PEPPERDINE UNIVERSITY

Approval Process
Expense Reports and Travel Cash Advances

Expense Reports and Travel Cash Advances must be approved by the HR Supervisor, the Expense Approver, and the Prepay Auditor before a payment will be issued.

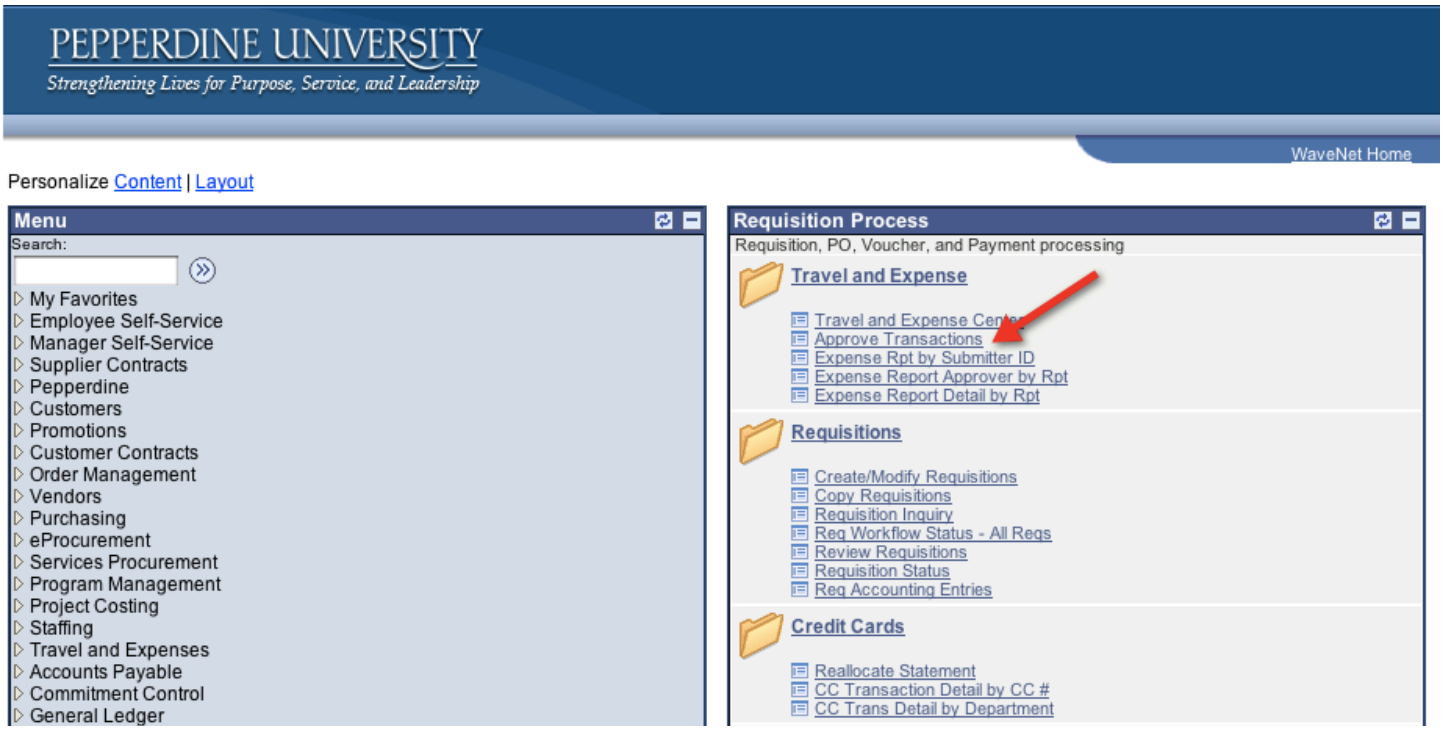
The HR Supervisor is the person to whom the employee seeking the advance or reimbursement reports.

The Expense Approver is the Level 1 PeopleSoft approver for the employee's department. Any Level 1 PeopleSoft approver with approval access to the employee's Department ID can approve the advance.

