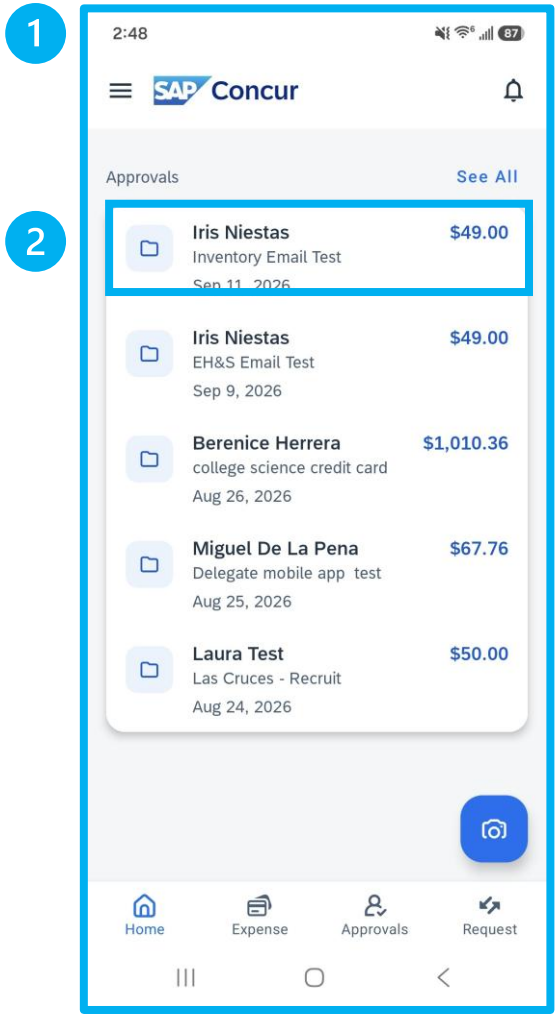
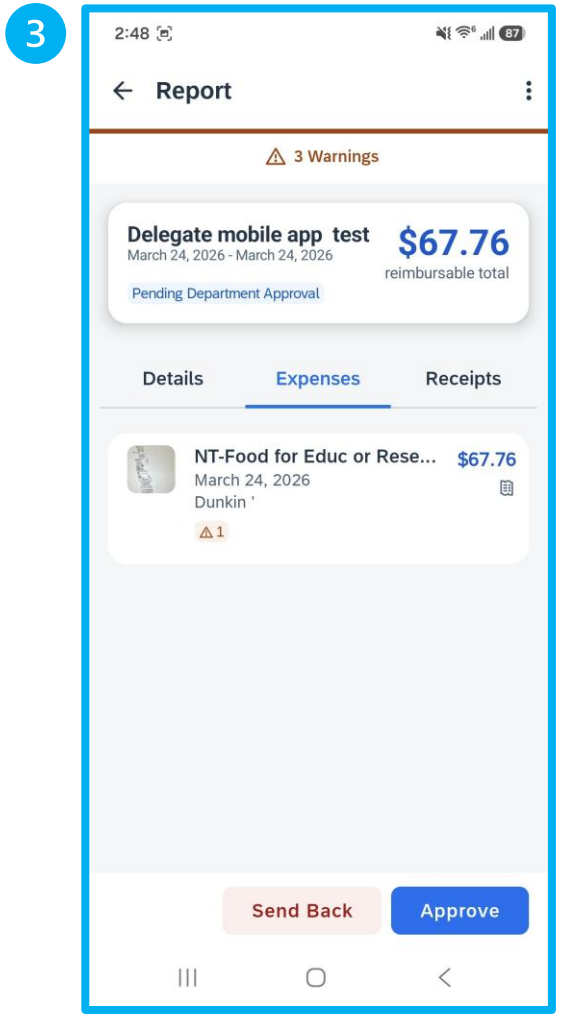
Approvers point of view on Mobile App

1. **View Pending Approvals:** The Home screen displays all requests and reports awaiting your review.

2. **Open an Item:** Select a request or expense report to review the details, expenses, and attached receipts.

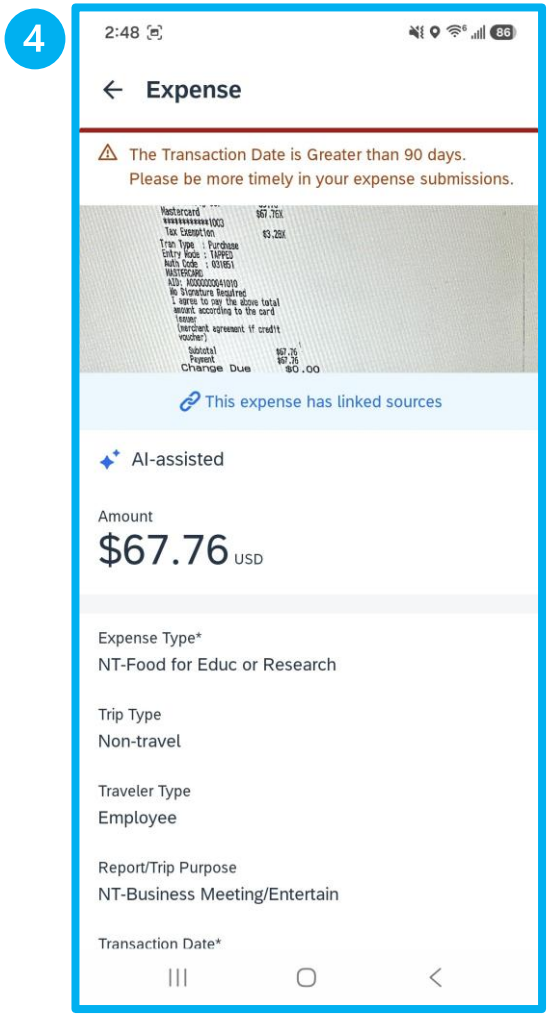
3. **Review & Take Action:** Review the available information, then select **Approve** or **Send Back** as needed.

