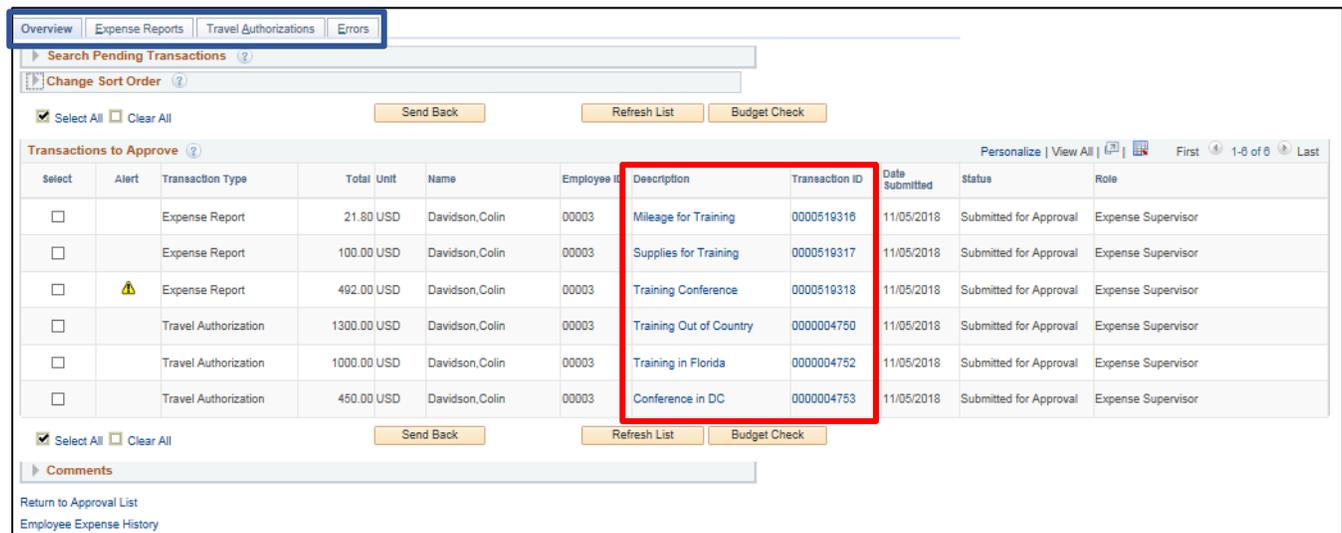
Navigating to Transactions Pending Review and Approval

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:



The screenshot shows the 'Approve Transactions' page interface. At the top, there are navigation tabs for 'Overview', 'Expense Reports', 'Travel Authorizations', and 'Errors'. Below these is a search bar for 'Pending Transactions' and a 'Change Sort Order' option. A toolbar contains 'Select All', 'Clear All', 'Send Back', 'Refresh List', and 'Budget Check' buttons. The main content is a table titled 'Transactions to Approve' with columns: Select, Alert, Transaction Type, Total, Unit, Name, Employee ID, Description, Transaction ID, Date Submitted, Status, and Role. A red box highlights the 'Description' and 'Transaction ID' columns for the first three rows. Below the table is another set of 'Select All', 'Clear All', 'Send Back', 'Refresh List', and 'Budget Check' buttons, followed by a 'Comments' section. At the bottom left, there are links for 'Return to Approval List' and 'Employee Expense History'.

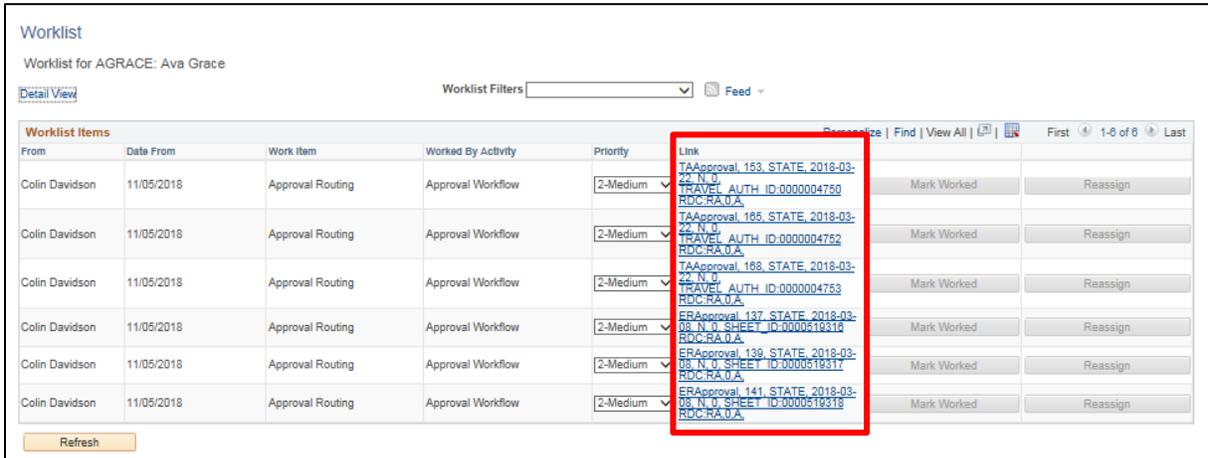
Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Mileage for Training	0000519318	11/05/2018	Submitted for Approval	Expense Supervisor
<input type="checkbox"/>		Expense 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:



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_2018-03-22.N.D.TRAVEL_AUTH_ID:0000004750.RDCRA.0.A	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_165.STATE_2018-03-22.N.D.TRAVEL_AUTH_ID:0000004752.RDCRA.0.A	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	TAApproval_168.STATE_2018-03-22.N.D.TRAVEL_AUTH_ID:0000004753.RDCRA.0.A	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_137.STATE_2018-03-08.N.D.SHEET_ID:0000519318.RDCRA.0.A	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_139.STATE_2018-03-08.N.D.SHEET_ID:0000519317.RDCRA.0.A	Mark Worked	Reassign
Colin Davidson	11/05/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval_141.STATE_2018-03-08.N.D.SHEET_ID:0000519318.RDCRA.0.A	Mark Worked	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.

The screenshot shows the 'Create Expense Report' interface. At the top, there are fields for 'Business Purpose' (Meeting), 'Report Description' (Annual Meeting), and 'Destination Location' (BURLINGTON VT). An 'Attachments' icon is highlighted with a red box. Below this is a table of expenses. The first row shows an expense for '12/03/2018' with a type of 'IN MILES - FULL' and a description of 'Mileage to Annual Meeting'. An 'Attachments' icon is also highlighted with a red box on this line. The total amount is 19.08 USD.

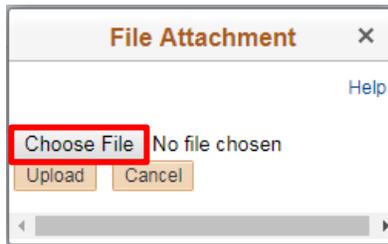
1. Click the icon on the line to attach a receipt for the expense.

The **Expense Line Attachments** page displays.

The screenshot shows the 'Expense Line Attachments' page. It displays details for a specific expense line: Report ID NEXT, Date 12/03/2018, Expense Type IN MILES - FULL, and Amount 19.08 USD. Below this is a table with columns for File Name, Description, User, Name, and Date/Time Stamp. At the bottom, there is a red box around the 'Add Attachment' button, along with 'OK' and 'Cancel' buttons.

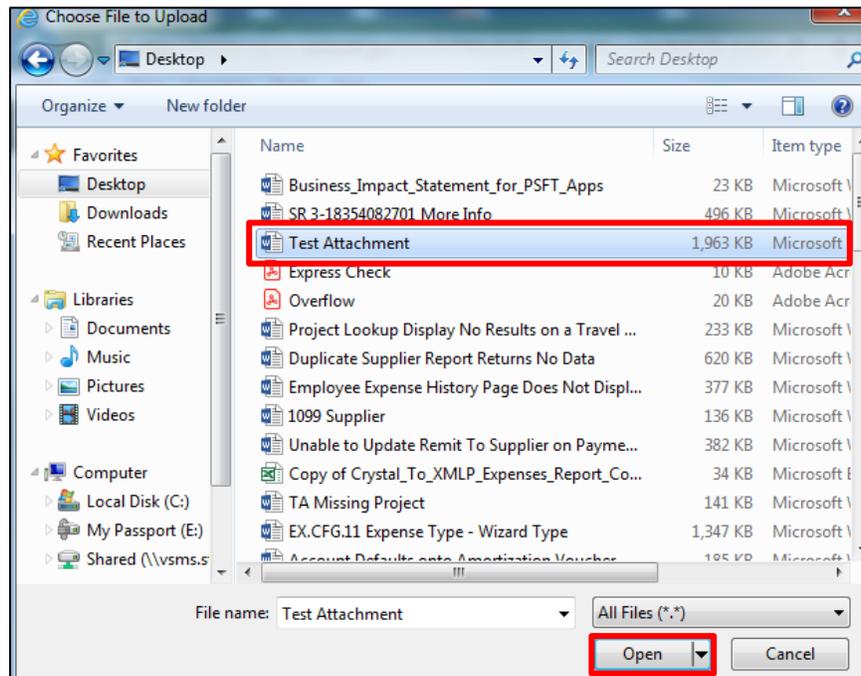
2. Click **Add Attachment**

The **File Attachment** page displays:



3. Click **Choose File**

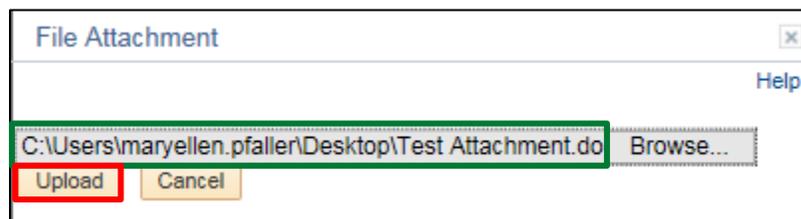
The **Choose File to Upload** window opens:



