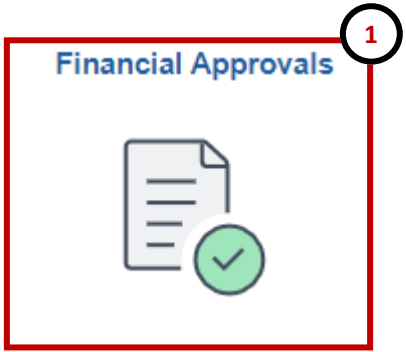


Certify Expense Report



1. Log into PeopleSoft and look for the **Financial Approvals** tile on the Employee Self Service homepage.
2. From the side bar, select the **All** link to display all financial documents pending your approval.
3. Select the document line to review and certify.

Employee Self Service Pending Approvals

View By: Type

- All (1)
- Expense Report (1)

All		1 row	
Expense Report	Diana Espino - 01	is purchased for	Routed 7/10/19
50.00 USD	training		

4. On the Expense Report Summary, you will see general information, totals, and approval details.
5. Click the **Attachments** link to see all the receipts included for the reimbursement.
6. Review **Expense Line Items** entered for the reimbursement.

Approve Expense Report - Expense Summary

Diana Espino

Business Purpose: NT-Other (Specify)
 Description: Items purchased for training
 Reference: [blank]
 *Accounting Date: 07/10/2019
 Budget Status: Valid
 Comment: Items purchased by Diana Espino, which will be used during upcoming PeopleSoft training classes.

Report: 0000226406
 Created: 07/10/2019
 Last Updated: 07/10/2019
 Accounting Template: STANDARD
 Budget Checking completed. Report is ready for review.

Totals: Urgency: ●

Employee Expenses (1 Line)	10.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 10.00 USD Amount Due to Supplier: 0.00 USD

Approval History

Submitted (Diana Espino) → Employee Certification (Diana Espino) → Cost Center Approval (Pooled) → Department Approval (Pooled) → Travel Approval (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Erick Reza Pena	07/10/2019 10:21:20AM

Comments

I certify that the expenses are just, true and correct and were incurred by me while on University business on dates shown on supporting documentation. I also certify that expenses claimed as reimbursable were not for personal use/gain or considered as an unallowable expense according to the disbursing UT University guidelines or respective funding agency. In the event of an overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the disbursing UT University immediately.

Reviewed Send Back Save Changes

Expense Line

Expense Line Items

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
07/03/2019	NT-Consum Office/Cmpt Suppl	training materials				10.00	USD	<input checked="" type="checkbox"/>

Certify Expense Report

Comments

I certify that the expenses are just, true and correct and were incurred by me while on University business on dates shown on supporting documentation. I also certify that expenses claimed as reimbursable were not for personal use/gain or considered as an unallowable expense according to the disbursing UT University guidelines or respective funding agency. In the event of an overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the disbursing UT University immediately.

Reviewed

Send Back

7

7. Once the document has been reviewed:

- Click the **Reviewed** button to consent that the attached invoices are correct & accounts are true and unpaid.

- If there are any errors on the document, you can return the document to the creator. Make sure to enter comments and use the **Send Back** button.

8. On the "Submit Confirmation" page, click the **OK** button and wait for the page to reload in order to complete this process.

Approve Expense Report

Submit Confirmation

Diana Espino

Totals ?

Employee Expenses (1 Line)	10.00 USD
Cash Advances Applied	0.00 USD

Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD

Amount Due to Employee 10.00 USD

Amount Due to Supplier



This report will be reviewed.

8

OK

Cancel