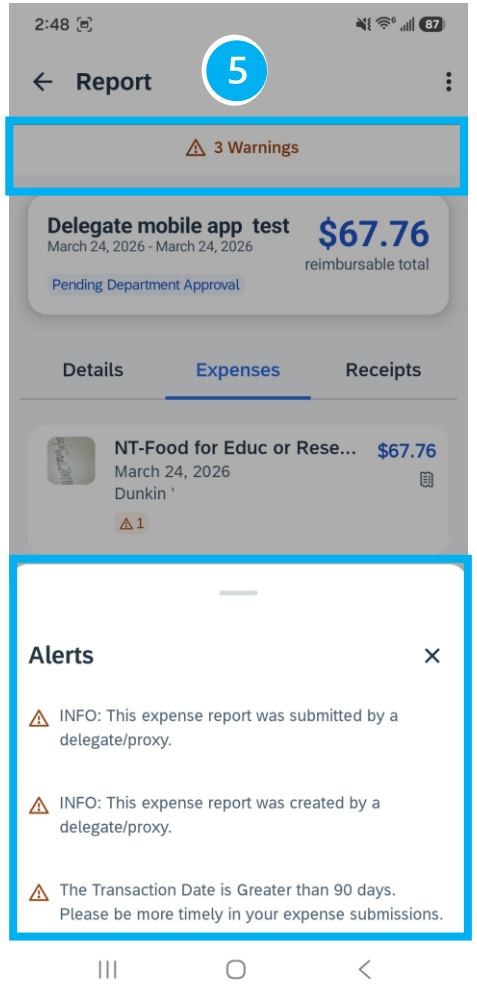


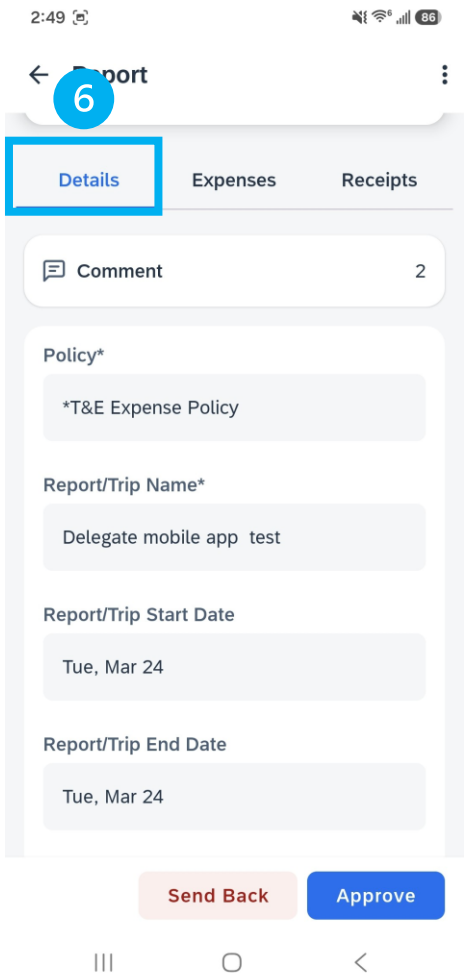


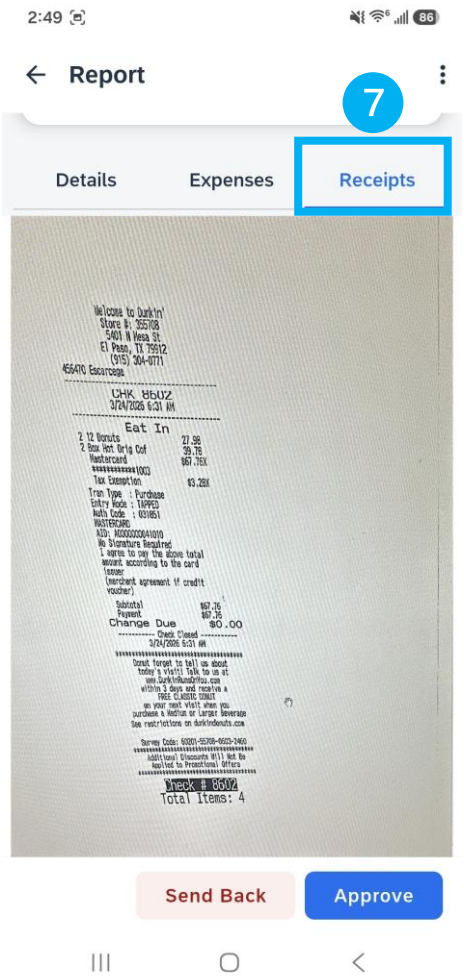
Approvers point of view on Mobile App

4. **Review Expenses:** Select an expense to view its details and receipt.
5. **Check Warnings:** Open the **Warnings** banner to review any flagged items.
6. **Review Details:** Open the **Details** tab to view the travel request or expense report information.
7. **View Receipts:** Open **Receipts** to view all receipts attached to the report.









Approvers point of view on Mobile App

8. **Take Action:** Select **Approve** to approve the request or expense report, or select **Send Back** if changes are needed.

9. **Add a Comment:** If sending it back, enter a comment explaining **what needs to be corrected or updated**, then send it back to the submitter.
   - You can still comment even if you are going to approve the request/report.

10. **Approval Complete:** Once approved, the request or expense report is **removed from your approval queue**.

