



Travel and Expenses Approval

A request for approval is triggered when an employee or their proxy submits an expense report, a cash advance, or a travel authorization for approval. Employee expenses require several levels of approval. Some approvals are required (i.e. Supervisor, Expense Coordinator); and some approvals are conditional, based on certain criteria (i.e. District/Division Administrator, HR Representative, Chief, Agency Head, DOA Pre-Audit approvers). A Non-Travel approver is also required for Expense Reports with the non-travel expense type.

Expense Coordinator Approval:

The Expense Coordinator approves all Cash Advances, and Expense Reports except for expense type **Other Employee Reimbursement** (non-travel). Expense Reports for the non-travel expense type are approved by the Non-Travel Approver.

Expense Coordinators are responsible for ensuring that travel policies/guidelines have been followed and that the expense transactions have all the required attachments for supporting documentation.

Expense Coordinators should validate that each transaction on their worklist has been or will be routed to all the appropriate levels of approval.

If the Expense Coordinator sees that an approval level was missed, they need to contact the Expenses Security Administrator. If for example an expense report contains an education reimbursement expense type and the transaction was not routed to the HR Representative, they would contact the Expenses Security Administrator. The Security Administrator would need to research why the transaction was routed incorrectly, update configuration accordingly, and reassign the transaction as appropriate.



Accounts Payable Job Aid

Expense Coordinator Approval

Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions

Approve Expense Report

Expense Report Summary

PETER PARKER [User Defaults](#) Report ID: 0000015360 [Expense Report Attachments](#)

General Information

Report Description: Travel for Meetings Reference: Employee Base: Office
 Business Purpose: Meeting Comment:
 Report Status: Approvals in Process
 Default Location:

Accounting Date: 01/08/2013 Created On: 01/08/2013 By: Lane, Lois
 Accounting Template: STANDARD Last Updated: 01/08/2013 By: Parker, Peter

[Risk Details](#)

[Accounting Defaults](#) More Options:

[Apply Cash Advance\(s\)](#)

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Approve
Lodging	01/03/2013				83.00	USD	<input checked="" type="checkbox"/>
Lodging Fees and Taxes	01/03/2013				10.79	USD	<input checked="" type="checkbox"/>
Lunch - Travel Day	01/03/2013				9.00	USD	<input checked="" type="checkbox"/>
Dinner - Travel Day	01/03/2013				20.00	USD	<input checked="" type="checkbox"/>
Per Diem Incidentals	01/03/2013				5.00	USD	<input checked="" type="checkbox"/>
Lunch - Travel Day	01/04/2013				9.00	USD	<input checked="" type="checkbox"/>
Dinner - Travel Day	01/04/2013				20.00	USD	<input checked="" type="checkbox"/>
Per Diem Incidentals	01/04/2013				5.00	USD	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses: 161.79 USD Due Employee: 68.00 USD
 Non-Reimbursable Expenses: 93.79 USD Due Vendor: 0.00 USD
 Prepaid Expenses: 0.00 USD [Definition of Totals](#)
 Employee Credits: 0.00 USD
 Vendor Credits: 0.00 USD
 Cash Advances Applied: 0.00 USD

Pending Actions

Profile	Name	Action	Date/Time
Expense Coordinator	EXPENSES, ESSIE		

Action History

Profile	Name	Action	Date/Time
	PARKER, PETER	Submitted	01/08/2013 12:47:34PM
HR Supervisor	LANE, LOIS	Approved	01/08/2013 2:35:47PM

Comments

Budget Status: Valid **Budget Checking completed. Report is ready for Approval/Posting.**

[Budget Options](#)

