Certify Expense Report

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.
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.
Certify Expense Report

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.