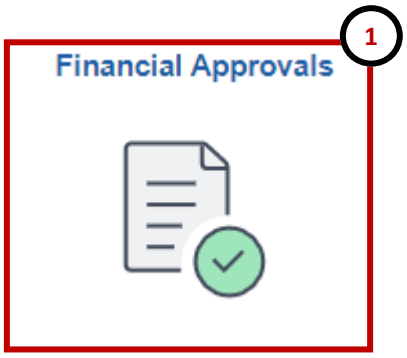
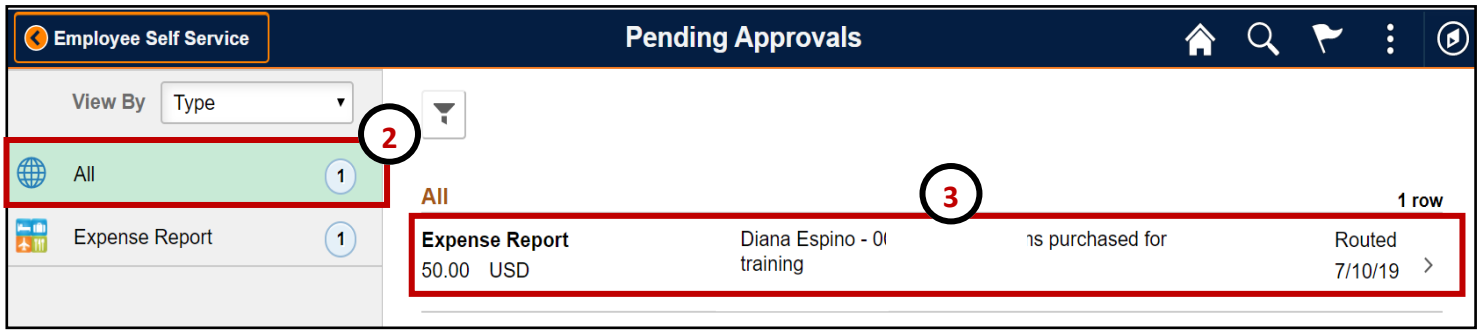
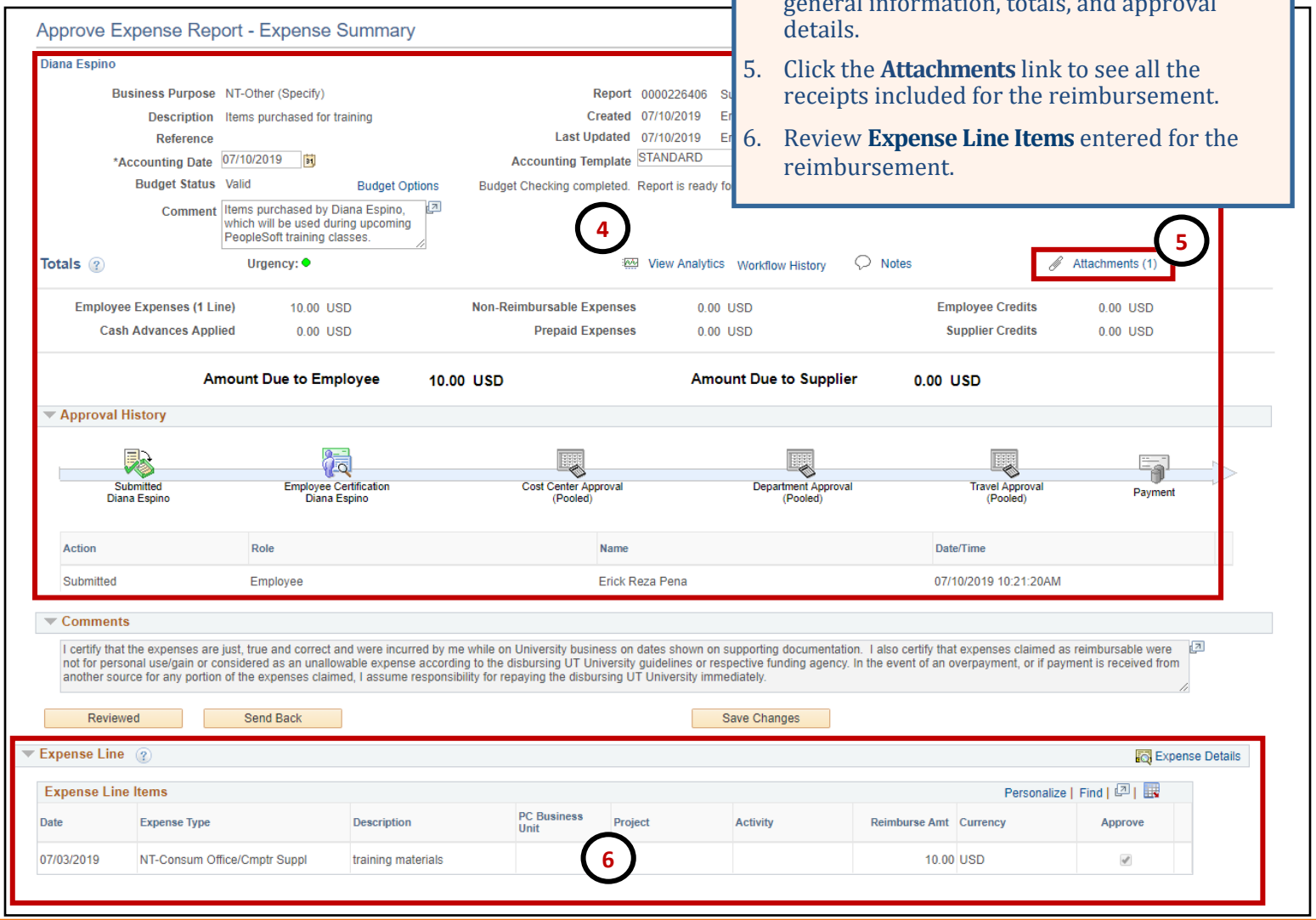
Certify Expense Report