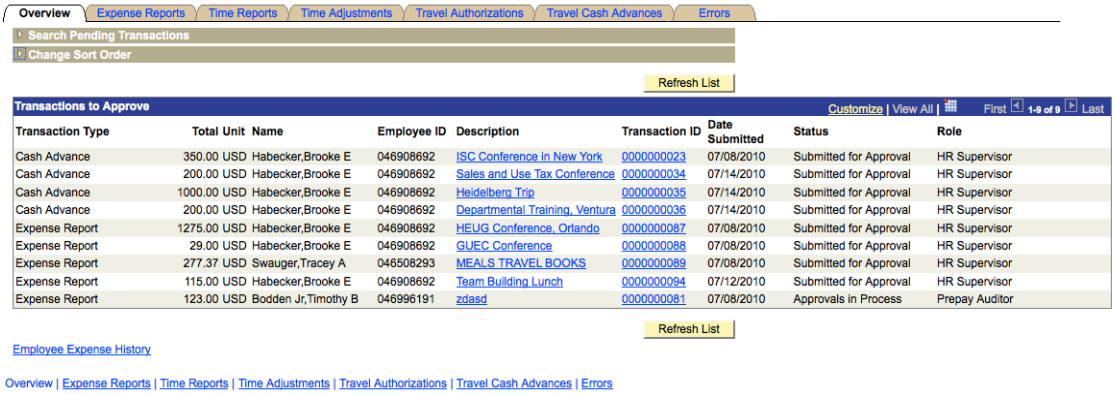
The Prepay Auditor is a designated Accounts Payable analyst.

Approvers will receive an email when an employee in his or her department submits a Travel and Expense request that requires action.

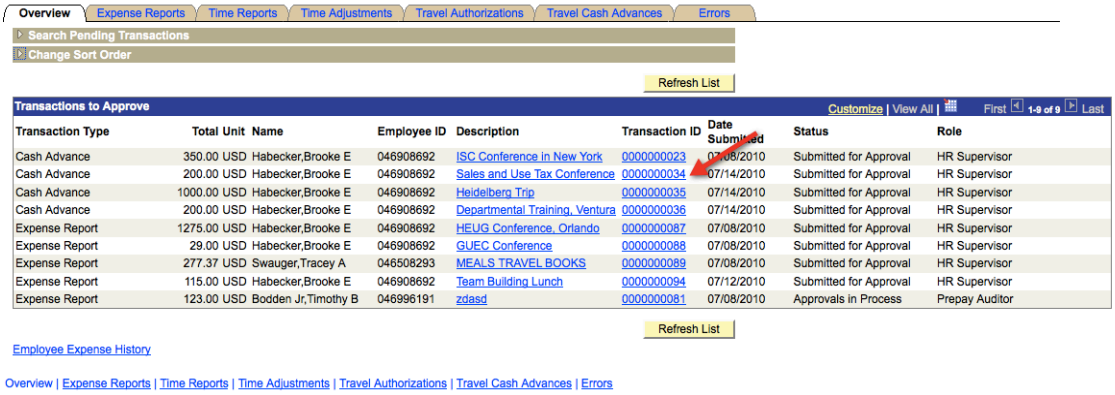
- To see the list of requests awaiting approval, click on the "Approve Transactions" link under the Travel and Expense heading on the My Work tab.



