

- A. Access Travel & Expenses (also available from the MyHR login page)
- Step 1 Select the Expense Report to Approve**
1. URL: <https://fsprd.umssystem.edu/psp/prd/>
 2. Navigation: **Manger 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.**
- B. Review the Expense Report and Receipts
- Step 2 Review Expense Report – Expense Report Summary Page**
- a. Review the Report Information section for accuracy.
 - b. Use the More Options drop-down box and select **View Exception Comments** to review any exception conditions for expense lines. If an exception exists, you may need to check with the traveler to verify if the exception is an error.
 - c. Click the **View Chartfield Distribution** button to download and view accounting information for all expense lines in an Excel spreadsheet. You can also click each Expense type to view accounting information for that expense.
 - d. Click an expense type link to access the **Expense Detail** page for that expense.
 - e. If the ER requires revision by the traveler, use the **Comment** box to enter an explanation and click the Send Back button.
 - f. If you need to deny an expense, uncheck the **Approve Expense** box and select a reason for denying. DENIED EXPENSES ARE NOT REIMBURSED.
- Step 3 View Receipts** – See the Viewing Receipts section below for details.
- a. Verify appropriate receipts are attached.
- C. Approve Expense Report
1. Click the Approve button.

SAMPLE APPROVE EXPENSE REPORT SCREEN

[Approve Expense Report](#)

Expense Report Summary Report ID: 000000787

▼ Report Information

Report Description: Trip to Springfield	Reference:	Employee Base: Office
Business Purpose: Development Relations	Comment: 6/14/11 meeting with donor in Springfield MO	
Report Status: Submitted for Approval		
Default Location: SPRINGFIELD MO USA		
Accounting Date: 06/16/2011	Created On: 06/16/2011	By: STRAVELER
Accounting Template: STANDARD <input type="checkbox"/> Submitted Over 60 Days	Last Updated: 06/16/2011	By: STRAVELER

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

Receipt Information

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items [Customize](#) | [Find](#) | |

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve Expense
Transp - Car Rental	06/14/2011	STLOU	00		44.25	USD	<input checked="" type="checkbox"/>
Transp - Gasoline	06/14/2011	STLOU	00		40.00	USD	<input checked="" type="checkbox"/>
Business Meals	06/14/2011	STLOU	00		49.85	USD	<input checked="" type="checkbox"/>

▼ Comments

Budget Status: Valid [Budget Options](#)

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.