Approving an Expense Report
with PeopleSoft Travel & Expenses

Contents
Approving an Expense Report for Travel Reimbursement ................................................................. 1
   Accessing an Expense Report in Travel and Expenses ................................................................. 1
   Expense Report Workflow ............................................................................................................. 2
   Approving the Expense Report ..................................................................................................... 2
      Reviewing Receipts ......................................................................................................................... 3
   Tracking the Expense Report .......................................................................................................... 4
Reference Materials and Training Aids ............................................................................................... 5
Approving an Expense Report for Travel Reimbursement

The following information is intended as a supplement to the material covered in the online Travel and Expenses (T&E) – Approver 9.0 tutorial. For information on accessing this tutorial and other online material, please see the Training Aids section on page 5.

Accessing an Expense Report in Travel and Expenses

Approval of an expense report (ER) is done in the financials production system, FSPRD. There are two ways to access an expense report:

1. Click on the link in the email notification sent to you about the ER needing approval. The subject of the email will be similar to: “Expense report 0000000011 for Doe, Jane requires your attention”. OR
2. Login to FSPRD https://fsprd.umsystem.edu/psp/prd/ (Link is also on MyHR login page.) and navigate to the approval screen:
   a. Navigation: Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions
   b. On the transaction approval page, click the Description or Transaction ID link for the ER you want to view and approve.
Travel and Expenses: Approve Expense Report (ER)

Expense Report Workflow

1. Review the Report Information section.
2. Verify funding by either clicking on the Expense Type for each line to view its detail page, or by clicking on the View Charfield Distribution button to download and view funding details for all expense lines in an excel spreadsheet. If any account information needs to be changed then send the ER back to the traveler for revision. Workflow is established each time the document is submitted by the traveler, based on information in the document at that time.
3. If an exception icon 🚸 is displayed to the left of an expense line, click the icon to view the Exception Comments page. You may need to check with the traveler to verify if the exception is an error. Click the Return to Expense Report link to return to the ER summary approval page.

4. To view additional information about a particular expense, click the expense type link. If there are multiple expense lines for this ER, then you can advance to the detail page for the next line by clicking the Next Expense button. Click the Return to Expense Report link to return to the ER summary approval page.

5. If you need to deny an expense, uncheck the Approve Expense box and select a reason for denying. **Denied expenses are not reimbursed.**

6. Verify that the necessary receipts are attached by clicking the View Receipts button. See the Reviewing Receipts section below for details.

7. If the ER needs revision or is missing information (i.e. a required receipt is not attached), then you need to enter information in the Comments area and return the unapproved ER to the traveler by clicking the Send Back button.

8. To approve the ER, click the Approve button.

**Reviewing Receipts**

The traveler should have associated any required receipts with the expense report. You must review these receipts before approving the expense report. The attached receipts are the official receipt record.

1. Click the View Receipts button.

2. The login box for WebNow, which is the system that holds our electronic images, will open in a separate browser window. Enter your User Name (SSO ID) and Password and press the enter key or click the Connect button.

3. If there are receipts associated with this ER, the WebNow window will be displaying the first receipt page. If there are no receipts associated with this ER, The WebNow window will display the text “No documents found”.

4. Use options in the toolbar area to get a better view of the receipts. Click the fit width 📸 and zoom in 🕵️‍♂️ icons to quickly expand the size of the receipt
Travel and Expenses: Approve Expense Report (ER)

5. The Thumbnails section shows a small image for each page of receipts. If there are multiple pages you can switch between them by double-clicking on the thumbnail image for the page you want to view.
6. When you are finished reviewing the receipts, you can close the WebNow window.

Tracking the Expense Report
You can refer to the information in the Pending Actions and Action History sections to track the progress of the ER. The traveler can see the same information when they “view” a submitted ER. The Pending Actions section displays information about who needs to approve the expense report. The Actions History area displays the submittal and approval activities that have occurred including the name of the person who took action and the date of the action.
Reference Materials and Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the UM Travel and Expenses training website. **Copy and paste** this link into your web browser.
https://doit.missouri.edu/training/ peoplesoft/financials/travel_and_expenses.html

You can access UMSL supplemental T&E materials at [http://www.umsl.edu/asp/ap.html](http://www.umsl.edu/asp/ap.html).

To access an online tutorial:
A. From the website above, select **Travel and Expenses (T&E) – Approver 9.0 Tutorial**
B. Select a topic and start the tutorial
   1. Click on the plus sign to the left of the outline item to expand that section.
   2. Click on the plus sign next to a lesson to display the topics
   3. Select a topic by clicking on it to highlight it.
   4. Start the tutorial by clicking on the “Try It!” button.