

# Expense Report Approver Checklist

For the TeamWorks Travel & Expense System

Open an expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks** and select **Expense Reports**. Click on the Report Name you want to review for approval.

## Summary Tab:

The Expense Report opens in the summary view. You have a “bird’s eye view of Expenses, Cash Advances, Requests and the Report Summary

Review any Requests in the Requests section of the Summary Tab by clicking on the Request Name in the Summary view.

Cash Advances assigned to the report appear in the Cash Advance section of the Summary. They can also be viewed from the Details tab.

Click on the Report Totals link in the Report Summary section to view more detail

## Exceptions:

Review any Exceptions. Click on an exception to open the expense item the exception references. You can view expense detail, attached receipts or summary information for the expense item.

## Report Name:

Click on the report name to open the Report Header and review the information for accuracy.

## Details Tab:

Review the **Audit Trail**

Review the **Approval Flow**

Review **Comments** for the report or add any comments you feel are necessary

Review and/or enter any **Allocations** (depends on Agency configuration)

Review **Cash Advances Assigned**

Review **Travel Allowances** (Meals Per Diem) entered

## Expenses:

Click on an expense to review in individual expense item detail, attached receipts or summary information. Pay careful attention to Air, Hotel and Rental Car receipts.

Hover over Receipts icon  to view receipts attached to individual line item Expenses

Review Personal Car Mileage and Mileage Calculator Mileage calculations

Hover over Allocations icon  to review allocations made by the employee to an individual line item

Hover over Comments icon  to review any attached comments.

## Receipts Tab:

Click **Receipts Required** to detail receipts required by statewide Travel Policy

Click **View Receipts In New Window** or **View Receipts in Current Window** to view ALL receipts attached to the report.

## Attachments

Click **Attachments** and then select **View receipts in new window**. You will be able to view

any documents attached to the Cash Advance.

## Approve or Deny Report:

Select **Send Back to Employee**, **Approve**, or **Approve & Forward**

# Expense Report Approver Checklist

For the TeamWorks Travel & Expense System

**Note:** For more details please see the Approvers Handbook.