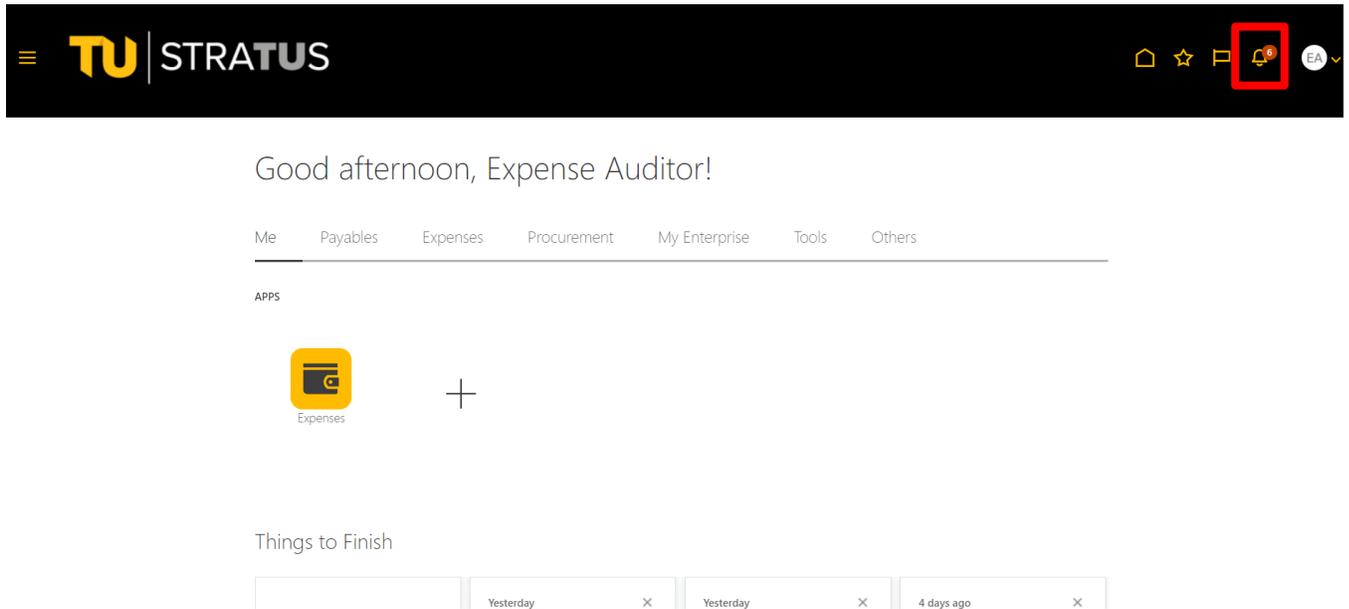


Expenses – View a Rejected Expense Report

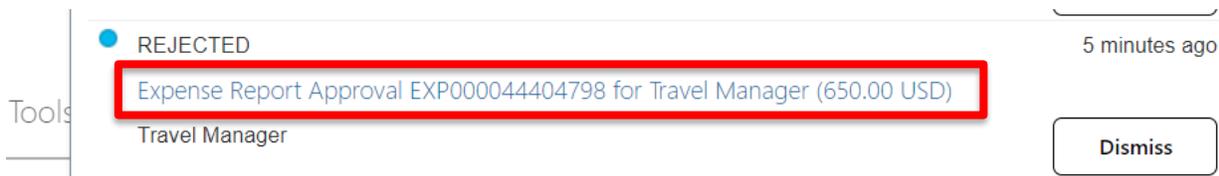
For employees who submitted an expense report that was rejected.

- Purpose:** View a rejected expense report in Stratus.
- How to Access:** Log into the Stratus application.
- Helpful Hints:** Be sure to keep in mind that...
- Comments can only be viewed through notifications, not on the expense report directly.
 - This process applies to Employee Reimbursement, Travel, and ProCard expense reports in Stratus.
- Procedure:** Complete the following steps to view a rejected expense report:

1. If you submitted an expense report that was rejected by your **Supervisor/Cost Center Manager/Financial Steward**, you will receive a bell notification.