1. Log into PeopleSoft and look for the **Financial Approvals** tile on the Employee Self Service homepage.
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.



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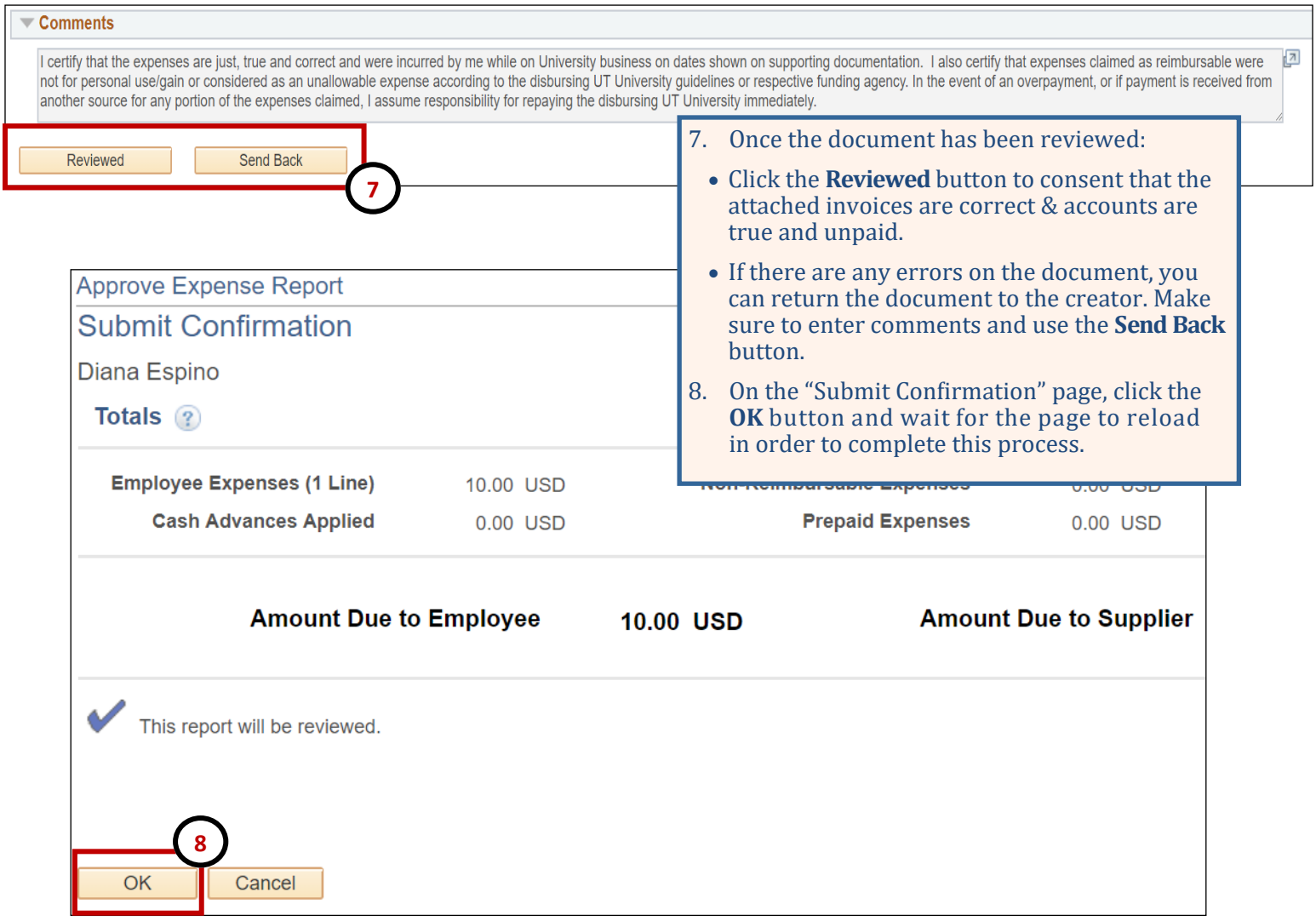

7. Once the document has been reviewed:
   - Click the **Reviewed** button to consent that the attached invoices are correct & accounts are true and unpaid.
   - If there are any errors on the document, you can return the document to the creator. Make sure to enter comments and use the **Send Back** button.
8. On the "Submit Confirmation" page, click the **OK** button and wait for the page to reload in order to complete this process.