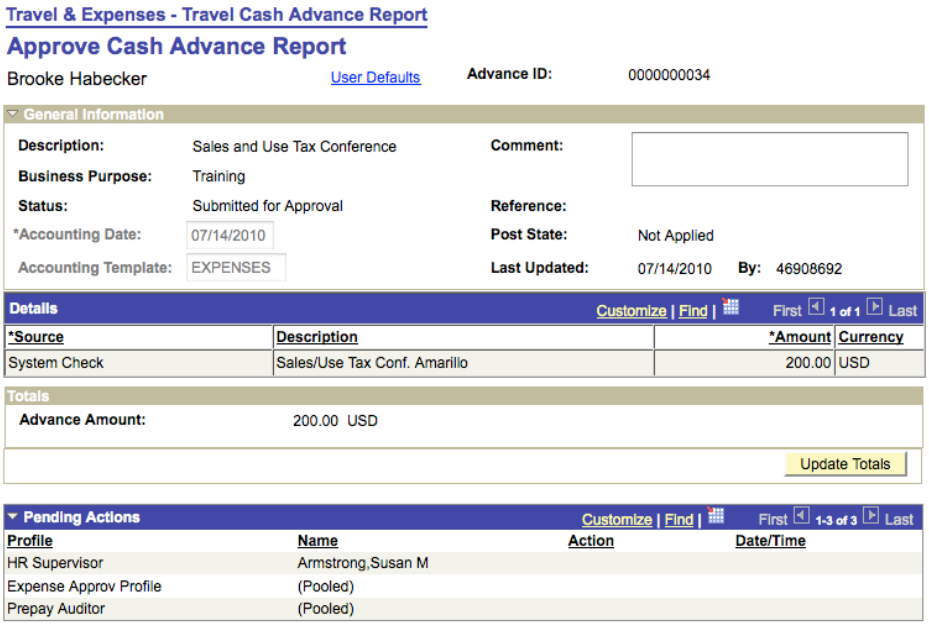
A list of requests pending approval will display.



- Once the advance or expense report to be approved has been located, click on its link to view the details.