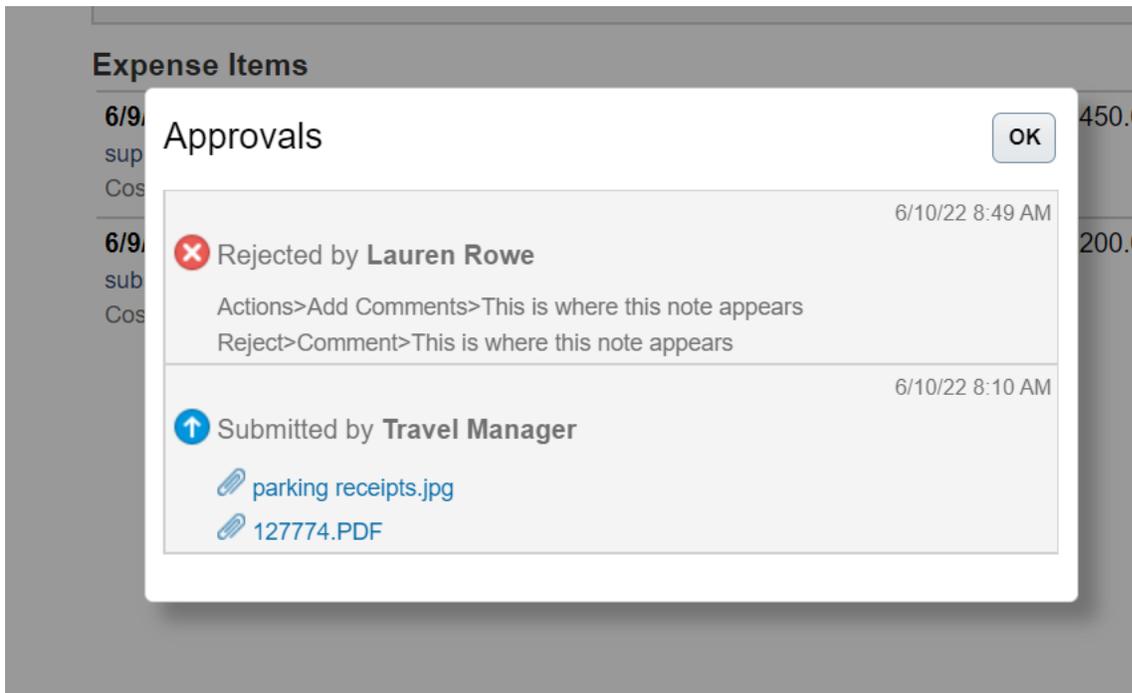
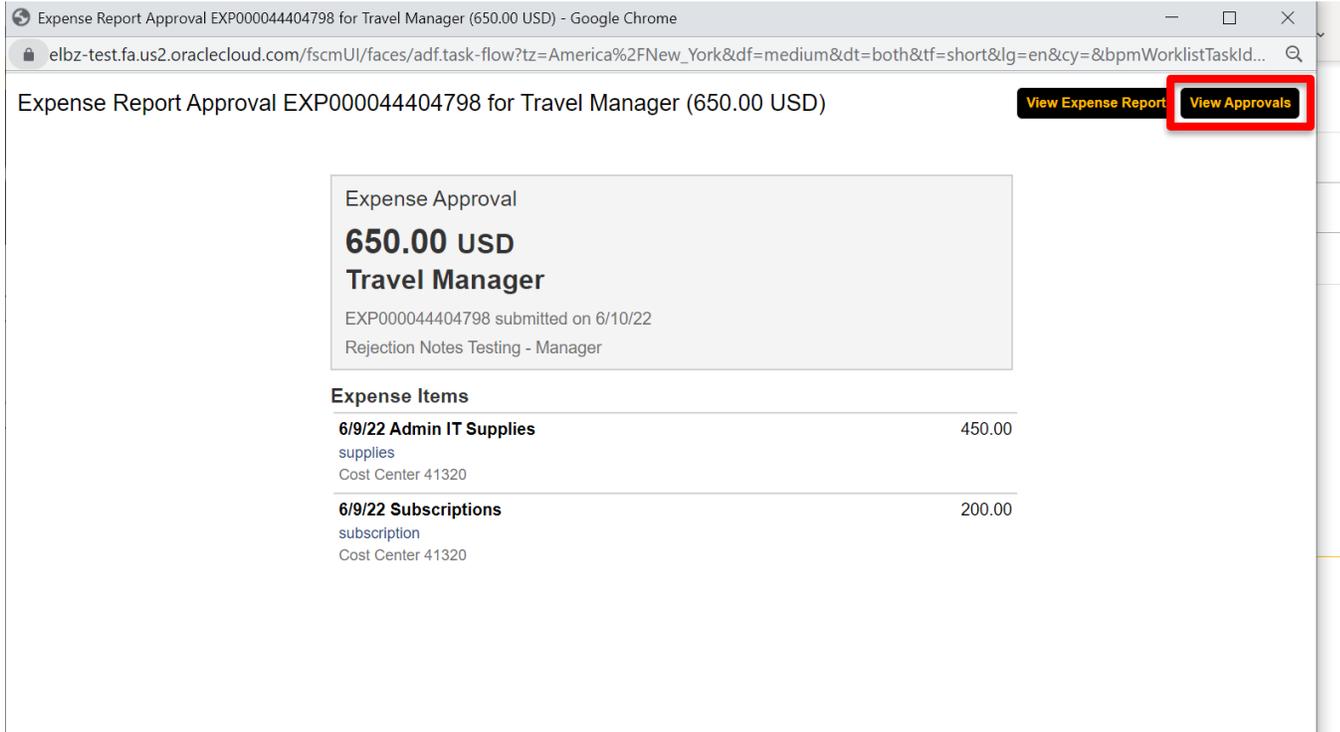


