Travel & Expense Process Manual

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1. **How to Create a Travel Authorization**

1. Select the tile “Travel Authorizations”. This will be where all Travel transactions will take place.

2. This is your workbench for all travel authorizations that are under your name. You can see all the statuses of your authorizations as well as create new ones. The authorization workflow will go through your travel supervisor and cost center approver.

**Status Definitions**

- **Returned** – the authorization has been returned by an approver.
- **Denied** – the authorization was denied by an approver
- **Pending** – you have not sent the authorization to workflow yet.
- **Submitted** – the authorization is in workflow waiting for approval.
- **Approved** – the authorization has been approved in workflow and is waiting for your trip to be complete.

Click “Add Travel Authorization” to begin a new authorization.
4. Add a cost center here to apply to all lines of the authorization. You can change cost centers, by line, if needed.

5. Add a business Justification. If you need more room, use the comments field below. Use the comments field for whatever you or your division needs.

View of drop-down menu options

Example of filled out Travel Authorization Details
6. Fill out the “Travel to” and “Travel From” fields
   - In this example, we are traveling from Richardson Campus.
     - Type in the state abbreviation first, then the city
     - To search for a location, select the magnifying glass (we are going to San Diego, California)
       - In the Description field, type the state abbreviation first, then the city
       - Hit the big green Search button
   - Then, click on the line that corresponds with the city you need.

Use a “%” sign if you are not sure of the state/country abbreviation. For example, if you are going to Venice Italy, %VENICE will bring up these results:
You can also use “Show Operators” when you search to give you more search options.

10. Here is a filled out Travel Authorization Details

There will be a certification that will appear that you will have to approve:
Now you can see this travel authorization in the travel authorization workbench.

1.1 General Errors in Travel Authorization:

After you submit, the system will check for errors. The system shows errors in **RED** and will guide you through them. **You will not be able to submit the authorization without correcting ALL errors.**

When you click on this, the note shows you the error. (Note that these per diems are test amounts.) There is a comment section. If you are using the first and last day, just comment “2 days”.

```
Authorized Amount  42,000 USD
Transaction Amount 100.00 USD

The authorized amount for expense type Meal FIRST and LAST Travel Day in CA SAN DIEGO has been exceeded on line 3. Please provide an explanation as to why.
```
1.2 Budget Errors

When you get a budget error, here is what it will look like. In this example, there is more than one cost center on the travel authorization. Select the “Budget Exception” link to continue.

Here, you see that error is because there is not enough budget in the cost center. Select the “Budget Chartfields” tab to see the cost center that the error is coming from.

You can see below that the error is on cost center 10330031. Your choice is to change the lines that have this cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Travel Authorizations AND Expense Reports.*
2. How to Create a Travel Expense Reimbursement

1. Click on Create Expense Report.

2. Now select Create Expense Report

3. Fill out the cost center and the Expense Billing Code. Since this is for travel reimbursement, select one of the 3 travel options.

Once you add a cost center here, it will keep appearing when you start new Expense Reports. But you can overwrite it if you need to. You will have the chance to split/change the cost center by line item later.
4. Now we can fill out the rest of the header information.

Finding your “Travel to Location”
- To search for a location, select the magnifying glass in the “Travel To Location” box. (In this example, we are going to San Diego, California)
  - In the Description field, type the state abbreviation first, then the city
  - Hit the big green Search button
- Then, click on the line that corresponds with the city you need.
Use a “%” sign if you are not sure of the state/country abbreviation. For example, if you are going to Venice Italy, %VENICE will bring up these results:

<table>
<thead>
<tr>
<th>Expense Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL757</td>
<td>FL VENICE</td>
</tr>
<tr>
<td>IL15B</td>
<td>IL VENICE</td>
</tr>
<tr>
<td>ITA28</td>
<td>ITA VENICE</td>
</tr>
<tr>
<td>LA676</td>
<td>LA VENICE</td>
</tr>
<tr>
<td>PA41A</td>
<td>PA VENICE</td>
</tr>
<tr>
<td>WA683</td>
<td>WA VENICE</td>
</tr>
</tbody>
</table>

You can also use “Show Operators” when you search to give you more search options.
5. On the Expense Report Action Line, let’s choose “Add Expense Lines”:

6. This is where we can start adding expense lines.

For International Trips, you can add your International Travel Authorization with your FIRST expense category. Also always add the conversion to USD with each category.

7. Continue to add Expense types by choosing the ADD Icon:
A. You can select “Wallet” to add wallet entries if you have any. It is helpful to put your mileage to/from the airports there before your trip.

