A. Access Travel & Expenses (also available from the MyHR login page)

**Step 1** Select the Expense Report to Approve

1. **URL:** https://fsprd.umsystem.edu/psp/prd/
2. Navigation: Manager Self-Service > Travel and Expense Center > Approvals > Approve Transactions
   a. On the transaction approval page, click the Description or Transaction ID link for the ER you want to view and approve.
   OR
3. Click on the link in the email you received about approving the ER.

**Step 2** Review the Expense Report and Receipts

**Step 3** View Receipts – See the Viewing Receipts section below for details.

**C. Approve Expense Report**

1. Click the Approve button.

Viewing Receipts

1. Click the View Receipts button.
2. Log in to WebNow, with your User Name (SSO ID) and Password.
3. 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.
4. If there are multiple pages, click on additional pages in the Thumbnails section to view them.
5. When you are finished reviewing the receipts, you can close the WebNow window.