2. Within the Bell notification in Stratus, click on the link for the expense report you wish to view.



Expenses – View a Rejected Expense Report

- 3. From the popup window, click View Approvals to view comments and see why the expense report was rejected.



- 4. If your expense report was rejected by an **auditor**, you will receive a bell notification.

Notifications Show All

● FYI 37 minutes ago

Expense Report EXP000044404816 (113.04 USD) Was Rejected by Expense Auditor

Lauren Rowe Dismiss

APPROVED 58 minutes ago

5. A new popup window will display the expense report details and will show in two places why it was rejected: at the top next to the yellow triangle and at the bottom under "report history".

Expense Report EXP000044404816 (113.04 USD) Was Rejected by Expense Auditor Dismiss

Expense Report Rejected by Auditor

113.04 USD

Travel Manager

EXP000044404816 submitted on 6/10/22

Rejection Notes Testing - Auditor

⚠ Questionable expenses - The expense report contains expenses that may not be in compliance with company policies. Therefore, the questionable expenses must be resolved.

Expense Items

6/5/22 Parking	25.00
Cost Center 41320	
<hr/>	
6/5/22 Tolls	20.00
tolls	
Cost Center 41320	
<hr/>	
6/5/22 Mileage - Daily	68.04
Cost Center 41320	116.3 Miles

Report History

Expense Auditor	The expense report contains expenses that may not be in compliance with company policies. Therefore, the questionable expenses must be resolved.
6/10/22	

6. If your expense report was rejected, you will also receive an email notification and can view the comments and reason why it was rejected directly in the email.

Expense Approval

30.00 USD

Jamie Gillispie

EXP000044300179 submitted on 6/7/22

TESTING WITHDRAW

Expense Items

5/30/22 Parking	30.00
5/30/22 Parking - Split	30.00

Approvers

6/7/22 12:39 PM

 Rejected by **Dawn Kuessner**
Rejecting form because the dollar amounts don't match receipt

6/7/22 12:29 PM

 Submitted by **Jamie Gillispie**
 [Gas.pdf](#)

[Transaction details](#)

[In-app notification](#)

NOTE: Comments can only be viewed from email or bell notifications, they will not appear on the expense report in the Expense module.