Certify Expense Report

**Worklist Approval**

1. After logging into PeopleSoft, 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.

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3. Select the link to review/approve the document.

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

1. 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.

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

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<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Expenses</td>
<td>10.00 USD</td>
</tr>
<tr>
<td>Cash Advances Applied</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Amount Due to Employee**: 10.00 USD

**Amount Due to Supplier**: 0.00 USD

This report will be reviewed.