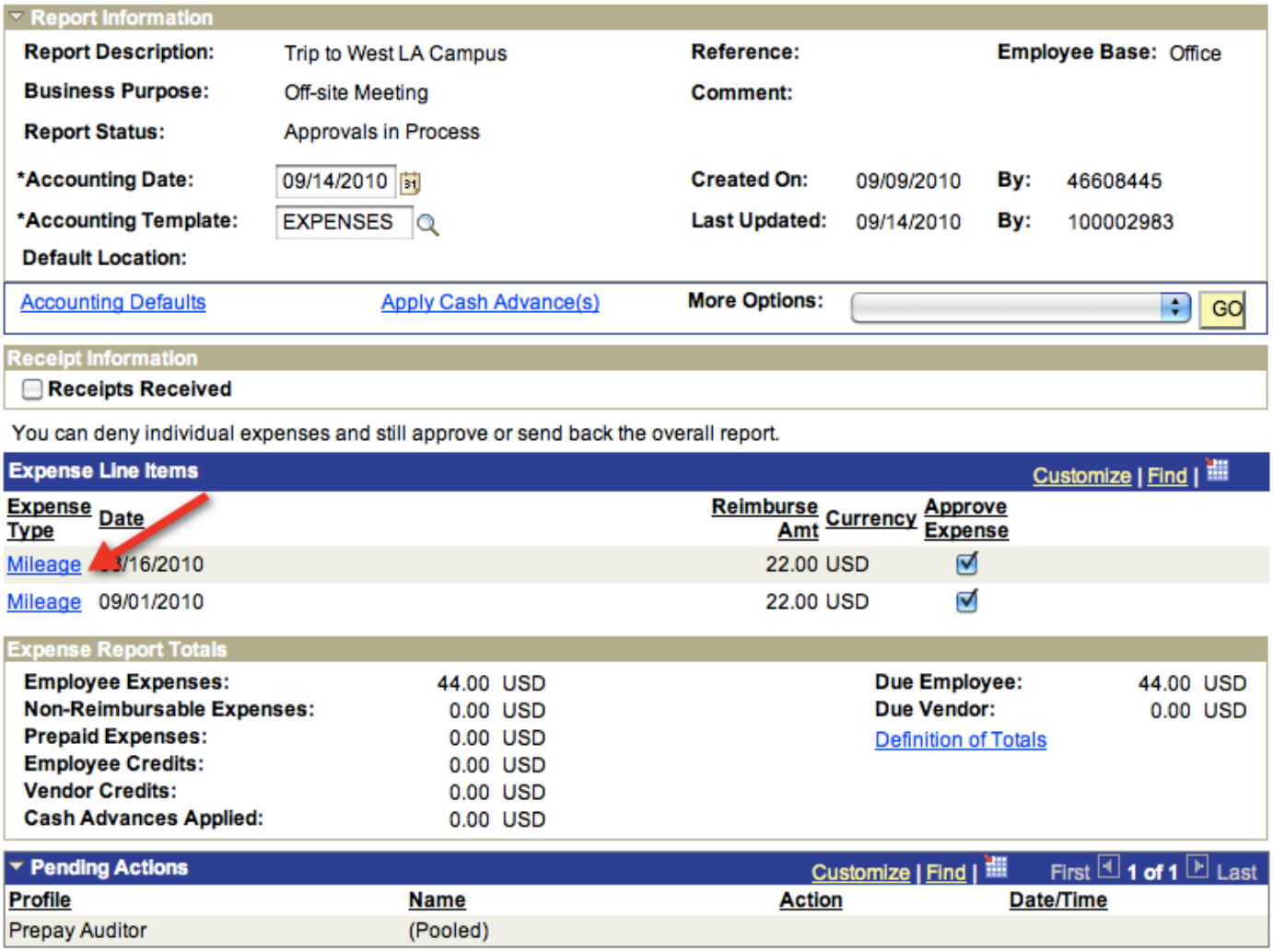


The approval page will display.