B. Check the wallet entries that you want to add and click Import
8. Now you can see these two wallet entries have been added. NOTE: no attachment was needed since you used the calculated mileage feature!

9. When you select the category meals the daily limit will appear below. The next step will show you how to add a daily amount easily. Select the “More” icon.
10. Select “Quick Data Fill”. Add the *date range of lines* and select the type of expenses you want to add. Select Done when you are finished. Add your meals by day.

![Quick-Fill Options](image)

**Quick-Fill Options**

<table>
<thead>
<tr>
<th>One Day</th>
<th>All Days</th>
<th>Expense Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lodging Conference Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging Non-Conference Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meal FIRST OR LAST Travel Day</td>
</tr>
<tr>
<td></td>
<td>✔️</td>
<td>Meals</td>
</tr>
</tbody>
</table>

**Note:** This does not include the first and last day since that amount is 25% less

11. Now add your actual daily cost per meal to each day and add your receipt.

![Expense Entry](image)
12. Some notes on other travel expense categories:
   A. First or Last Day Meals – are 25% of the total daily allowable. The per diem amount will automatically show that amount.
   B. Lodging Not Conference – will show the per diem daily allowable amount since you will be limited to that amount. If you go over that amount, you will need to have written approval attached from your Fiscal Officer, Dean or VP. You can show the lodging as one amount and show the number of nights you stayed in comments.
   C. You cannot mix travel and non-travel expenses on this document.
   D. How to handle budget errors are shown on page 11.
   E. Mileage is at the current IRS rate depending on the date. (see page 13 for special instructions)
   F. See Business Entertainment (Page 18).
   G. Foreign trips (Page 19).

13. Save using the button on the top right. You can save as many times as you wish.

14. At some point when you are finished adding lines, select Save and Budget Check.

When you get a valid budget check, the “Review and Submit” button will appear. Click it.

15. Last chance to update details. You must SUBMIT again! (Or update details if needed)
The “View Printable Report” button will show you a screen print of your report. **Best practice is never to print this but keep an image of it, if it is necessary.** However, you will always be able to go back to your expense report worklist to see it. You will not need to copy it.

16. When this appears, choose “Submit” to start the workflow.

17. This expense reimbursement will now appear in your expense worklist.
2.1 Using Mileage

The mileage expense type is completely different than all the other expense types. The process will automatically calculate mileage based on to/from addresses. Create a mileage travel expense report using a destination location.

There are a couple ways to automatically put your address in/out. First, we will use Frequently used Addresses. **This mileage is ONE WAY ONLY!**

The “Frequently Used Addresses” link will take you to some frequently used addresses. You can use them by copying them and putting them into the starting or ending point boxes. Let’s copy 800 W Campbell Rd into the starting point. (You can also copy it from the below sample address format). The addresses have to be in a strict layout.
When you copy/paste or start typing the address in the text box, the system starts to offer you addresses automatically. Select your address from the ones offered.
For the “Ending Point”, we will do an address lookup as an example.

1. First, click on the “Address Lookup” button

2. Then, search for the location you want to look for. In this example, search for “Hilton Garden Inn, New Orleans Louisiana”

3. Once you hit search this search will show you the address.

Note: not all searches will return a good address. If there are many addresses to choose one, make sure you choose one with a street number, street, city and state.
4. Now copy and paste the address to your mileage page. Hit Calculate GPS Distance. Your report should look like this:

![Mileage Calculation](image)

5. Scroll down to see your reimbursement amount for mileage.

![Payment Details](image)

**NOTE** – no receipt is needed since you are using this built in map.  
This mileage is ONE WAY ONLY!
2.2 Business Entertainment Meals

This feature is optional. When the expense type “Business Meals and Entertainment” is chosen, you will see a box titled “Add additional attendees”. Select it.

This gives you a place to add a list of attendees if you would like to use it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janich, Jene Marie</td>
<td>University of Texas at Dallas</td>
<td>Director faculty interviews</td>
</tr>
<tr>
<td>Miller, Joel</td>
<td>MIT</td>
<td>Dean Computer Games</td>
</tr>
</tbody>
</table>
2.3 Foreign Travel Best Practices

1. Add your International Travel Authorization form to the FIRST expense item on your report.

2. Each foreign expense must have its own page converting the amount into U.S. dollars. Use https://www.oanda.com or attach a redacted credit card statement to each expense line. Do not attach one credit card statement for the entire expense report.

3. If you have many Uber/Lyft or Taxi charges, you can summarize them by day. Convert them by day.
2.1 Budget Errors

When you get a budget error, here is what it will look like. In this example, there is more than one cost center on the travel authorization. Select the “Budget Exception” link to continue.