4. Select the file you want to attach

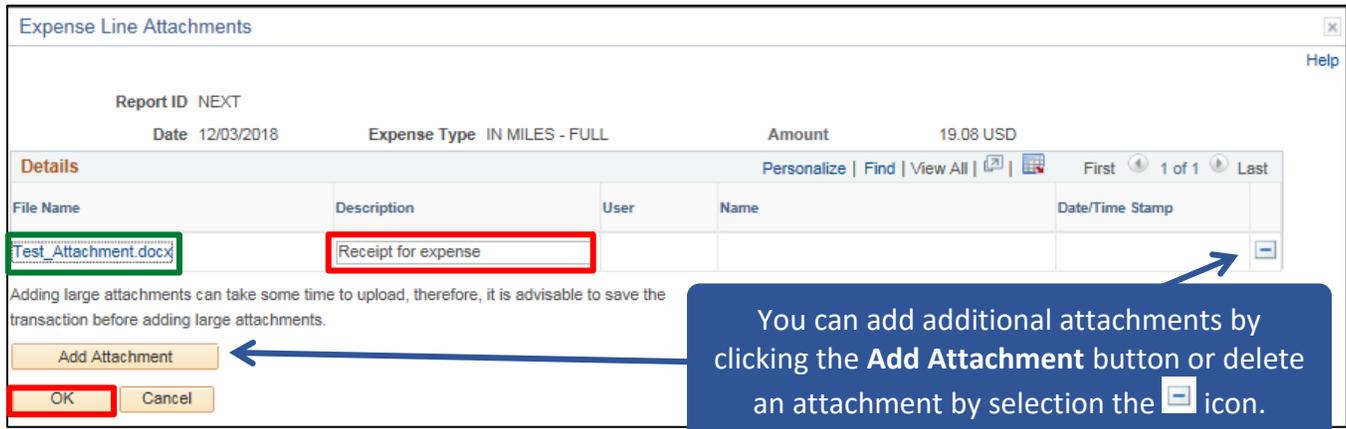
5. Click **Open**

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

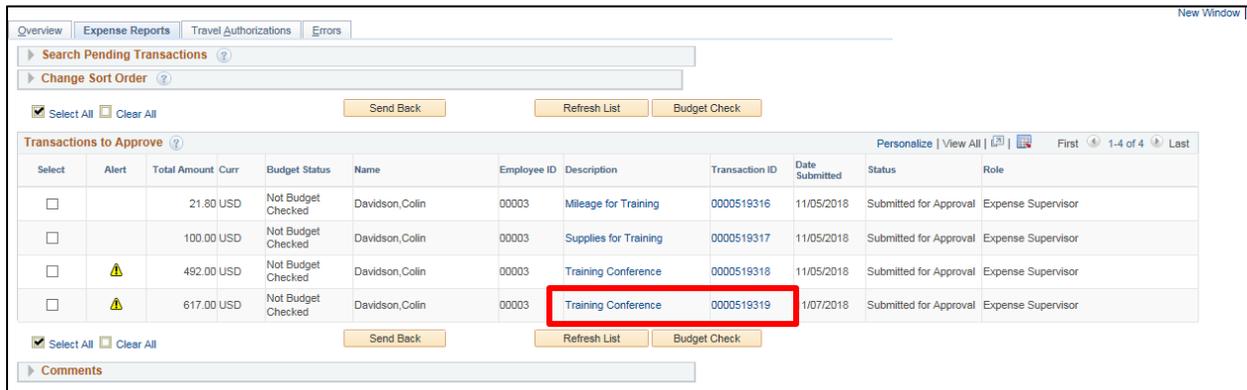
Navigator Menu navigation: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

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	000051931			
<input type="checkbox"/>	⚠	Expense Report	462.00	USD	Davidson, Colin	00003	Training Conference	000051931			
<input type="checkbox"/>	⚠	Expense Report	617.00	USD	Davidson, Colin	00003	Training Conference	000051931			
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	000000475			
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	000000475			
<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

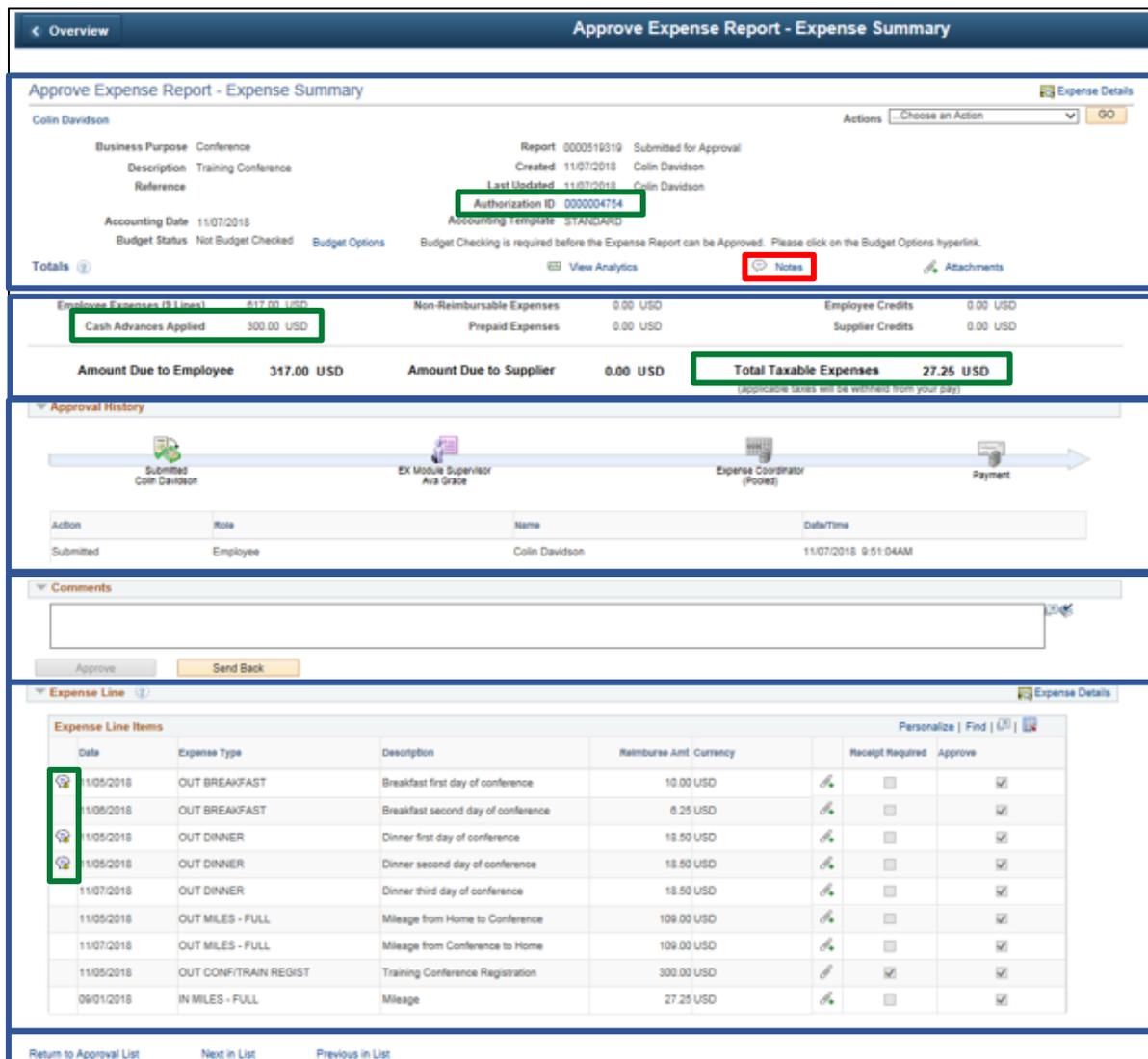
The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:



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	1/07/2018	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

The **Approve Expense Report - Expense Summary** page displays the expense report information for review:



Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose: Conference
 Description: Training Conference
 Reference: [Link]
 Accounting Date: 11/07/2018
 Budget Status: Not Budget Checked

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

Totals: **Total Taxable Expenses 27.25 USD**
 Amount Due to Employee: 317.00 USD
 Amount Due to Supplier: 0.00 USD

Approval History: Submitted (Colin Davidson) → EX Module Supervisor (Ava Grace) → Expense Coordinator (Pooles) → Payment

Expense Line Items:

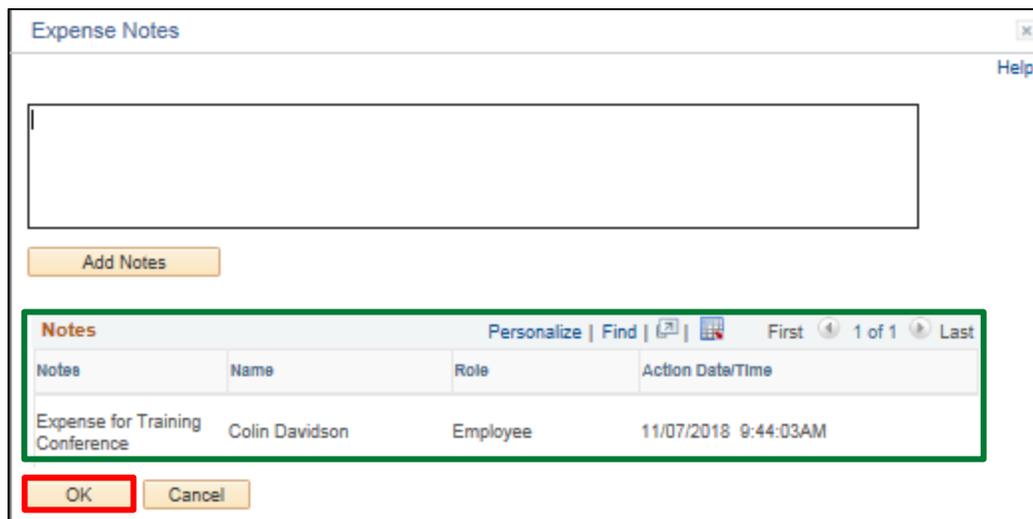
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	8.25 USD		<input checked="" type="checkbox"/>	<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	100.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	Mileage from Conference to Home	100.00 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"/>

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:



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 Actions

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
 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 (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

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

Comments

Expense Line Expense Details

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT BREAKFAST	Breakfast second day of conference	8.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference	13.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference	13.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference	13.50	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](#)

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: 000004754
Created: 11/06/2018
Last Updated: 11/08/2018

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

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.
Submit Travel Authorization
Submitted On: 11/09/2018
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

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

Colin Davidson

Business Purpose: Conference
Description: Training Conference
Destination Location: NEW YORK
Date From: 11/07/2018
Date To: 11/09/2018
Authorization ID: 000004754
Approved

Projected Expenses (8 Lines): 586.00 USD

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

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 Actions ...Choose an Action

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 Totals (8 Lines) 586.00 USD

[Expand All](#) | [Collapse All](#)

