How to Approve Transactions in e-Reimbursement (Approval Roles)

All transactions must be approved by an Approver and an Auditor prior to payment/reimbursement. When a transaction is ready for approval, Approvers/Auditors will receive an e-mail notification prompting them to take action. Per the Delegation of e-Reimbursement Approver/Auditor Responsibilities, prior to final approval, Approvers/Auditors must review supporting documentation and verify appropriateness of expenses and accuracy of accounting. This document will guide Approvers/Auditors through the technical aspect of the e-Reimbursement approval process.

1) Sign into e-Reimbursement (See How to Sign in to e-Reimbursement). Click the Expenses WorkCenter tile. Then, click Approve Transactions in the links panel on the left side of the screen. Your approval queue, containing a list of transactions, will appear.

- **Select:** The checkboxes in this column can be used to Send Back or Hold multiple transactions; however, this practice is not advisable due to the following:
  - **Send Back:** The same comments will be included with each transaction that is sent back to the Traveler for modification and resubmission.
  - **Hold:** Placing a transaction on hold will make it inaccessible to other Approvers/Auditors and System Administrators. The only way to remove the hold status is to approve or deny the expense reimbursement or send it back to the Traveler.

- **Urgency:** a visual guideline to help you prioritize your approval queue based on the number of days from submission. The categories are defined as follows:
  - Green circle (low): 0 – 7 Days
  - Yellow triangle (medium): 8 – 29 Days
  - Red square (high): 30 – 999 Days

- **Transaction Type:** Approvers will see Expense Reimbursements, Travel Authorizations and Cash Advances in their approval queues. Auditors will see only Expense Reimbursements and Cash Advances.

- **Total:** total amount of the expense reimbursement, regardless of the payment mechanism used for each expense line.
- **Unit**: form of currency used to enter the expenses.
- **Name**: name of the individual claiming reimbursement/payment.
- **Employee ID**: employee or non-employee ID of the individual claiming reimbursement/payment.
- **Description**: expense reimbursement name entered by the Traveler/Alternate.
- **Transaction ID**: unique 10-digit number that identifies the transaction.
- **Date Submitted**: date the Traveler/Alternate submitted the expense reimbursement.
- **Status**: status of the expense reimbursement, which will be *Approvals in Process* in most cases.
- **Role**: If an Approver/Auditor is assigned to multiple approval roles, it is important to verify which level of approval the transaction is pending.

**Note**: Click ‘View All’ in the title bar to see all of your expense reimbursements. By default, only 25 show at a time.

2) Click on the **Description** or **Transaction ID** link of the expense reimbursement you would like to review. The desired expense reimbursement displays.

**TIP**: If you are approving a **Travel Authorization**, the remainder of these steps may not apply.

3) The content within the **General Information** box (the top section of the reimbursement) provides details necessary to determine the appropriateness of the expense lines.

**Note**: If the information provided by the Traveler/Alternate is incorrect or needs further explanation, Approvers/Auditors can edit many of the fields within the General Information box. Certain fields – like **Description** – cannot be edited by the Approver/Auditor and the expense reimbursement should be sent back to the traveler if that information needs to be changed.
A. Click the **Expense Details** link to view details and make expense line level edits if necessary. (See section 5)

B. The **Actions** Menu gives you access to:
   a. **Default Accounting for Expense Report** - This funding will apply to each expense line on the expense reimbursement unless it has been changed by the Traveler/Alternate or another Approver/Auditor at the expense line level. Change the funding as appropriate and click the **OK** button. To use multiple funding sources, click the **Add Chartfield Line** button, adjust the percentage fields, enter the additional funding information and click **OK**. To delete a funding source, click the minus sign at the end of the row.

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Note: Funding information is automatically verified upon entry. If an invalid funding is entered, red flags will appear at the beginning of the affected expense lines. Travelers/Alternates may submit expense reimbursements containing funding errors. Approvers may approve expense reimbursements with errors; however, Auditors must correct the errors prior to final approval.
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   b. **Export to Excel**
   c. **User Defaults** – shows default profile information for the traveler.
   d. **View Exception Comments** – a summary of notification flags. The alerts are intended to inform Approvers/Auditors of the following situations, among others, that may require further investigation:
      i. The claimant entered meals and/or lodging expenses that exceed the allowable maximum.
      ii. The claimant entered one or more duplicate expenses.
      iii. The funding on the expense line is different from the default.
      iv. Foundation funds are being used.

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Note: Approvers/Auditors can approve expense reimbursements that contain alert bubbles.
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C. Click **UW Summary Report** to view a funding summary. Save the expense reimbursement after making edits to update the information in the Summary Report.

D. Click **Justification and Supporting Details** to view the details of the reimbursement. This will display the Notes and routing history of the reimbursement. The Approver/Auditor can add additional Notes to the expense reimbursement by utilizing the text box at the top.

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Policy Note – Approvers/Auditors cannot edit or delete notes or attachments added by someone else. The expense reimbursement must be sent back if it is necessary to edit/delete a traveler’s notes or attachments.
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E. Click **Attachments** to view the supporting documentation. Like the Notes, Approvers/Auditors can add attachments to the reimbursement.
4) Below the General Information is a payment summary.

- **Employee Expenses** - total amount of the expense reimbursement
- **Cash Advances Applied**
- **Non-Reimbursable Expenses**
- **Prepaid Expenses** – expenses paid on the Purchasing Card
- **Employee Credits** – travel reductions using Personal Funds payment type
- **Supplier Credits** – travel reductions using US Bank Corporate Card payment type
- **Amount Due to Employee** – net reimbursement amount
- **Amount Due to Supplier** – expenses paid on the Corporate Card. These will get paid directly to US Bank.

5) Expense Lines are at the bottom of the expense reimbursement. To see the full details of the expenses, click **Expense Details**. This link is in the top-right of the expense reimbursement and in the bottom-right, above the expense lines.

- These links expand and collapse the detail and funding areas for all expense lines.
- The Receipts Received box is used to mark the Receipt Verified box for all expense lines.
- This arrow exposes or hides the detail for an expense line.
- This arrow exposes or hides the funding information for an expense line.
- Check this box to individually approve an expense line. This box is checked by default. If the Approver or Auditor unchecks this box, the expense line will not be reimbursed and the Approver/Auditor will have to provide an explanation.
F. Use the Receipt Verified box to mark your progress as you review expense lines. It is not required to check this box prior to approval.

G. Use the Non-Reimbursable check box to mark single expense lines as non-reimbursable.

H. Use the plus arrow to add a new expense line.

**Note:** If an Approver adds an expense line, a different Approver will be required to approve the expense reimbursement (ie: an Approver cannot approve expense lines they have added themselves.)

I. Different fields populate for different expense types.

J. Use the plus and minus boxes in the funding section to add or remove funding lines. Use the scroll bar below the funding to access the plus and minus boxes.

6) After making any necessary edits, click **Summary and Approve** in the top-right to return to the expense reimbursement summary. The action buttons are available for Approvers/Auditors on this screen:

![Comments](image)

- Approve
- Send Back
- Hold
- Deny
- Save Changes

If an Approver/Auditor sends the expense reimbursement back or denies it, a comment will be required. All comments entered here will show with the Notes under the Justification and Supporting Details screen.

Once approved, an email is sent to the traveler, their alternate(s) and any future Approvers/Auditors.