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e-Reimbursement automatically generates e-mail notifications to alert users of actions taken and/or required in the workflow process.

e-Mail Notifications for Expense Reports					
Action	Alternate	Traveler	Approver/Backup Approver	Auditor	Backup Auditor
Alternate clicks <i>Notify Traveler</i>					
Traveler/Alternate* clicks <i>Submit</i>					
Approver clicks <i>Send Back</i>					
Approver clicks <i>Approve</i>					
Auditor/Backup Auditor clicks <i>Send Back</i>					
Report is Reassigned			 Recipient of report receives e-mail		
Auditor/Backup Auditor clicks <i>Approve</i>					
Report is Denied					
Traveler receives payment	<i>No e-mails generated</i>				

e-Mail Notifications for Travel Authorizations					
Action	Alternate	Traveler	Approver/Backup Approver	Auditor	Backup Auditor
Alternate clicks <i>Notify Traveler</i>					
Traveler/Alternate* clicks <i>Submit</i>					
Approver clicks <i>Send Back</i>					
Report is Reassigned			 Recipient of report receives e-mail		
Approver clicks <i>Approve</i> (final approval – Auditor not required)					
Report is Denied					

e-Mail Notifications for Cash Advances					
Action	Alternate	Traveler	Approver/Backup Approver	Auditor	Backup Auditor
Traveler/Alternate* clicks <i>Submit</i>					
Approver clicks <i>Approve</i>					
Report is Reassigned			 Recipient of report receives e-mail		
Auditor/Backup Auditor clicks <i>Approve</i>					
Report is Denied					
Traveler receives payment	<i>No e-mails generated</i>				

* Alternates can only submit reports on behalf of non-employees and terminated employees.