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																		
11/07/2018	OUT BREAKFAST	*Breakfast first day of conference	Employee	8.25	USD																		
Billing Type: Non-Taxable - Internal																							
Originating Location: MONTPELIER VT																							
Location: NEW YORK																							
<div style="border: 2px solid green; padding: 5px;"> <p>Accounting Details ?</p> <p>Chartfields (FF?)</p> <table border="1"> <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>8.25</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	8.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
8.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-																
11/08/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee	8.25	USD																		
Billing Type: Non-Taxable - Internal																							
Originating Location: MONTPELIER VT																							
Location: NEW YORK																							
<div style="border: 2px solid green; padding: 5px;"> <p>Accounting Details ?</p> <p>Chartfields (FF?)</p> <table border="1"> <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>8.25</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	8.25	08100	518520	20105	8100002000	59290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
8.25	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 Expense Details

Colin Davidson Actions GO

Business Purpose Conference Description Training Conference Reference	Report 0000519319 Submitted for Approval Created 11/07/2018 Colin Davidson Last Updated 11/07/2018 Colin Davidson Authorization ID 0000004754 Accounting Template STANDARD	
Accounting Date 11/07/2018 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 Ava Grace Expense Coordinator (Pooled) Payment

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

Comments

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

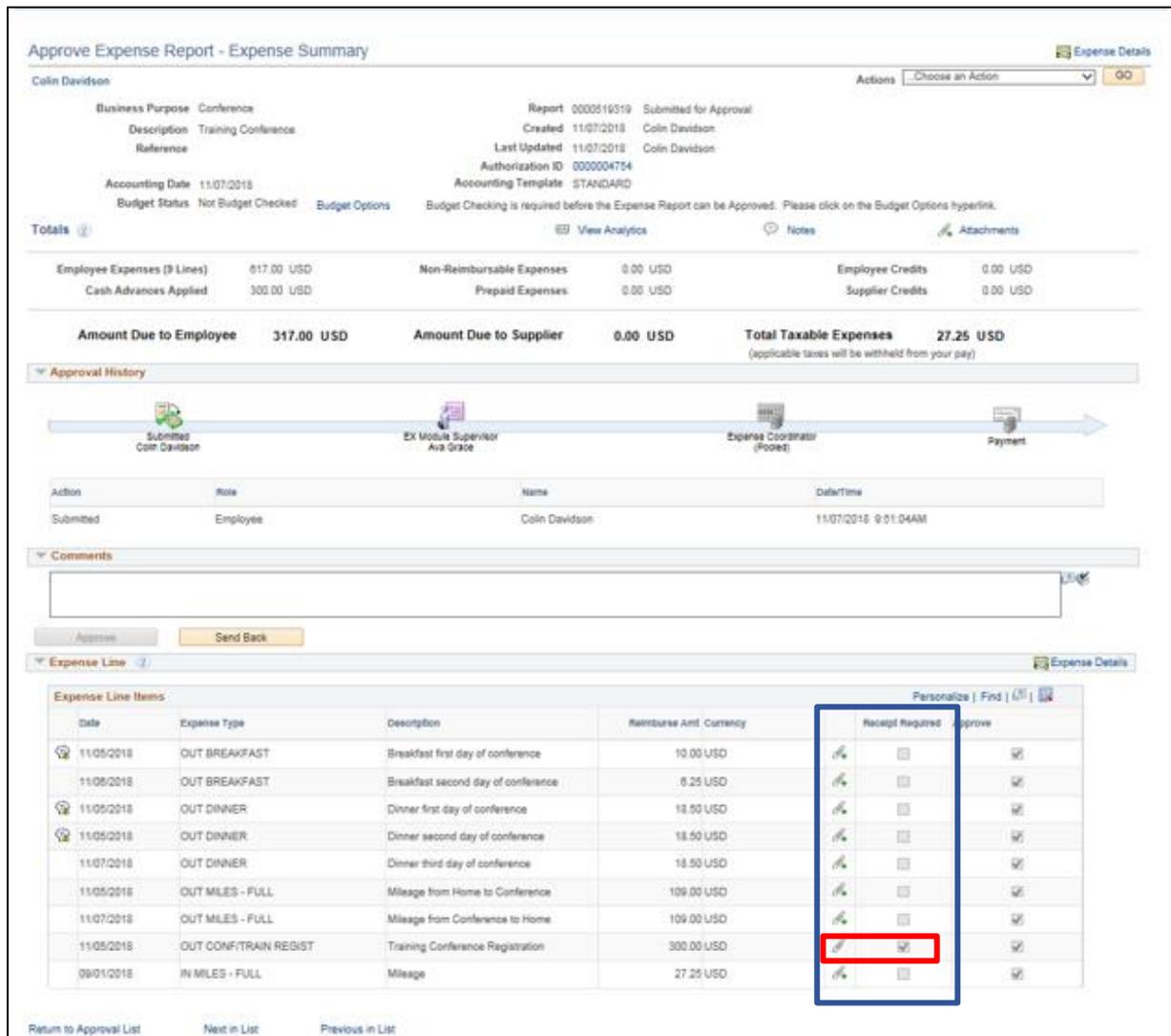
Total Advance Applied	300.00 USD
Employee Expenses (9 Lines)	617.00 USD
Total Due Employee	317.00 USD

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 Actions: Choose an Action

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: 000004754
 Accounting Template: STANDARD

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

Totals View Analytics Notes Attachments

Employee Expenses (9 Lines)	817.00 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 Grise → Expense Coordinator: (Poole) → Payment

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

Comments

Expense Line Expense Details

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

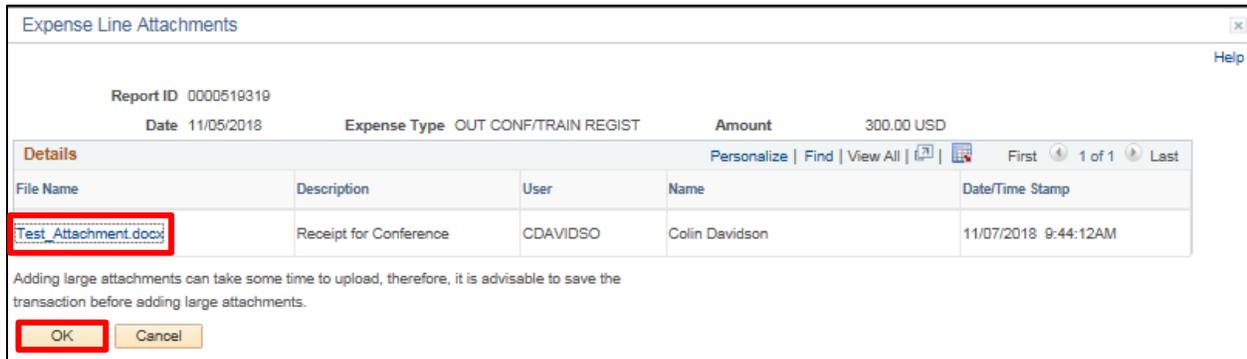
[Return to Approval List](#) [Next in List](#) [Previous in List](#)

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.

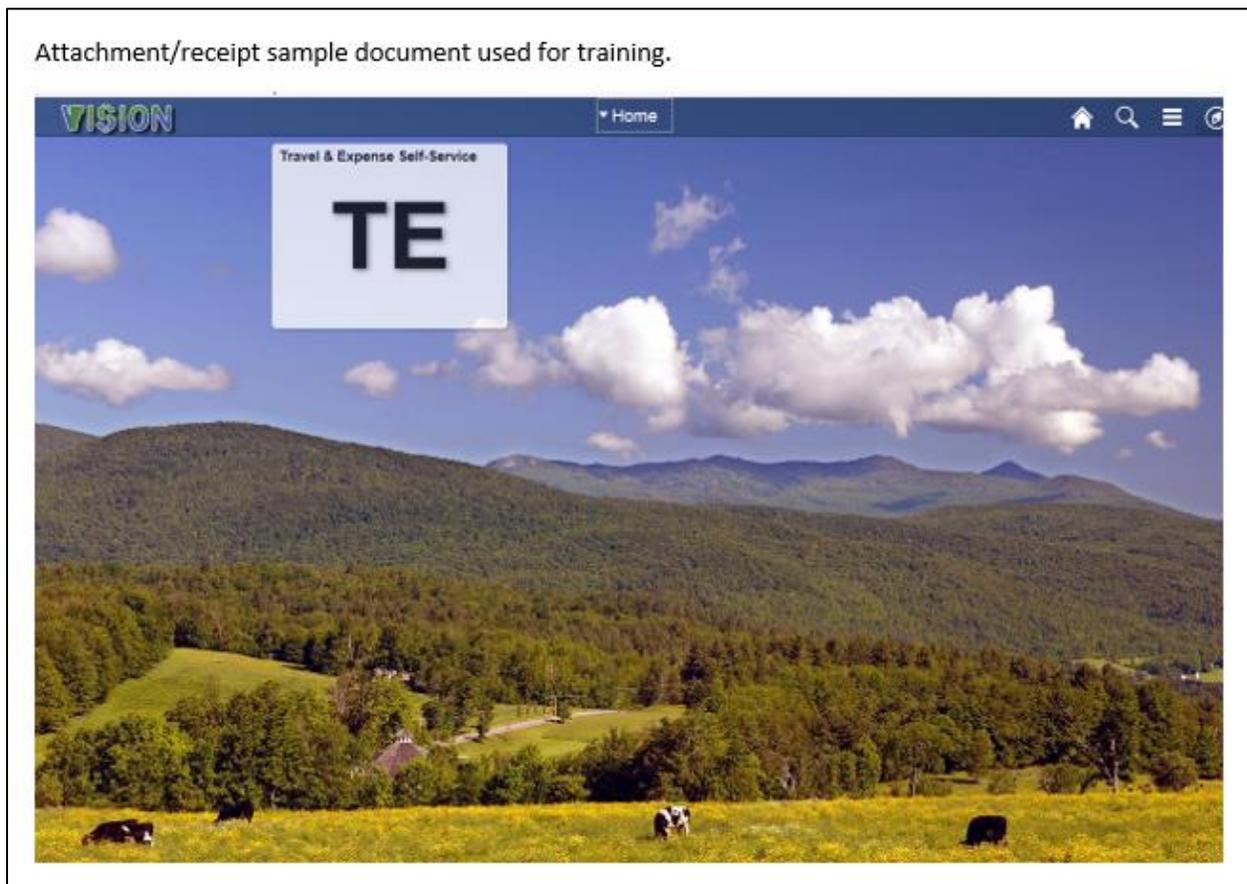
12. Click the line **Attachment**  icon

The **Expense Line Attachments** page displays:



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](#)

Colin Davidson Actions:

