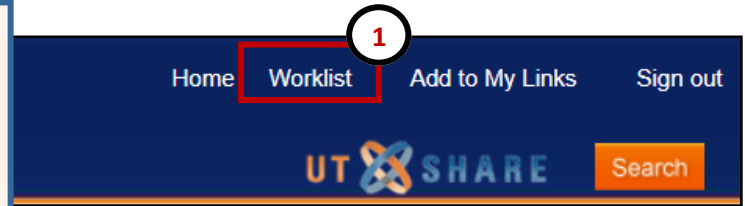


# Approve Travel & Expense Report Documents

## Worklist Approval

1. Log into PeopleSoft and look for the **Worklist** link located on the upper right hand corner of the home page.
2. If needed, use the **Worklist Filters** dropdown and select **Approval Routing** to display pending documents.
3. Select the link to review/approve the document.



## Worklist

Worklist for: 6001010117 Jaime Huerta

[Detail View](#)

Worklist Filters: Approval Routing

Feed

## Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
Diana Espino	06/12/2019	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval_1819025_UTSHR_2017-04-27_N_0_SHEET_ID:0000223062_RDC:RA_0_A</a>

**Expense Report**

**Erick Reza Pena**  
75.00 USD

Header is pending your approval  
In Process - Multiple Approvers

**Summary**

Name	Erick Reza Pena	Report	0000223062
Total Due Employee	75.00 USD	Reference	
Report Description	Office Supplies	Submission Date	05/22/19
Business Purpose	NT-Other (Specify)	Updated on	05/22/19 - 8:38 AM
Location			

**Attachments and Notes**

View Attachments >

**Lines**

Date/Expense Type	Reimbursement Amount
05/22/19 NT-Consum Office/Cmpr Suppl	75.00 USD

**Accounting**

View Accounting >

**Approver Comments**

Approve Terminate More

Sendback Hold

4. Review **Summary** information (Name, Amount, Description).
5. If available, review **Attachments**.
6. Review Expenses (Date, Description, Line Amount).
7. To see funding information, select > arrow to open a pop-up window and then select **View Accounting**.
8. Use the **Approve, Terminate, or More (Sendback)** buttons on the top right corner to continue. Select the **More** button to **Sendback**.
9. From the confirmation pop-up window, press **Submit** to complete. Please note: Comments are required when sending back or terminating a document.

Cancel **Approve** Submit

You are about to approve this request.

Approver Comments