Approve an Expense Report

1. **Home Screen**
   
   On the Home screen, tap on Approvals.

2. **Expenses Screen**
   
   Select the report you would like to review.
   
   On the Report screen, 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.

3. **Reports Screen**
   
   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 of these:
   
   - 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.