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: 000004754	
Budget Status: Not Budget Checked	Budget Options:	Accounting Template: STANDARD

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

Totals View Analytics | Notes | Attachments

Employee Expenses (9 Lines): 817.00 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

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

Comments

Expense Line [Expense Details](#)

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

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

Expenses [View Analytics](#) [Notes](#) [Attachments](#)

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

*Date	*Expense Type	*Description	*Amount	*Currency		Approve
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	8.25	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	109.00	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	109.00	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	300.00	USD	<input checked="" type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	27.25	USD	<input type="checkbox"/> Receipt Required	<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 Summary and Approve

Colin Davidson Actions

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: 000004754

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"/>

Payment Type: Employee Exchange Rate: 1.00000000

Billing Type: Non-Taxable - Internal Base Currency Amount: 10.00 USD

Originating Location: MONTPELIER VT

Location: NEW YORK

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
10.00	08100	10.00	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 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"/>

Payment Type: Employee Exchange Rate: 1.00000000

Billing Type: Non-Taxable - Internal Base Currency Amount: 6.25 USD

Originating Location: MONTPELIER VT

Location: NEW YORK

Accounting Details

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
6.25	08100	6.25	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-

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

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

17. 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

Business Purpose: Conference	Report: 0000519319 Submitted for Approval
Description: Training Conference	Created: 11/07/2018 Colin Davidson
Reference:	Last Updated: 11/07/2018 Colin Davidson
Accounting Date: 11/07/2018	Authorization ID: 0000004754
Budget Status: Not Budget Checked	Accounting Template: STANDARD

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 (3 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 Mobile Supervisor Ava Grace → Expense Coordinator (Poet) → Payment

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

Comments

Expense Line Expense Details

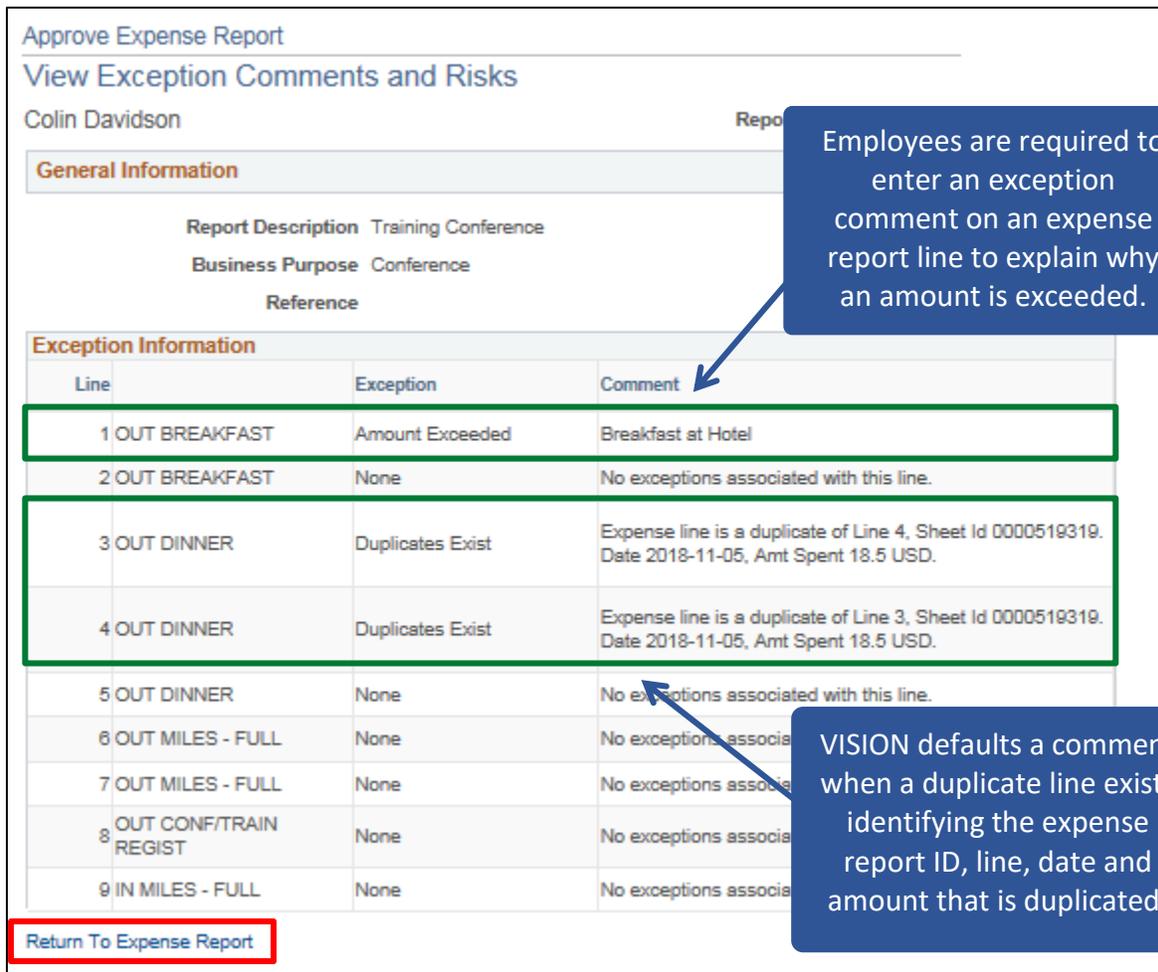
Expense Line Items					Personalize Find <input type="button" value="Filter"/>	
Date	Expense Type	Description	Reimburse Amt. Currency	Receipt Required	Approve	
11/05/2018	OUT BREAKFAST	Breakfast first day of conference	10.00 USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/09/2018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

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

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

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

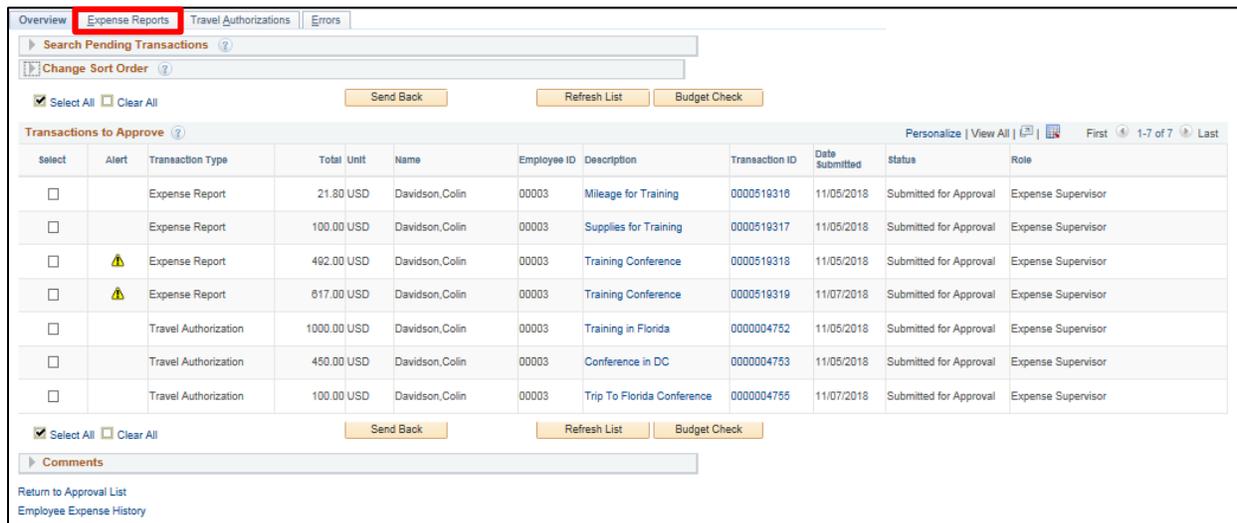
Send an Expense Report back for revision

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

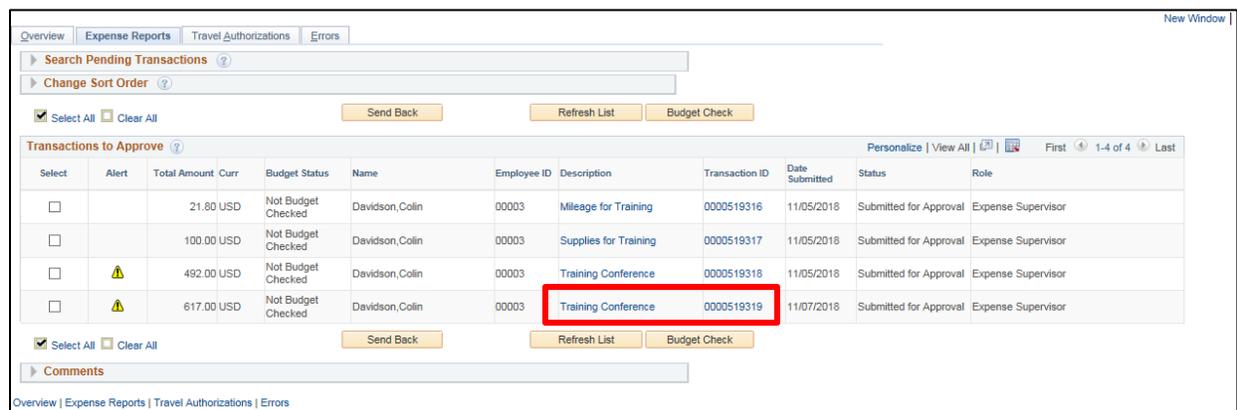
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