Here, you see that error is because there is not enough budget in the cost center. Select the “Budget Chartfields” tab to see the cost center that the error is coming from.

You can see below that the error is on cost center 10330031. Your choice is to change the lines that have this cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Travel Authorizations AND Expense Reports.*
3. How to Create a Travel Expense Reimbursement from an Authorization

1. We will start with a Travel Authorization and build it into a Travel Expense Report. Click on Travel Authorizations.

2. Look at the approved authorizations that are available. Those are the ones we can build into expense reports. Click the small down arrow and select “Copy to Expense Report”.

![Travel Authorizations and Expense Report](image-url)
3. You will see the Travel Authorization has created Expense lines for you.
   a. There are errors on each one (note the red flags), since your travel authorization didn't include any attachments. Now we will go in each line, update the amounts, and add the attachments.
   b. Update the “Amount” box with the actuals from the travel.
      i. When we budget check, the travel authorization encumbrances will be released.
      ii. The actual amounts can be greater or less than what you budgeted in your authorization.
   c. Add an option comment to the “Description” box.
   d. Attach a receipt to the entry (unless it’s mileage).

4. Go to the next entry and update the information. Repeat this for each entry you need.
5. When you select the category meals and location, the daily limit will appear below. The next step will show you how to add a daily amount easily.

![Image of Meals Daily - 10/27/2022]

**Meals Daily - 10/27/2022**

- **Date**: 10/27/2022
- **Expense Type**: Meals Daily
- **Payment Details**:
  - Payment: Paid by Employee
  - **Amount**: USD
- **Additional Information**:
  - **Billing Type**: Travel Foreign
  - **Expense Location**: GBR LONDON
  - Per Diem Amount: 106.00

a. To add an amount for a range of days, select the “More” button, then “Quick-Fill”
b. Add the date range of lines and select the type of expenses you want to add. Select Done

c. You should add your meals by day, so it checks against the daily GSA meals. The first and last day should be added separately too.

d. On each line, select it and add the correct daily meal cost. You will not need to attach a receipt since receipts are not required when meals are paid with a One Card.
6. Some notes on other travel expense categories:
   a. First or Last Day Meals – are 25% of the total daily allowable. The per diem amount will automatically show that amount.
   b. Lodging at Conference – will not show a per diem allowable amount since conference hotels rates are automatically approved. Be sure to include proof that your hotel is a standard conference hotel.
   c. Lodging Not Conference – will show the per diem daily allowable amount since you will be limited to that amount. If you go over that amount, you will need to have written approval attached from your Fiscal Officer, Dean or VP. You can show the lodging as one amount and show the number of nights you stayed in comments.
   d. You cannot mix travel and non-travel expenses on this document.
   e. How to handle budget errors are shown on page 11.
   f. Mileage is at the current IRS rate depending on the date. (see page 13 for special instructions)
   g. See Business Entertainment (Page 16).

7. To additional expense lines that are not part of your travel authorization click ADD, then add the date of your receipt and select the category of expense that your purchase falls into. Do not select any non-travel expense types. This will automatically fill the account number.
Save using the button on the top right. You can save as many times as you wish. This is what your screen should look like.

At some point when you are finished adding lines, select Save and Budget Check.

When you get a valid budget check, the “Review and Submit” button will appear. Click it.
The “View Printable Report” will show you a screen print of your report. The best practice is never to print this but keep an image of it, if it is necessary. However, you will always be able to go back to your expense report worklist to see it. You will not need to copy it.

When this appears, choose “Submit” to start the workflow.

This expense reimbursement will now appear in your expense worklist.
4. How to Create a Business Expense Reimbursement

Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place. Now select “Create Expense Report”.

At this point we will add a business reimbursement. Fill out the cost center, expense billing code, type of reimbursement and business justification.

NOTE: The only difference between a business reimbursement and a travel reimbursement is the Expense Billing Code, Type of Reimbursement and there is no required Location.
Choose the Add sign to add another line.

Now add the fields indicated above. Keep adding until all your lines are added.

When you are finished select save in the upper right-hand corner. Now Budget Check.

If you receive a non-valid budget check, please refer to the job aid for budget errors. The budget must be valid in order to review and submit.

Once it is valid select the review and submit button.
After Review and Submit, the system will give you an opportunity to add a travel authorization (which we don’t use for business reimbursements), view a printable report (please only use soft copies, do not print reports!) and one last chance to update your details. When you are finished, please Submit one last time.

