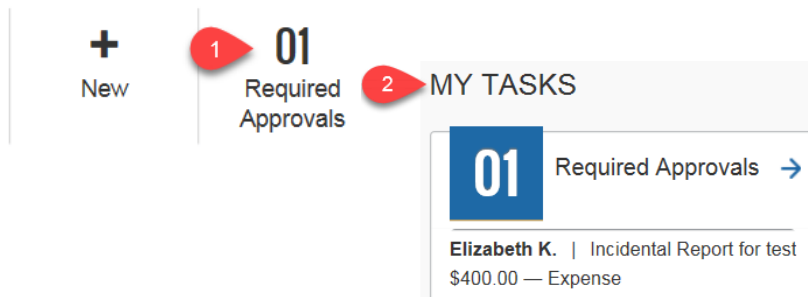


Approve or Reject an Expense Report

1. Required Approvals

Approvers will receive an email from travelND when they have an expense report to approve. After logging into travelND, from the landing page, click the **Required Approvals** link on the quick task bar or the **Required Approvals** under **My Tasks** section.



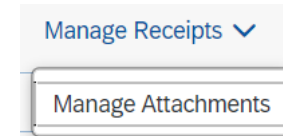
2. Open the Report

Click on the name of the report you want to approve.



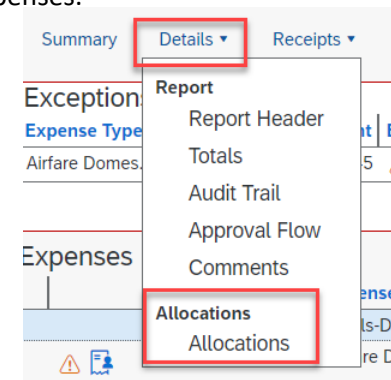
3. View the Expenses & Receipts

On the expense report page, click on each **expense type line** to review details for that expense. Click the **Receipt** icon to view the receipt attached to the expense. All receipts can be viewed together from the **Manage Receipts** menu.



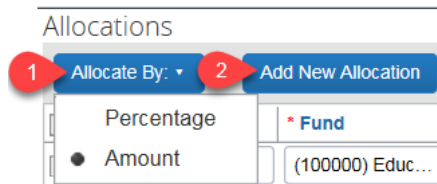
4. Change the FOPAL or Allocate Expenses

The Fund/Org/Program can be changed at the header level or on each expense line. You can also allocate expenses at the line level (change or split FOAPAL's) - On the expense report page, click on **Allocations** option from the **Details** menu. From the **Allocations for Report** pane, select one or more expenses.



5. Allocations (continued)

Change default FOPAL to new FOPAL. To split a FOPAL, from the **Allocate By** dropdown menu, select either **Percentage** or **Amount**. Enter the percentage or amount. Click in the field under the fund column heading, and then select the appropriate fund. Do the same for organization and program. Activity and location are optional. To add another FOP, click **Add New Allocation**, then select the appropriate FOP for each new allocation. The allocations will need to add up to the total expense line. **Save** the changes.



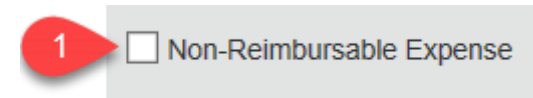
6. Revise the authorized amounts

To change the amount you are approving click the expense you want to revise. Change the amount in the **Approved Amount** field. You may enter a **Comment** explaining the change. Click **save**.



7. Non-Reimbursable expenses

Mark any expenses as **“Non Reimbursable Expense”** if the requestor does not receive a refund for that expense or if the amount is over their refundable dollar amount.



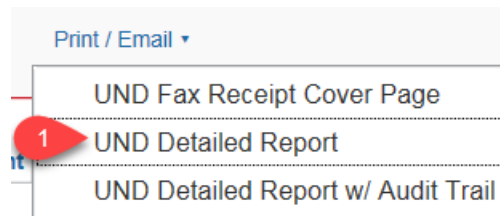
8. Change the Expense Type

Expense approvers can change the expense type (account number) on line item expense entries. To utilize this feature, the approver identifies the expense entries that need to be changed in the expense report and makes the changes to the expense entry. While the majority of the expense types can be changed by the approver, there are a few exceptions. The following expense types cannot be modified:

- Car Mileage entries
- Travel Allowance entries
- Travel Request entries (linked to a travel request)
- Cash Advance entries
- Regular Hotel entries

9. Review Detailed Report

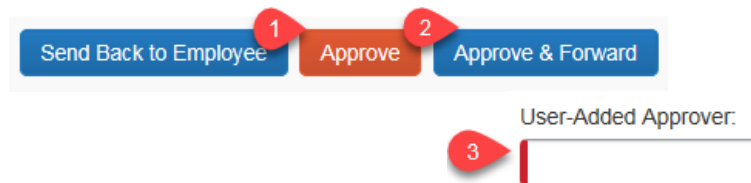
Approvers can view details of a report from the **Print/Share menu**. The **UND Detailed Report** shows all FOAPAL's charged and itemization details.



10. Approve or Approve & Forward

After you review the expenses and receipts, click **Approve**, the expense report moves to the next step in the workflow.

To add additional approvers, click **Approve & Forward**. In the **User-Added Approver** field, type the person's last name to search. Select from the list of options displayed by the search. If needed, enter a comment. Click **Approve & Forward**. The expense report moves to the next step.



11. Reject an Expense Report

Click **Send Back to Employee**. The Send Back Report window appears. Enter a **Comment** for the employee, explaining why you are returning the report. Click **OK**.