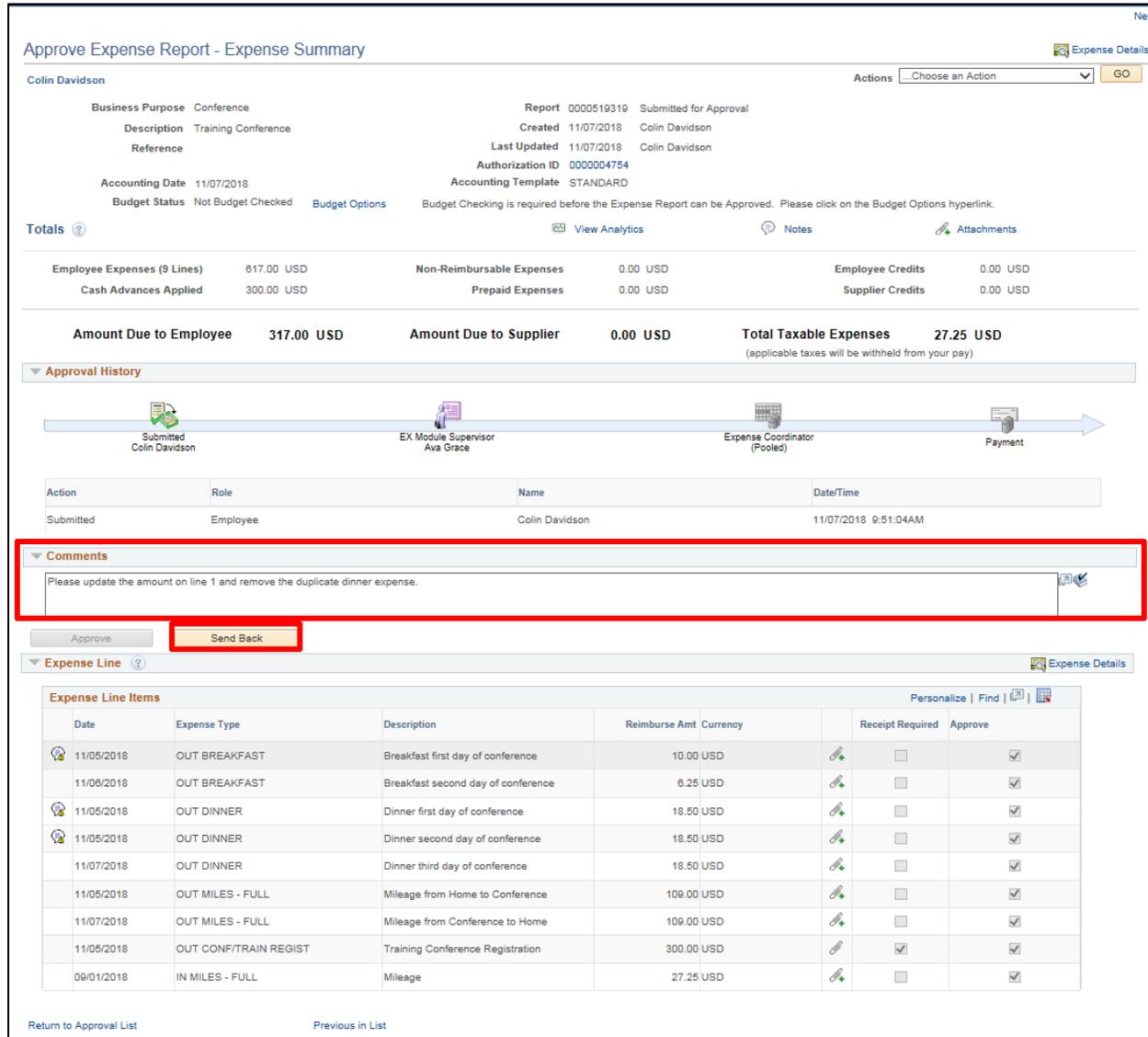
The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:



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

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

Totals

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

Approval History

Submitted: Colin Davidson
 EX Module Supervisor: Ava Grace
 Expense Coordinator: (Pooled)
 Payment: [Icon]

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"/>

3. 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
4. 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

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	Milage 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

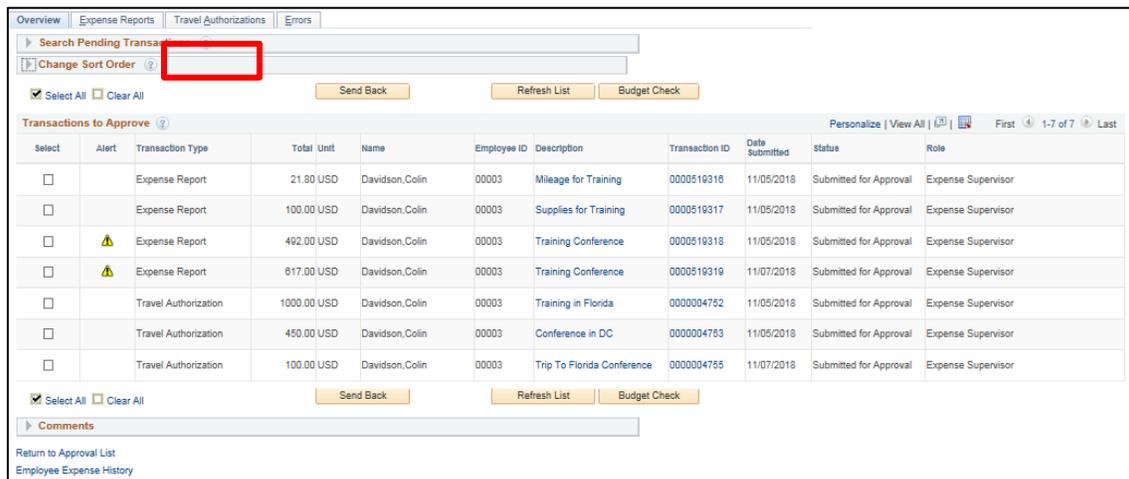
Situations when this function is used: The expense report has been reviewed and ready to be approved.

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

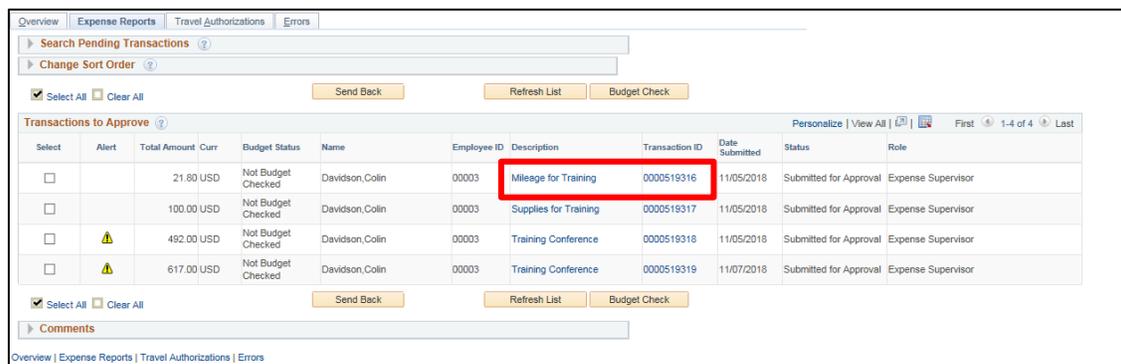
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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
 Accounting Date: 11/05/2018
 Budget Status: Not Budget Checked **Budget Options**

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 Employee	21.80 USD	Amount Due to Supplier	0.00 USD		

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Comments

Approve Send Back

Expense Line

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

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

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

3. 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

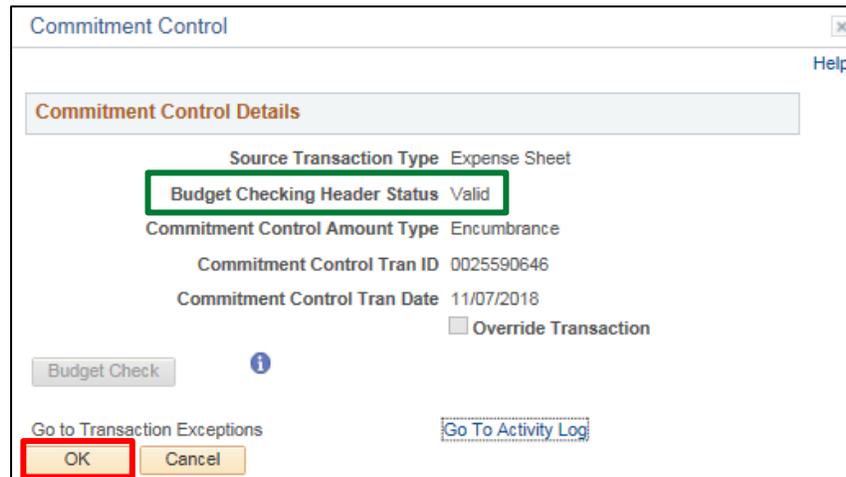
Go to Transaction Exceptions

Go To Activity Log

OK Cancel

4. Click **Budget Check**

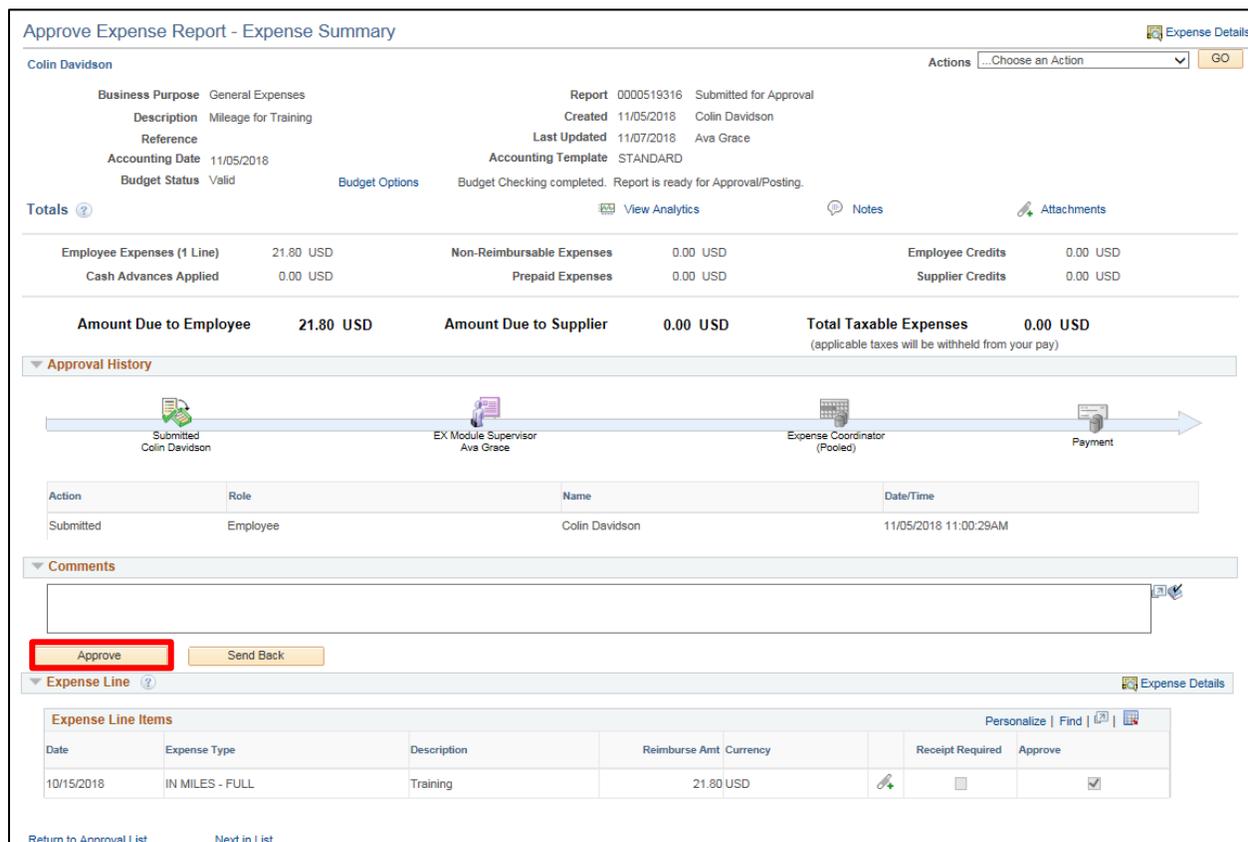
The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes:



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

5. Click OK

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



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 Employee		21.80 USD	Amount Due to Supplier		0.00 USD

✓ This report will be approved.

