UNDERSTANDING TRAVEL & EXPENSE APPROVAL METHODS

There are two methods which can be used to review and approve travel and expense transactions:

- Worklist
- Approve Transactions page

Each of these methods provides the approver with the same set of options: Approve, Deny, Send Back, Hold, and Budget Check. The main difference is the navigation used to reach these approval options.

Email Notification

When an employee submits an expense transaction, workflow routes the transaction to the appropriate approver based on approver assignments. In addition to the transaction now appearing in the approver's queue, the system generates an email to the approver indicating that there is a transaction awaiting his/her approval.

Worklist

The Worklist can be accessed in two ways:

- NavBar > Navigator > Worklist > Worklist
- Manager Self Service homepage > Worklist

Note that the Worklist contains approvals from all modules within PeopleSoft Financials, not just travel and expenses.

Transactions which need approval are displayed in the worklist and can be selected by clicking on an item in the Link column. The following naming convention is used:

- TAApproval - Travel Authorizations
- ERApproval - Expense Reports
- CAApproval - Cash Advances

When Approvers click on an entry in the Link column, the transaction displays and the Approver can review the transaction for accuracy and compliance to institutional and state policies.

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The approval options for Department Manager 1, Department Manager 2, Project/Grant and AP Auditors are:

- Approve – Provides approval and sends the transaction on to the next approver, if applicable. This will remove the transaction from the current approver's Worklist.
- Send Back – Sends the transaction back to the employee/traveler.
- Hold – Places the transaction on hold.
- Deny – Denies the transaction. This is a final action and no further submission or approvals can be performed.
- Save Changes – Saves any changes made to the transaction and keeps the transaction in the approver's Worklist.

The approval options for a Reviewer are:

- Reviewed – Acknowledges transaction has been reviewed and sends the transaction on to the next approver.
- Send Back – Sends the transaction back to the employee/traveler.

The transaction may also be budget checked from the approval page, if needed. For more information, see EX.020.301 – Using the Approve Transactions Page in Self-Service and EX.020.151 – Budget Checking Expense Reports Online.

Approve Transactions Page:

The Approve Transactions page can be ~~is~~ accessed in three ways:

- NavBar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions
- Manager Self Service > Travel and Expense Center > Approve Transactions > Approve Transactions
- Manager Self Service homepage > Expenses Manager Self Service tile > Approve Transactions > Approve Transactions

By using the Approve Transactions page, an approver can approve/process multiple transactions at one time.

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There are tabs located at the top of the page that will filter transactions.

- Overview tab - contains all transactions
- Expense Reports tab– displays only Expense Reports
- Travel Authorizations tab – displays only Travel Authorizations
- Cash Advances tab – displays only Cash Advances
- Errors tab – displays any transactions with errors

There is a select checkbox next to each transaction which allows Approvers to select multiple transactions, and then perform one function (such as Send Back) for all selected transactions. There is also a Select All button which will enable the checkbox for all transactions.

Note: The convenience of using the Approve Transactions page should not interfere with the responsibility of carefully reviewing each transaction before performing an approval action.

For more information, see EX.020.301 – Using the Approve Transactions Page.