Approve iExpense Reports

Summary of Approver Responsibilities

- Supervisors, or their designees, must carefully examine each employee iExpense report (either a reimbursement request or P-card report) and the related supporting documentation to ensure reported expenditures are reasonable, business related and in compliance with the provisions of policies UPP 3-08 and/or UPP 3-18.

- Receipts must be provided for all food expenditures in excess of $10.00 and all other expenditures in excess of $25.00. Documentation for meals must clearly indicate the business purpose and all in attendance.

- When occasional situations arise whereby business expenses exceed policy guidelines, a complete written explanation must be attached to the employee’s receipt via iExpense to be approved by his/her supervisor.

THE UNIVERSITY RESERVES THE RIGHT TO DENY THE REIMBURSEMENT OF EXPENDITURES THAT DO NOT CONFORM TO POLICY, OR ARE NOT SUPPORTED WITH RECEIPTS OR DOCUMENTATION.

How to Approve an iExpense Report

Approvers will be notified that a transaction requires attention via email and MyJob notifications.

The email will be similar to this:

**Subject:** Action Required: Expense IEXP257861 for Sanchez, Lorena (286.30 USD)

You have a [MyJob](#) notification pending that requires your response. To view and respond, please log into [MyJob](#).

1. Log into MyJob.

2. Any notifications for expense reports will be listed in your worklist. Click on the hyperlink to open.
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When open, you can view receipts, view all allocations, approve, reject or request more information.

3. To view receipts, click on the paperclip under attachments.
   a) The next screen lists the attachment properties. Click on the hyperlink.
   b) Click Open
   c) View the receipt(s)
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To return back to the report click on the hyperlink, “Return to Expense...”

Return to Expense PCARD233024 for (1,281.08 USD)

4. To view the details of the report scroll down to related applications and click on Expense Report Details

Click on the Expense Allocations tab to view all expenses and the account number charged.
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5. To return back to the main page click on the Return button

6. If the expense report meets all the requirements click on the Approve button. If additional authorized signers are needed the report will route automatically for approval. Once no more approvals are needed the report will be exported to Accounts Payable and will be paid on the next payment cycle.

7. If there are any questions or concerns with the report you are able to Reject or Request Information.
   a) When Rejecting an invoice, you are asking the employee to take action – to make changes (i.e.: change an account number, change an amount, add receipts etc.)
   b) When Requesting information, you are only asking a question. The employee will not be able to make any changes to their report. They can only answer your question.
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8. When Requesting Information click on the Request information button and enter the information you are requesting and submit.

10. When rejecting a report enter the correction you want the employee to make in the note section and click on the Reject button.