OK
Cancel

7. Click **OK**

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

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

▶ Search Pending Transactions [?](#)

▶ Change Sort Order [?](#)

Select All Clear All Send Back Refresh List Budget Check

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 Back Refresh List Budget Check

▶ Comments

Overview | Expense Reports | Travel Authorizations | Errors

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

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

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

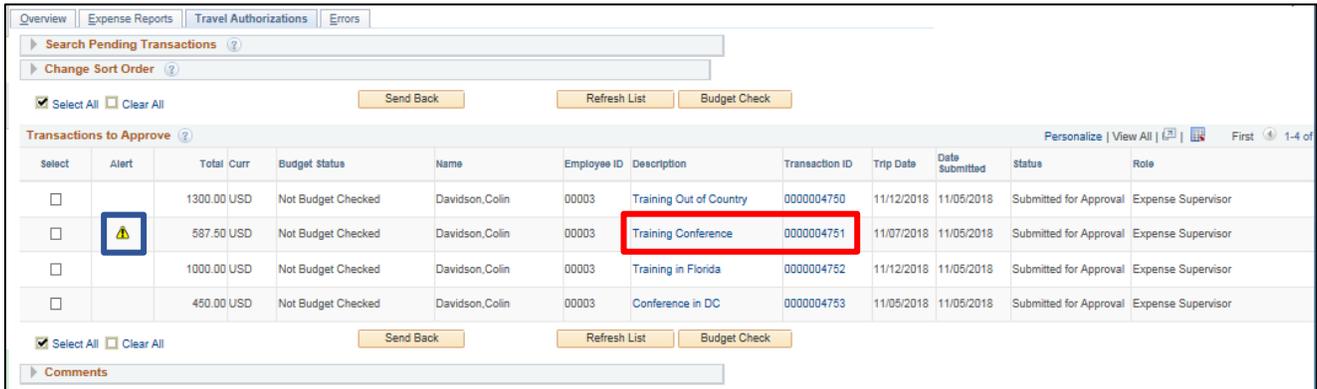
Navigator Menu navigation: Navigator > Travel and Expenses > Approve Transactions > Approve Transactions

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	00000			
<input type="checkbox"/>		Travel Authorization	587.50	USD	Davidson, Colin	00003	Training Conference	00000			
<input type="checkbox"/>		Travel Authorization	1000.00	USD	Davidson, Colin	00003	Training in Florida	00000			
<input type="checkbox"/>		Travel Authorization	450.00	USD	Davidson, Colin	00003	Conference in DC	00000			

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

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	000004751
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 | [?](#) [?](#) 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](#)

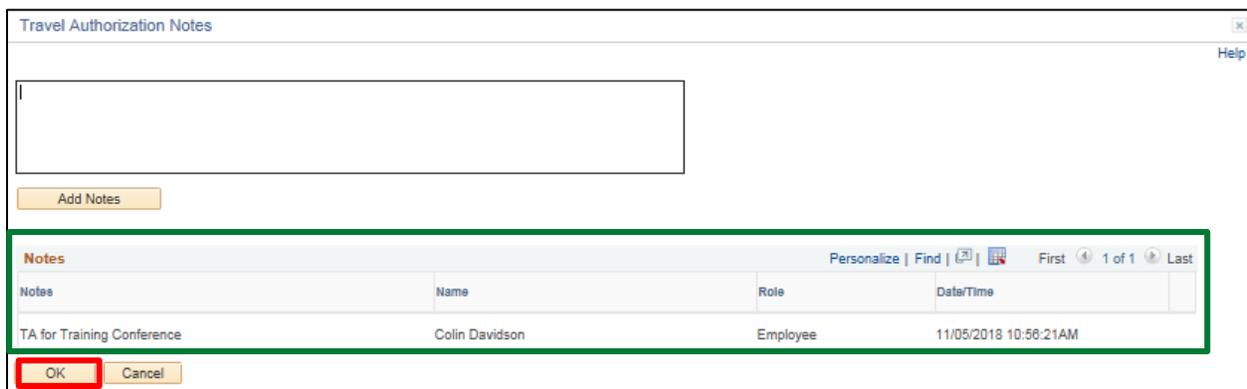
The **Approve Travel Authorization - Travel Authorization Summary** page is broken down into various sections:

- 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

[Attachments \(1\)](#) [Notes](#)

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

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

Totals

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

Pending Actions [Personalize](#) | [Find](#) | [Print](#) | First 1 of 1 Last

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

Action History [Personalize](#) | [Find](#) | [Print](#) | 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](#)

[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.

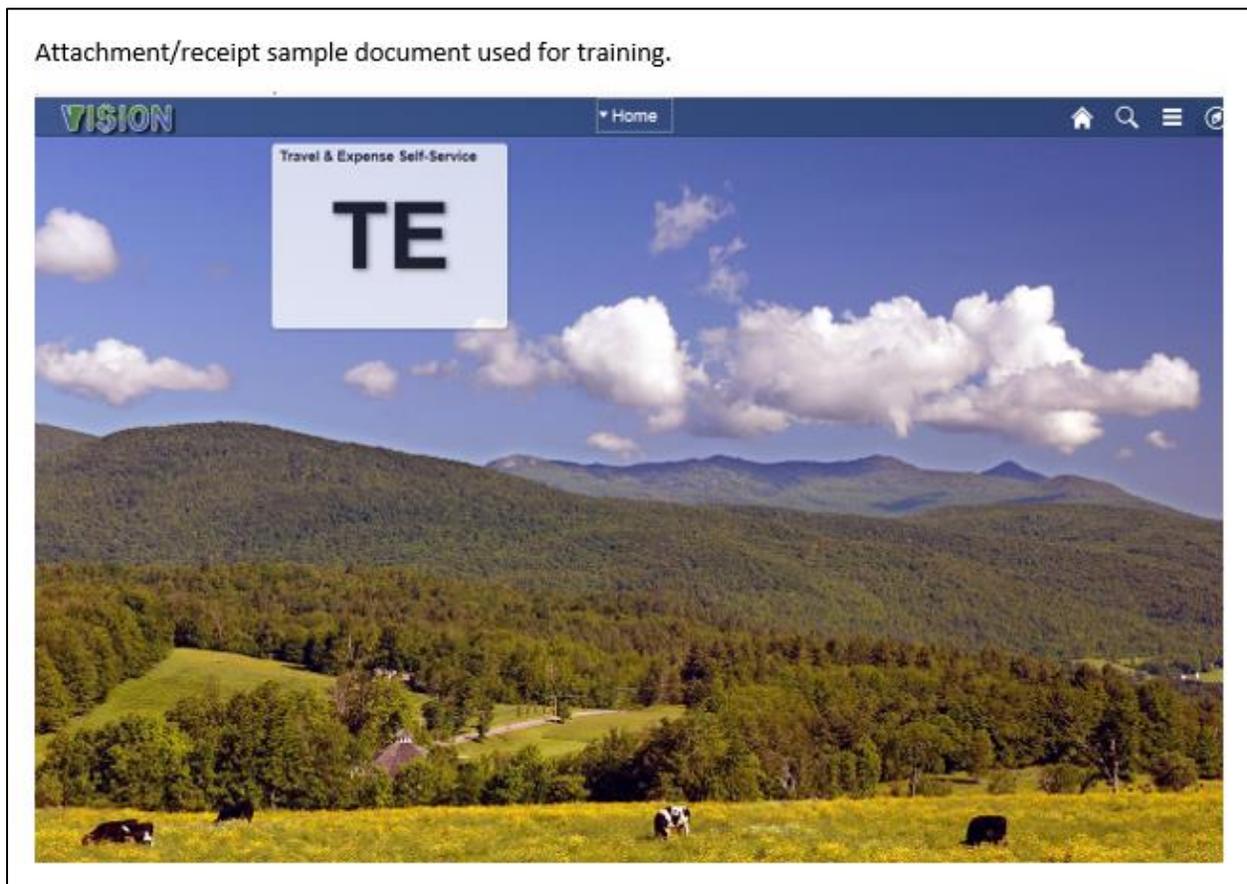
5. Click on the **Attachments (#)** link

The **Travel Auth Attachments** page displays:



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

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 type="checkbox"/>
OUT BREAKFAST	11/08/2018	6.00	USD	Attachments	<input type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input type="checkbox"/>
OUT DINNER	11/07/2018	18.50	USD	Attachments	<input type="checkbox"/>
OUT DINNER	11/09/2018	18.50	USD	Attachments	<input 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"/>

Each line should be reviewed for accuracy and compliance.