It is best practice not to print out any reports. Please keep them as images instead of printing them out.
5. How to Create My Wallet Entries

My Wallet entries allow you to start to build expense lines as you go, even while you are traveling! You create the lines and attach the receipts. Later you can pull these entries in to create an expense report. My wallets entries can be done remotely.

1. Select the ‘Travel and Expense” tile, then “My Wallet”.
2. This is a list of my wallet entries by date. You can have many entries that can include a number of trips. However, you can only create one expense report per trip. The trips can be distinguished by dates.
3. To add a new wallet entry, click the plus sign. This gives you a blank line to fill in. Fill in the date, travel expense types and attach the receipts.

4. Save when you are finished.
5. You can go in and add my wallet entries as many times as needed.
6. One good example of using this is to set up your mileage to/from the airport before you leave.

5.1 Adding My Wallet Entries to Expense Report

When you want to pull my wallet entries into your expense report. Start your expense report the normal way.

1. When you are at the point when you want to add expense lines, click on the Wallet Icon.
2. A list of wallet entries will appear. By date you can choose the expenses that will go with your expense report. Select “Import” to bring them into your Expense Report.

3. Now you are ready to add more lines if needed. You can see the “My Wallet” entries already have the receipts attached so they are ready for your expense report.
6. QUICK GUIDE - Travel Authorization

Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place.

Now select “Travel Authorizations”.

This is your workbench for all travel authorizations. You can see all the statuses of your authorizations as well as create new ones. The authorization workflow will go through your travel supervisor and cost center approver.

Click “Add Travel Authorization” to begin a new authorization.

Fill out the HEADER fields - Cost Center, Business justification, Type of Reimbursement and Billing Type using the pull-down menus where applicable. The comment field can be used for longer business justifications.

On the right-hand side fill out the Travel from and to location. For locations you must use state or country abbreviation first in caps. Use the “%” key to search for countries. Use the Search buttons. Also add the from and to dates.

Fill in budget amounts for each line you will be using. The maximum amounts per day will be displayed in the margin to assist in budget. If you go over, you will need to write an explanation.

<table>
<thead>
<tr>
<th>Lodging Not Conference</th>
<th>161.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals Daily</td>
<td>74.00</td>
</tr>
</tbody>
</table>

When you are finished with your budget check and explanations, save and budget check at the top right corner. You can then submit.
7. QUICK GUIDE - Expense Reimbursement

1. Select the tile “Travel and Expenses”. This will be where all Travel and Expense transactions will take place.
2. Select “Create Expense Report”.
3. Add values for Cost Center, Expense Billing Code, Type of Reimbursement, Business Justification and Expense report action. Most have pull-down menus to work from. The only difference between this and a travel expense report is the Expense Billing Code, Type of Reimbursement and there is no required Location.
4. Start to add your lines of receipts. Select the “Add” button and fill out the Date, Expense type, Description, Amount (without tax) and attach the receipt. For the next line select add again. These will start to build up on the area to your left just like your travel expense report.
5. When you are finished adding all your receipts, save. Budget check and submit.
6. Best practice if you need to keep a copy of your expense report is to save an electronic copy.
   a. We recommend that you do NOT print out a hard copy.
8. QUICK GUIDE - Using Mileage

The mileage expense type is completely different than all the other expense types. The process will automatically calculate mileage based on to/from addresses. Create a mileage travel expense report using a destination location.

![Mileage form example]

There are a couple ways to automatically put your address in/out. First, we will use Frequently used Addresses. **This mileage is ONE WAY ONLY!**

The “Frequently Used Addresses” link will take you to some frequently used addresses. You can use them by copying them and putting them into the starting or ending point boxes. Let’s copy 800 W Campbell Rd into the starting point. (You can also copy it from the below sample address format). The addresses have to be in a strict layout.
When you copy/paste or start typing the address in the text box, the system starts to offer you addresses automatically. Select your address from the ones offered.
For the “Ending Point”, we will do an address lookup as an example.

6. First, click on the “Address Lookup” button

7. Then, search for the location you want to look for. In this example, search for “Hilton Garden Inn, New Orleans Louisiana”

8. Once you hit search this search will show you the address.

Note: not all searches will return a good address. If there are many addresses to choose one, make sure you choose one with a street number, street, city and state.
9. Now copy and paste the address to your mileage page. Hit Calculate GPS Distance. Your report should look like this:

```
<table>
<thead>
<tr>
<th>*Expense Type</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

**Mileage**

<table>
<thead>
<tr>
<th>Starting Point</th>
<th>800 W Campbell Rd, Richardson, TX,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Point</td>
<td>321 GRAVIER ST, NEW ORLEANS, LA</td>
</tr>
<tr>
<td>Sample Address Format</td>
<td>800 W Campbell Rd, Richardson, TX 75080, US</td>
</tr>
<tr>
<td>Miles Calculated</td>
<td>530.10</td>
</tr>
<tr>
<td>*Miles</td>
<td>530.10 x 0.6550</td>
</tr>
</tbody>
</table>
```

