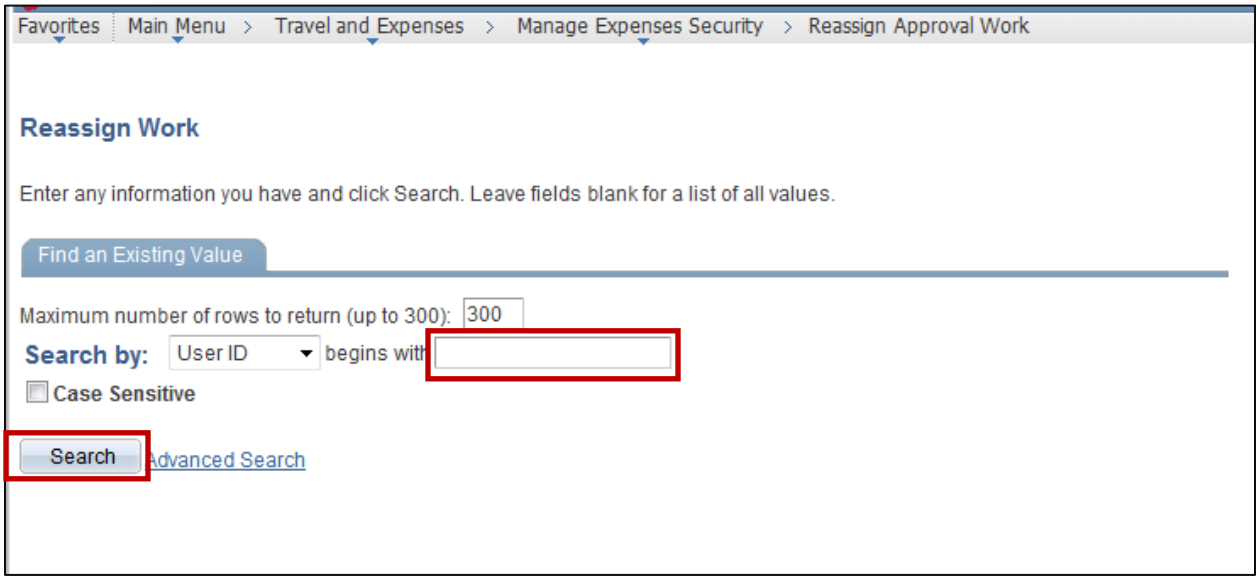
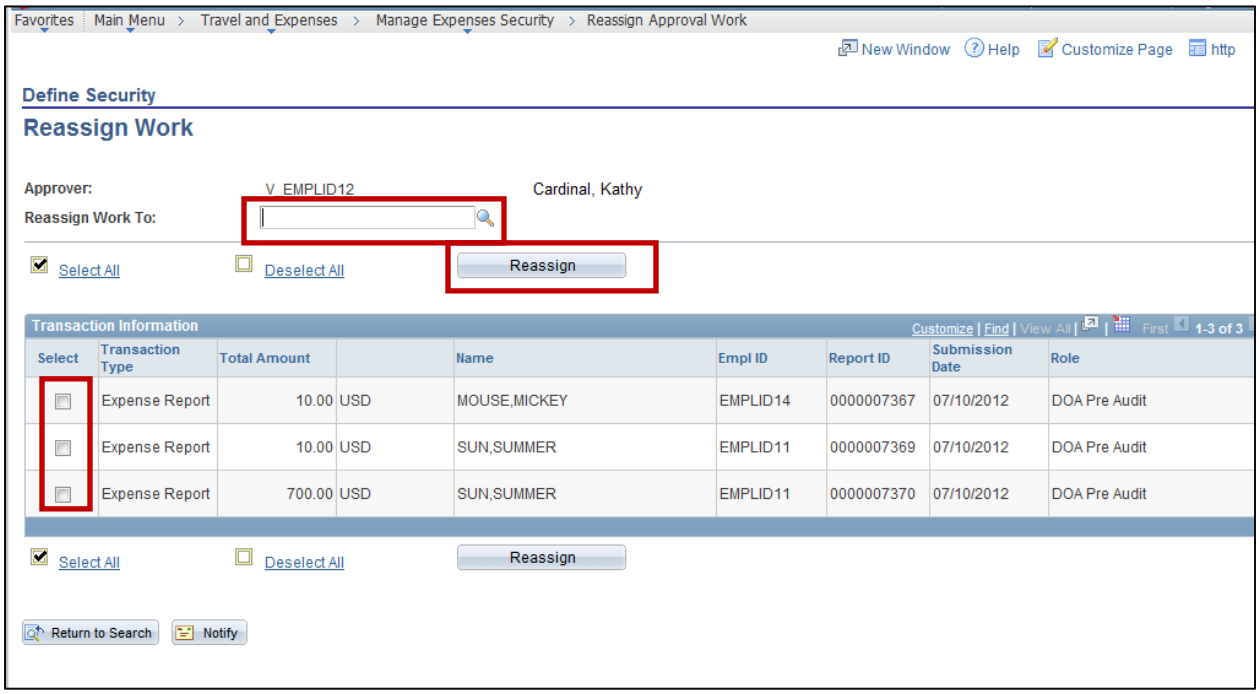
Reassign Employee Expense Approvals

Users with the Expenses Reassign role can reassign individual expense items from one approver to another approval. The Reassign Approval Work page is used to reassign these items. You can only reassign expense items to users who already have the Expense Approver role.

Reassign Employee Expense Approvals:



1. Navigate to **Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work**
2. **Search by** User ID. Enter the user ID of the current approver in the **begins with** field.
3. Click the **Search** button.



4 Enter or select the new approver in the **Reassign Work To** field.

5 In the **Transaction Information** section, click the **Select** checkbox for each item you want to reassign to the approver.

6 Click the **Reassign** button.

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