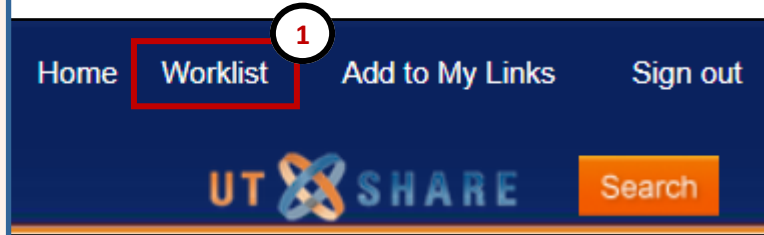


# Certify Expense Report

## 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.



## Worklist

Worklist for 6001205272: Diana Espino

[Detail View](#)

Worklist Filters **Approval Routing**

[Feed](#)

## Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link
Erick Reza	07/10/2019	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval_1822647_UTSHR_2017-04-27_N_0_SHEET_ID:0000226406_RDC:RA_0.A.</a>

[Refresh](#)

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 [Blank]

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
<b>Amount Due to Employee</b>	<b>10.00 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

[Attachments \(1\)](#)

**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**

Date	Expense Type	Description	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
07/03/2019	NT-Consum Office/Cmpttr 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

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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.

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OK

Cancel