10. Scroll down to see your reimbursement amount for mileage.

```
**Payment Details**

<table>
<thead>
<tr>
<th>Payment</th>
<th>Paid by Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amount</td>
<td>347.22 USD</td>
</tr>
</tbody>
</table>

**Additional Information**

<table>
<thead>
<tr>
<th>*Billing Type</th>
<th>Travel Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Destination Location</td>
<td>IL CHICAGO</td>
</tr>
</tbody>
</table>

**Exceptions**

<table>
<thead>
<tr>
<th>No Receipt</th>
<th>Yes</th>
</tr>
</thead>
</table>
```

**NOTE** – no receipt is needed since you are using this built in map. This mileage is ONE WAY ONLY!
9. QUICK GUIDE - My Wallet Entries

My Wallet entries allow you to start to build expense lines as you go, even while you are traveling! You create the lines and attach the receipts. Later you can pull these entries in to create an expense report. My wallets entries can be done remotely.

1. Select the ‘Travel and Expense" tile from the home page, then “My Wallet”.
2. You can put multiple trips in your wallet and distinguish them by dates. Each expense report can have only one trip.
3. To add a new wallet entry, click the plus sign. This gives you a blank line to fill in. Fill in the date, travel expense types and attach the receipts.
4. Save when you are finished.
5. You can go in and add my wallet entries as many times as needed.
6. When you start to build your expense report, “import” items from your wallet to bring them in. You should select them by date to identify the correct items.

7. One good idea to do before your trip is to set two My Wallet entries up for mileage.
   a. One to the airport and one from the airport.
10. QUICK GUIDE - Change Users

If you are doing a Travel Authorization or Expense Report (business/travel reimbursement) on behalf of an individual, you will need to change the user before submitting a form.

Access one of these highlighted forms to get started.

Then, hit the “carrot” menu button next to your name to open the menu.
Click “Change employee” (it may be the only option in some menus).

![Change Employee Screen]

Search by the Employee ID or last name of the employee and click on their name.

![Employee Search Screen]

You are now creating the form on behalf of the employee. You can verify this by making sure their name is in the top left corner. Your name will still appear next to the Creation Date field.

![Expense Report Screen]

Top Left: Person the report is being created for.
Bottom right: Person that is creating the report.
11. QUICK GUIDE - Budget Errors

When you get a budget error, here is what it will look like. In this example, there is more than one cost center on the travel authorization. Select the “Budget Exception” link to continue.

Here, you see that error is because there is not enough budget in the cost center. Select the “Budget Chartfields” tab to see the cost center that the error is coming from.

You can see below that the error is on cost center 10330031. Your choice is to change the lines that have this cost center or do a budget transfer to make more budget available in that cost center.

*Note that this budget error process can be used with Travel Authorizations AND Expense Reports.*
12. Approving Expense Reports and Travel Authorizations

Approving Travel Expense Reports and Travel Authorizations can be done in the regular approval tile in Gemini Financials.

1. First click on Travel Authorization. Select the one you would like to approve. In this test case we only have one. Click on it once.
2. Review the person taking the trip, the budgeted amount (Total amount), Business Purpose, Travel Dates, comments and cost centers used.
3. You can see there is a comment on this line so you will need to review. Click this line. Then click the “exceptions and risk” on the next screen.

<table>
<thead>
<tr>
<th>Risk/Exception</th>
<th>Date/Expense Type</th>
<th>Amount</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/25/23 Conference/Registration</td>
<td>300.00</td>
<td>40030484</td>
</tr>
<tr>
<td></td>
<td>07/25/23 Lodging Non-Conference Rate</td>
<td>460.00</td>
<td>40030484</td>
</tr>
</tbody>
</table>

4. Here is what the system identified as an exception and the comment from the traveler:

<table>
<thead>
<tr>
<th>Exception</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt Exceeded</td>
<td>Nearest hotel to conference</td>
</tr>
</tbody>
</table>

5. If you wish to accept this, (hotel over per diem) then go back and approve the document here. Since everyone in the approval chain will see the exception, you might want to add a comment before doing so. You can also deny or send the authorization back for revision.

6. To approve an Expense Report, the process is the same. The only difference is that the approvers will need to make sure the receipts match the line items. All items much have receipts except travel meals and mileage.