Select Approvals on the home screen to access the Approvals screen.

Select the report you would like to review. Review the expense details, including any itemizations, attendees, and/or receipts.

Select Approve or Send Back. If you send a report back, you must provide a comment.

Depending on your configuration, you may be able to bypass any remaining approvers and send the expense report directly to Accounting Review. If so, when you select Approve, the following menu appears. Select one:

- Select Additional Approver required to approve the report and send the report to the next approver in the workflow.
- Select Approve Report to approve the report and send directly to Accounting Review.
- Select Cancel to return to the previous screen (with Send Back and Approve options).