Totals

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

Pending Actions Personalize | Find | First 1 of 1 Last

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

Action History Personalize | Find | First 1 of 1 Last

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

Comments

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

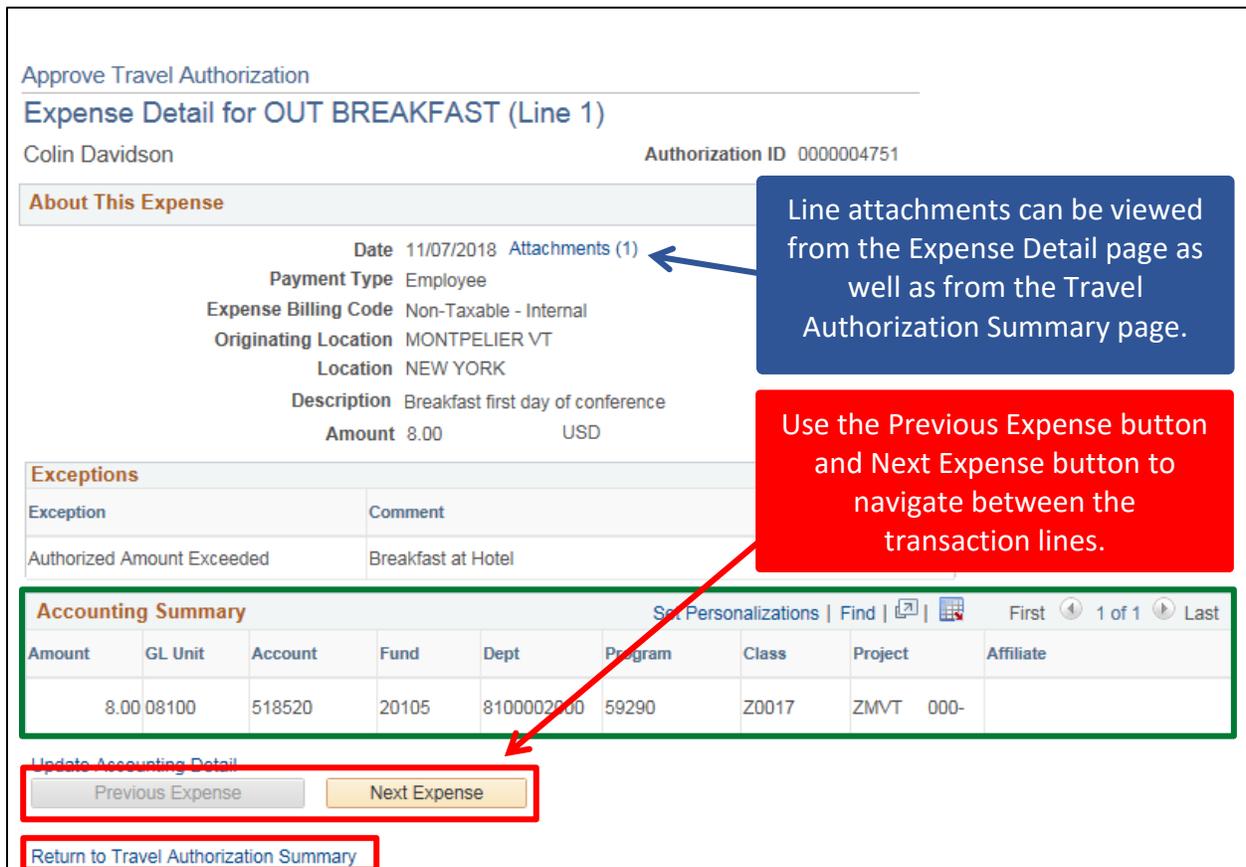
Budget Status Not Budget Checked

[Budget Options](#)

[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 | First 1 of 1 Last

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

Update Accounting Detail

[Return to Travel Authorization Summary](#)

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

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

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](#)

[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.

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

Review Travel Authorizations is Complete

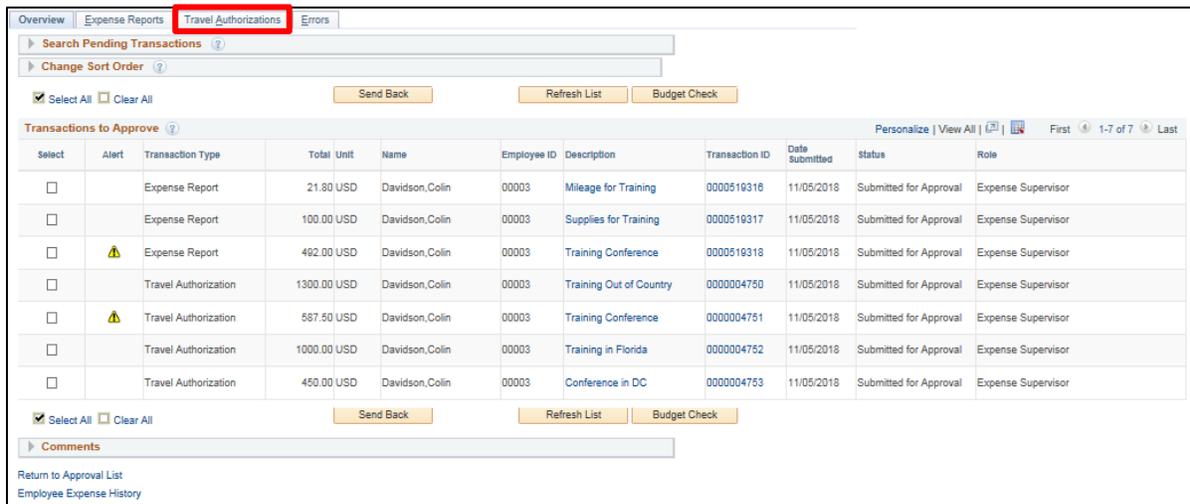
Send a Travel Authorization Back for Revision

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

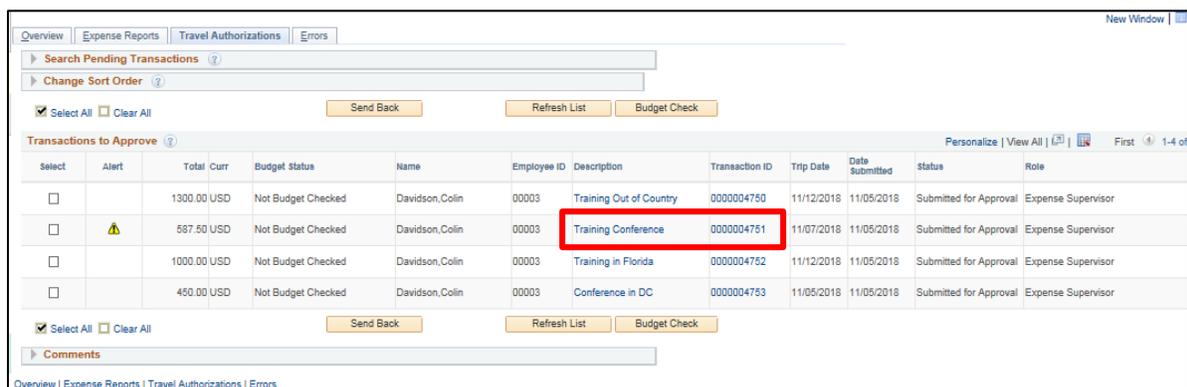
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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	000004751
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

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

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](#)

Return to Approval List Next in List Previous in List

3. 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**
4. 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 x

[Help](#)

Approve Travel Authorization

Submit Confirmation

Colin Davidson Authorization ID 0000004751

Travel Authorization Totals

	Total	587.50 USD		Total	587.50 USD
	Less Non-Approved	0.00 USD		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 ? Personalize | View All | First 1-3 of 3 Last

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:

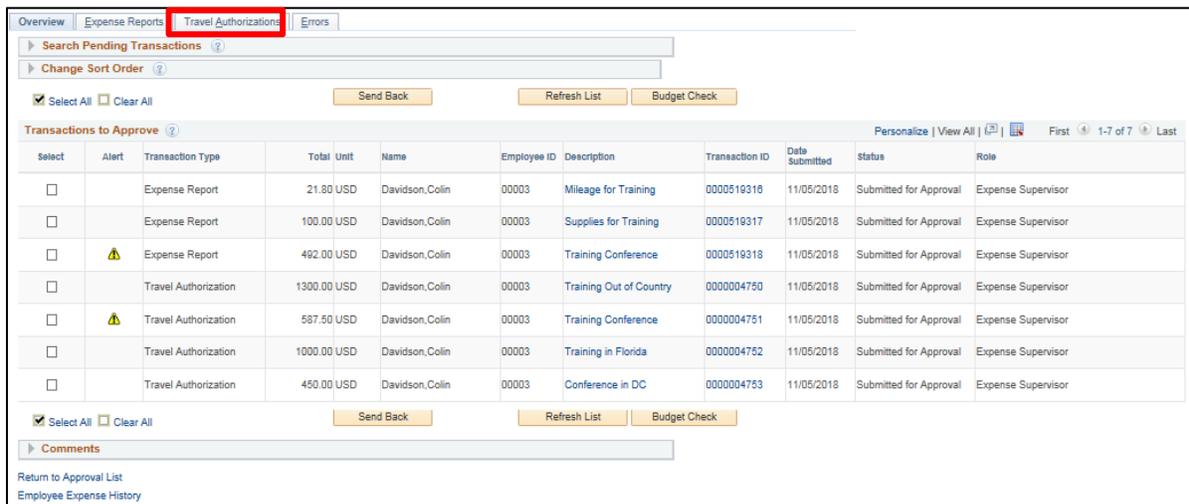
1. Per Agency of Administration [Bulletin 3.4 Employee Travel and Expense Policy](#), approval for employee overnight travel must be received prior to the trip
2. Also, per the Bulletin, all 'Out of Country' travel must be approved by the Office of the Secretary of Administration and will automatically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

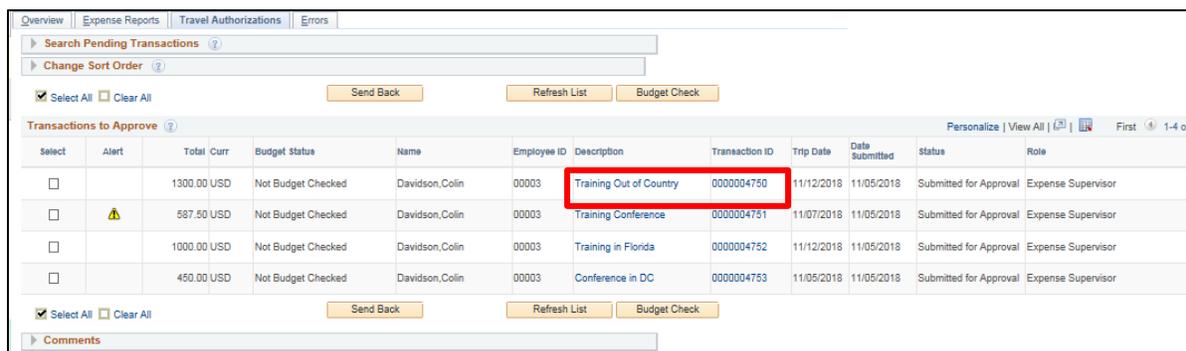
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

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	Attachments	<input checked="" type="checkbox"/>
OUT AIR TRANSP	11/12/2018	600.00	USD	Attachments	<input checked="" type="checkbox"/>

Totals

Total	1,300.00	USD
Less Non-Approved	0.00	USD
Total	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](#)

