



Reassigning Employee Expense Approvals Overview

Employee expense related transactions (i.e., travel authorizations, Cash Advances, and Expense Reports) can be reassigned from one approver to another by users with the Expenses Reassign role.

Expense items are individually reassigned on the **Reassign Work** page. Only items that appear on the approver’s Worklist can be reassigned. The new approver must have the correct approval security in Cardinal in order to approve the reassigned expense transactions.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Payable Job Aid

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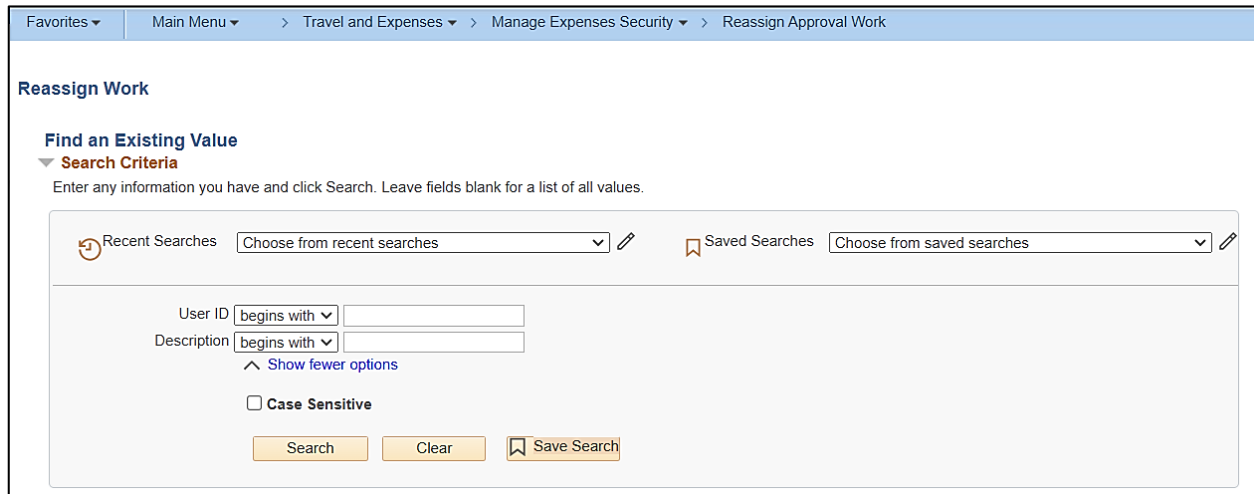
Revision History




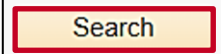
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Reassign Employee Expense Approvals

Step	Action
1.	Navigate to the Reassign Work page using the following path: Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work

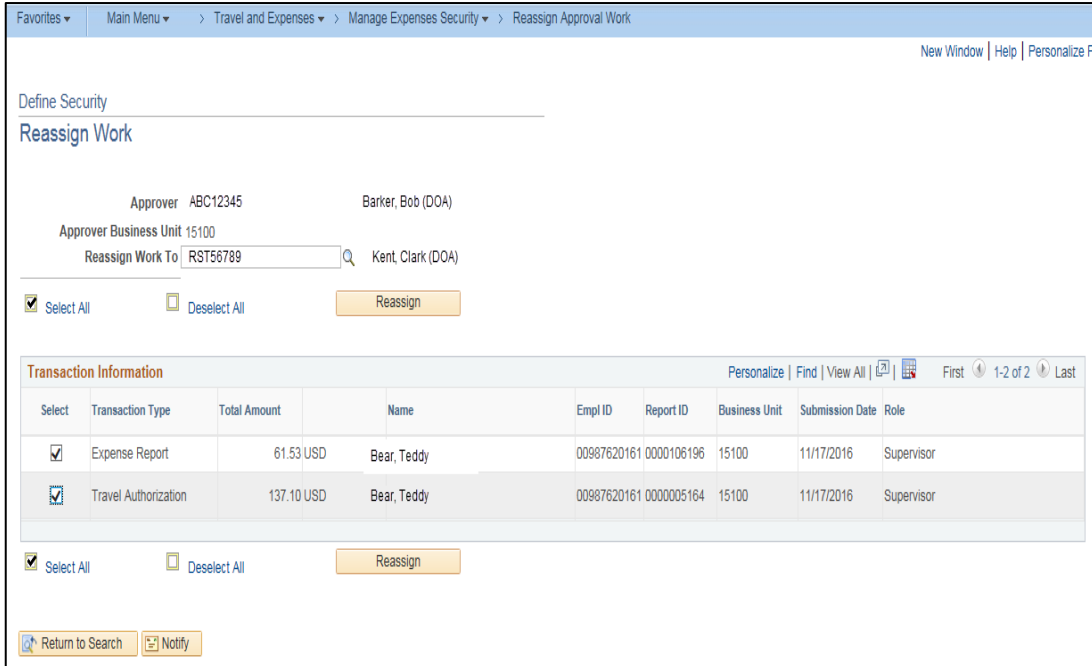
The **Reassign Work Search** page displays.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the User ID of the current approver in the Search by field. 
3.	If you do not know the User ID, use the Description search field. Enter the full name or select the "Contains" option from the dropdown menu to enter a partial name. 
4.	Click the Search button. 

Step	Action
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The **Reassign Work** page displays.




Verify that this is the intended employee.

5.

Enter or select the User ID of the new approver in the **Reassign Work To** field.

Reassign Work To



If you do not know the User ID, click the **Look Up** icon to search by their name.


6.

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

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Business Unit	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	61.53 USD	Bear, Teddy	00987620161	0000106196	15100	11/17/2016	Supervisor
<input checked="" type="checkbox"/>	Travel Authorization	137.10 USD	Bear, Teddy	00987620161	0000005164	15100	11/17/2016	Supervisor

7.

Click the **Reassign** button.

Step	Action
	If you need to reassign approvals to more than one approver, complete the above steps for each approver. Transactions not selected stay on the original approver's Worklist and future transactions route to the original approver as well.