**HOW DO I ... Approve Expense Reports?**

**ABOUT THIS TASK:** Describes how to approve an expense report.

**AUDIENCE:** Managers; Administration Leads; Individuals who need to approve Expense Reports.

**DETAILED JOB AID:** Expense Reporting: Expense Partner Review of Expense Report

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**Note:** This does NOT delegate accountability and can be set for a period of time.

1. On your Workday homepage or Click Go to Inbox.

2. In your Inbox under Actions, click the Expense Report you want to review.
   **TIP:** To show Expense Report approval request only, click the Viewing drop down menu and select Expense Reports.

3. Under the Header, Attachment and Expense Lines tabs review the report details, including where the cost will be charged (e.g., Cost Centre, Grant, Program).
   **TIP:** For Credit Card Transactions, Click the Related Action button on the Credit Card Transaction line to view Credit Card details.

4. Click Approve. The process will either be completed, or route to the next approver.
   **TIP:** If there are errors in the report, click Send Back and add a reason. This will route the report back to the initiator for adjustments.
   **TIP:** Check the Up Next section to see the next steps in the process.

5. Click Done to complete this transaction.