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**

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Espino</td>
<td>06/12/2019</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2. Medium</td>
</tr>
</tbody>
</table>

**Expense Report**

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.