Travel – Approving a Travel Expense Report

For employees approving an expense report for travel.

Purpose:	Approve a travel expense report.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind thatSupporting documents can be attached.
Procedure:	Complete the following steps to approve an expense report:

1. If you have an expense report to approve, you will receive a bell notification and email.

TU ST	RATU	IS						습 수 ㅁ 🗘
	God	od after	noon, T	ravel Man	ager!			
	Me	Payables	Expenses	Procurement	My Enterprise	Tools	Others	
	APPS							
	ł	Expenses	+					
	Thing	gs to Finish						
			Yes	sterday	× Yesterday		× Yesterday	×

NOTE: If you have an expense report to approve, you will also receive an email. From that email, you can approve or reject the expense report. At the top of the email, it says **"Access this task in the Workspace Application"**. Clicking the **Workspace Application link** will route you to Stratus. The recommended approval method is to click the link in the email and follow the below steps in Stratus.



Travel – Approve Expense Report



Expense Approval

William Joyner

880.00 USD

TEST - Jamie Uppercue - 3

EXP000009085164 Submitted on 4/19/22

Approve	Reject			
Request Info				
Expense Items				
4/2/22 Library Books New	480.19 USD			
AMAZON.COM*1622K8BH2 - test				
4/2/22 Library Books New - Split	180.19 USD			
test				
4/2/22 Library Books New - Split	100.00 USD			
test				
4/2/22 Library Books New - Split	100.00 USD			
test				
4/2/22 Library Books New - Split	100.00 USD			
test				
4/3/22 Library Books New	270.65 USD			
AMAA7ON COM*10/0TC0111 AMA7N +oct				

2. Within the Bell notification in Stratus, click on the link for the appropriate approval action.

= TU STRATUS			
		Notifications	Show All
Good after	noon, Travel Manag	Search ACTION REQUIRED Expense Report Approval EXP000008611707 for Lauren Rowe (64.99 USD)	Yesterday
Me Payables	Expenses Procurement	Approve ACTION REQUIRED Expense Report Approval EXP000008367442 for Buyer Buyer (20.00 USD) Detertor D	Reject Yesterday
APPS		Action REQUIRED Expense Report Approval EXP000008367435 for Buyer Buyer (6.00 USD) Buyer Buyer Approve	Reject Yesterday
Expenses	+	ACTION REQUIRED Expense Report Approval EXP000008611707 for Lauren Rowe (64.99 USD) Lauren Rowe Approve	4 days ago
Things to Finish		ACTION REQUIRED Expense Report Approval EXP000008367442 for Buyer Buyer (20.00 USD) Buyer Buyer Approve	4 days ago Reject
		Load More Item	s 1-5 of 49 items

3. This will bring up the expense report details. From here, you can View the expense report image, approve, reject, or click on actions in the top right corner.

S Expense Report Approval EXP000008	- 🗆	\times		
elbz-test.fa.us2.oraclecloud.co	m/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&c	lt=both&tf=short≶=en	&cy=&bpmWorklistTaskl	d=1
Expense Report Approv	al EXP000008367442 for Buyer Buyer (20.00 …	View Expense Report	Actions Approve F	leject
			Request Information	
			Delegate	
	Expense Approval		Reassign	
	20.00 USD		Route Task	
	Buyer Buyer		Add Comments	
	EXP000008367442 submitted on 3/28/22		Add Attachment	
	Manager Requests Info		View Approvals	
	Expense Items			_
	3/28/22 Parking	20.00)	
	garage Cost Center 18960			

NOTE: Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.

Delegate – delegate approval to someone else to approve the expense report on your behalf.

Reassign - reassign approval to someone else to approve the expense report on your behalf.

Route Task – will require you to approve the expense report, then can be routed to an additional person to review/approve.

Add Comments – adds comments to the expense report.

Add Attachments – adds attachments to the expense report.

View Approvals – see who approved before you/who it will go to after you.

4. When you have reviewed the expense report and are ready to approve, click Approve.

 elbz-test fa us2 oraclecloud 	100836/442 tor Buyer Buyer (20.00 USD) - Google Chrome	→ □ Sytf=short&la=en&cv=&bpmWorklistTaskId=
Expense Report App	roval EXP000008367442 for Buyer Buyer (20.00 View)	Expense Report Actions
	Expense Approval	
	20.00 USD Buyer Buyer	
	EXP000008367442 submitted on 3/28/22 Manager Requests Info	
	Expense Items	
	3/28/22 Parking garage Cost Center 18960	20.00

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the expense report instead of approving.

S Expense Report Approval EXP000008367442 for Buyer (20.00 USD) - Google Chrome	-	
elbz-test.fa.us2.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FNew_York&df=medium&dt=both&tf=short≶=en&cy=&bpm	nWorklist	TaskId=1
Expense Report Approval EXP000008367442 for Buyer Buyer (20.00 View Expense Report Actions View Expense Report	Approve	e Reject
Expense Approval 20.00 USD Buyer Buyer		
Approve Comment Commen		