[Return to Approval List](#)
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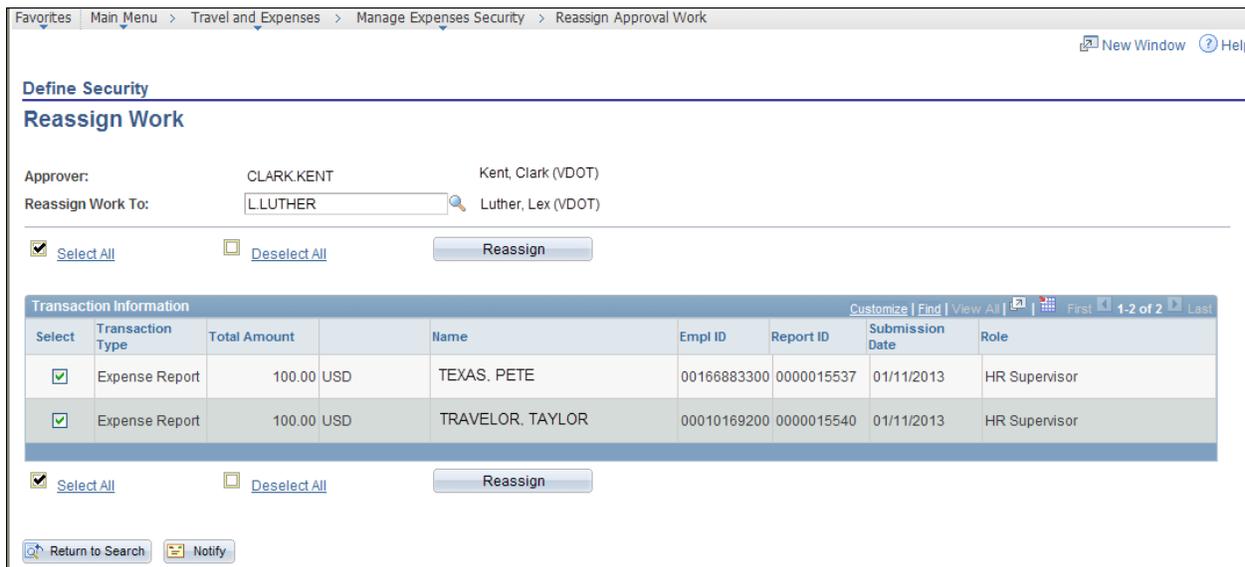
This is an example of the **Approve Expense Report** page in Cardinal.

Reassign Approvals:

Expense Coordinators can assign individual employee travel and expense items to another approver for processing. The Reassign Approval Work page is used to reassign these items. Please note that security might restrict the employees you are able to reassign the employee expense to.

You can navigate to this page using the following path:

Main Page > Travel and Expenses > Manage Expenses Security > Reassign Approval Work



Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	100.00 USD	TEXAS, PETE	00166883300	0000015537	01/11/2013	HR Supervisor
<input checked="" type="checkbox"/>	Expense Report	100.00 USD	TRAVELOR, TAYLOR	00010169200	0000015540	01/11/2013	HR Supervisor

To reassign employee expense approvals:

- Search by **User ID**. Enter the user ID of the current approver in the **begins with** field.
- Click the **Search** button to view the list of travel and employee expense items requiring approval.
- Enter or select the new approver in the **Reassign Work To** field.
- In the Transaction Information section, click the **Select** checkbox for each item you want to reassign to the approver.
- Click the **Reassign** button.

Note: If you need to reassign approvals to more than one approver, complete the above steps for each approver.



Accounts Payable Job Aid

Expense Coordinator Approval

Central Office Expense Coordinator – Additional Tasks:

- 1 Review Expense transactions for CFO Directorate.
- 2 Navigate using the following path:
Travel and Expenses > Manage Expenses Security > Reassign Approval Work
- 3 Enter Central Office Expense Coordinator approver **User ID**, and search for worklist transactions.
- 4 Select transactions to reassign (>\$1,000, and/or >\$ allowable, requiring Chief approver).
- 5 Reassign Work to CFO approver **User ID**.
- 6 Once the CFO approves the transactions, the transactions are **Approved** (unless additional approval is required for DOA PreAudit).