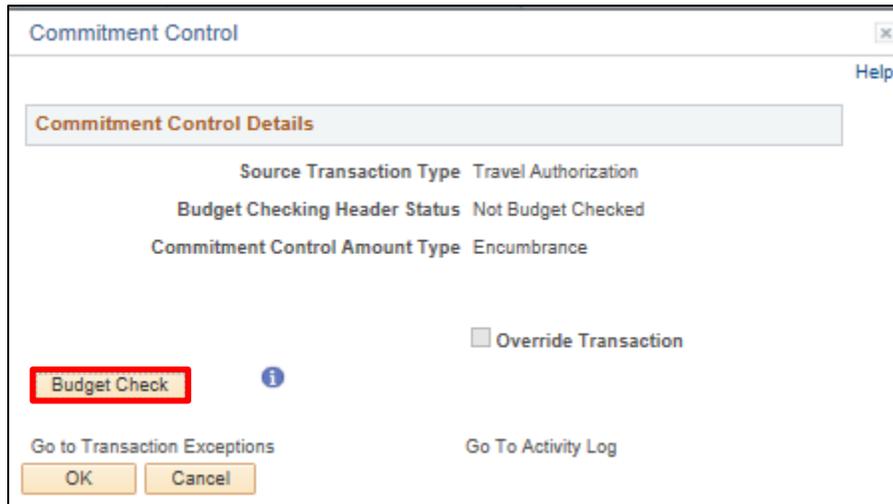
[Return to Approval List](#) [Next in List](#)

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:



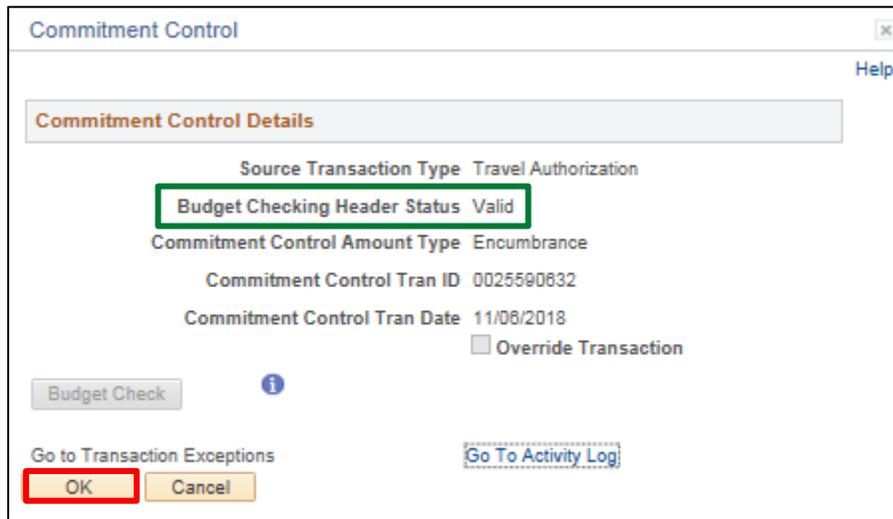
The screenshot shows the 'Commitment Control' window. The 'Commitment Control Details' section displays the following information:

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

At the bottom of the details section, there is a 'Budget Check' button highlighted with a red box, an information icon (i), and an 'Override Transaction' checkbox. Below this, there are two buttons: 'Go to Transaction Exceptions' and 'Go To Activity Log'. At the very bottom, there are 'OK' and 'Cancel' buttons.

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 'Commitment Control Details' section displays the following information:

- Source Transaction Type: Travel Authorization
- Budget Checking Header Status: Valid (highlighted with a green box)
- Commitment Control Amount Type: Encumbrance
- Commitment Control Tran ID: 0025590832
- Commitment Control Tran Date: 11/08/2018

The 'Budget Check' button is now disabled. The 'Go To Activity Log' button is now a link. The 'OK' button at the bottom is highlighted with a red box.

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

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

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

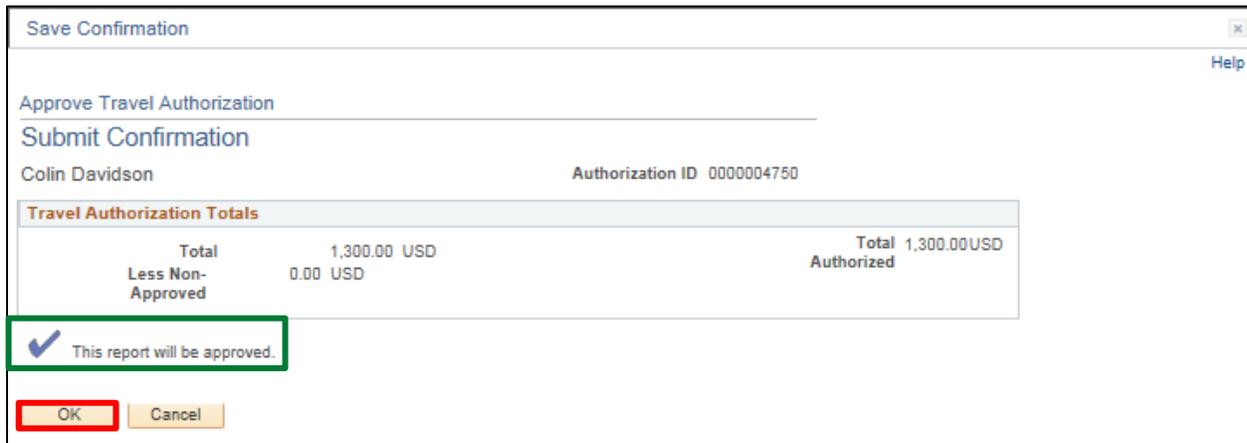
The Secretary of Admin Approver role displays in addition to the EX Module Supervisor in the Pending Actions section for 'Out of Country' travel authorizations that require additional approvals. For some employees, the Secretary of Admin Approver may be the only approver.

6. Click Approve

February 2020

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



Save Confirmation Help

Approve Travel Authorization

Submit Confirmation

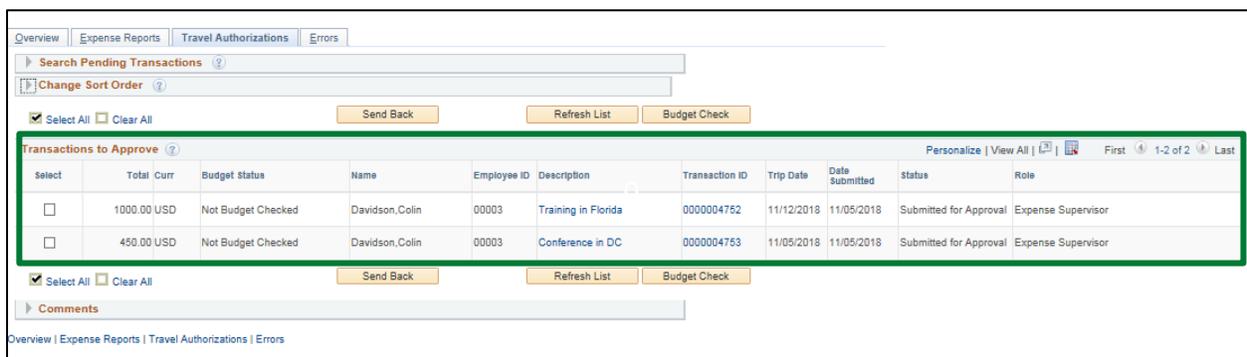
Colin Davidson Authorization ID 0000004750

Travel Authorization Totals			
Total	1,300.00	USD	Total 1,300.00USD
Less Non-Approved	0.00	USD	Authorized

This report will be approved.

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

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

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

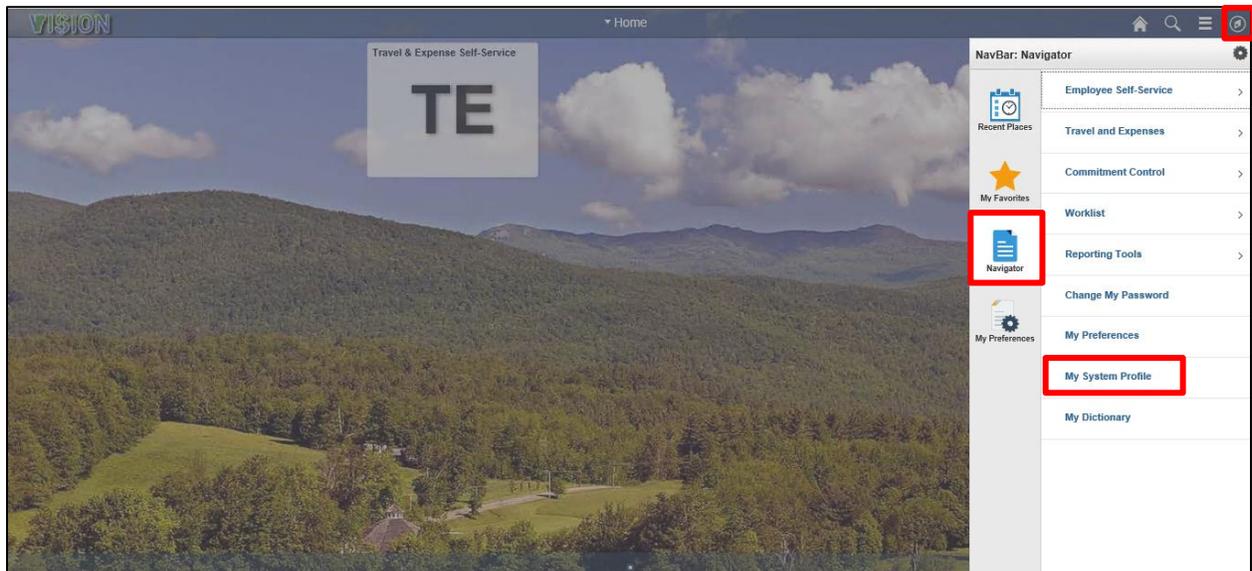
Set up Alternate Approver

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

Ava Grace

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English ▼

Currency Code: 🔍

Default Mobile Page: 🔍

Alternate User

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

Alternate User ID: KMORSE 🔍

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

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

Workflow Attributes

Email User Worklist User

Miscellaneous User Links

Email			Personalize Find 📄 📅	First ⏪ 1 of 1 ⏩ Last
Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	vision.exptestwf@vermont.gov	+	

IM Information				Personalize Find 📄 📅	First ⏪ 1 of 1 ⏩ Last
Protocol	XMPP Domain	UserID	Password		
XMPP	 🔍	 🔍	 🔍	+ -	

Save

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

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