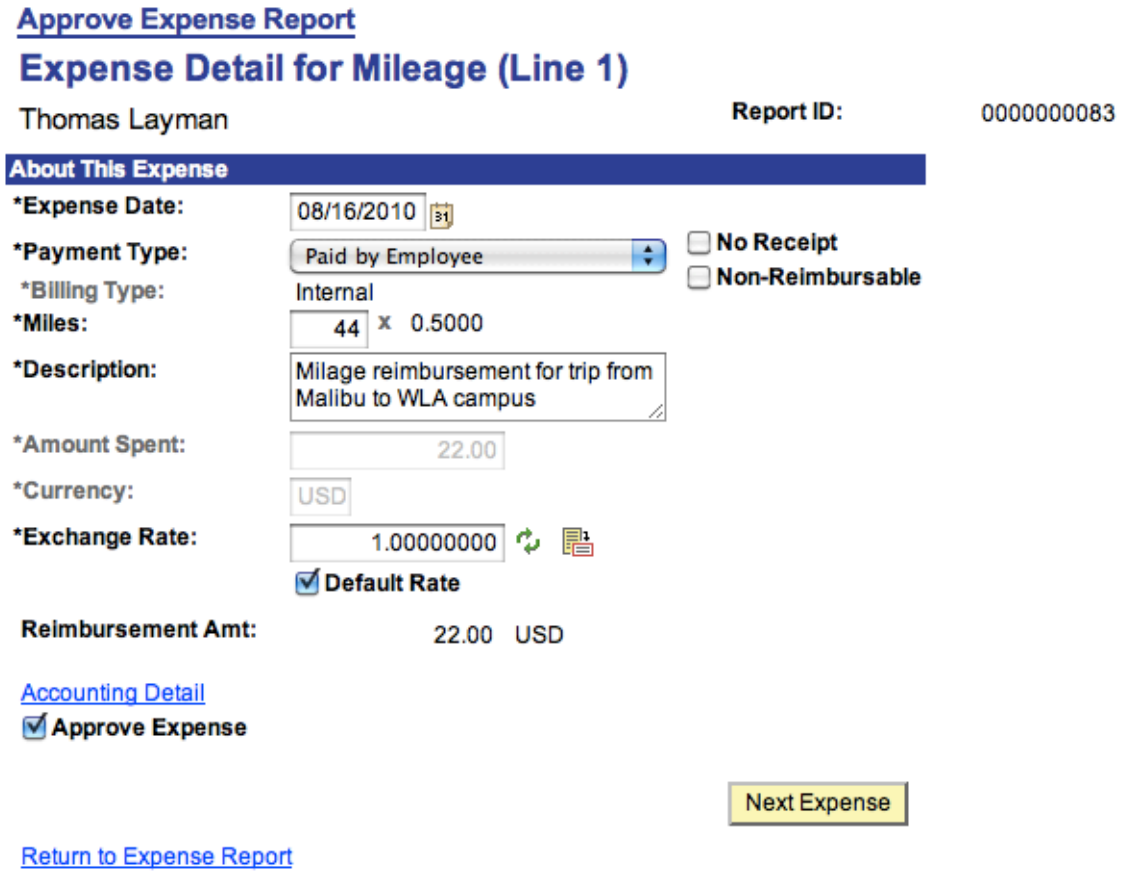


Verify that the information included is complete and correct. On a Travel Cash Advance, all the information is presented on the Advance Report page. On an Expense Report, clicking the highlighted Expense Type will display the details of the expense.

- Click the highlighted Expense Type.



The expense details will display.



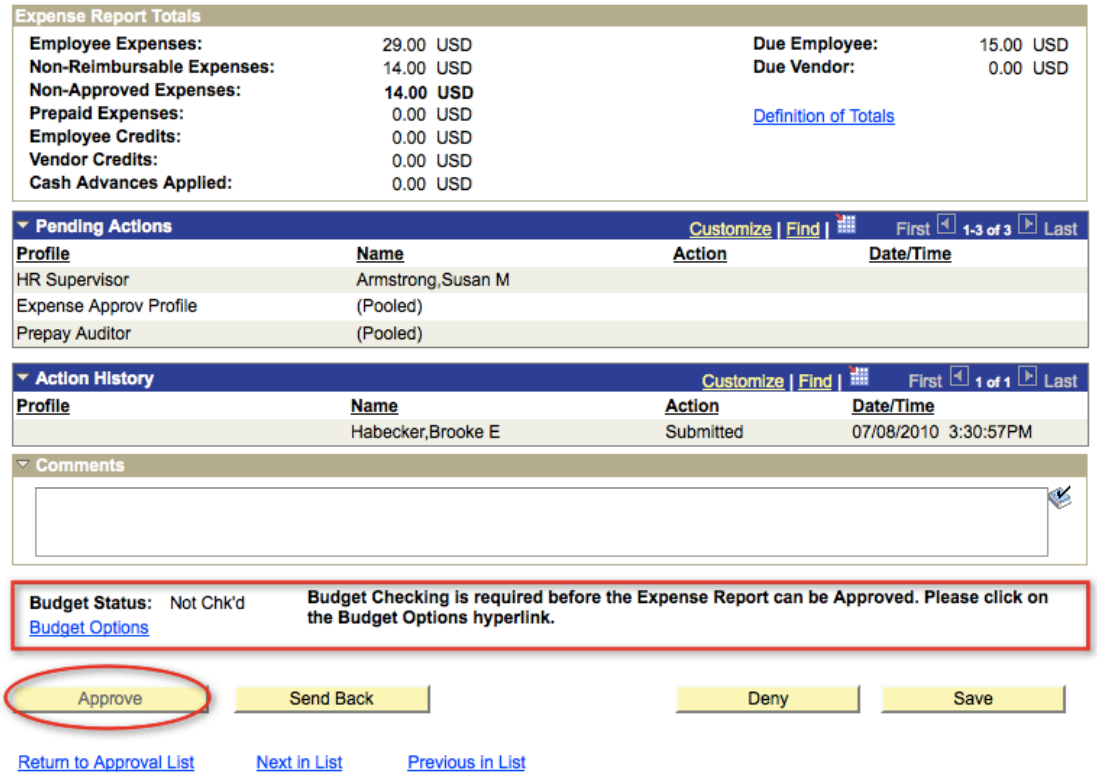
- Click “Return to Expense Report” to return to the main page.
- Scroll to the bottom of the page.

An approver may Approve, Send Back, or Deny a request for an Expense Report. Clicking “Approve” will forward the request to the next approver. Clicking “Send Back” will restore the request status to “Pending” and notify the requestor that more information is required. An email will also be sent to the employee receiving the advance, if the requestor is a different person. “Deny” will cancel the request and notify the requestor and the employee by email.

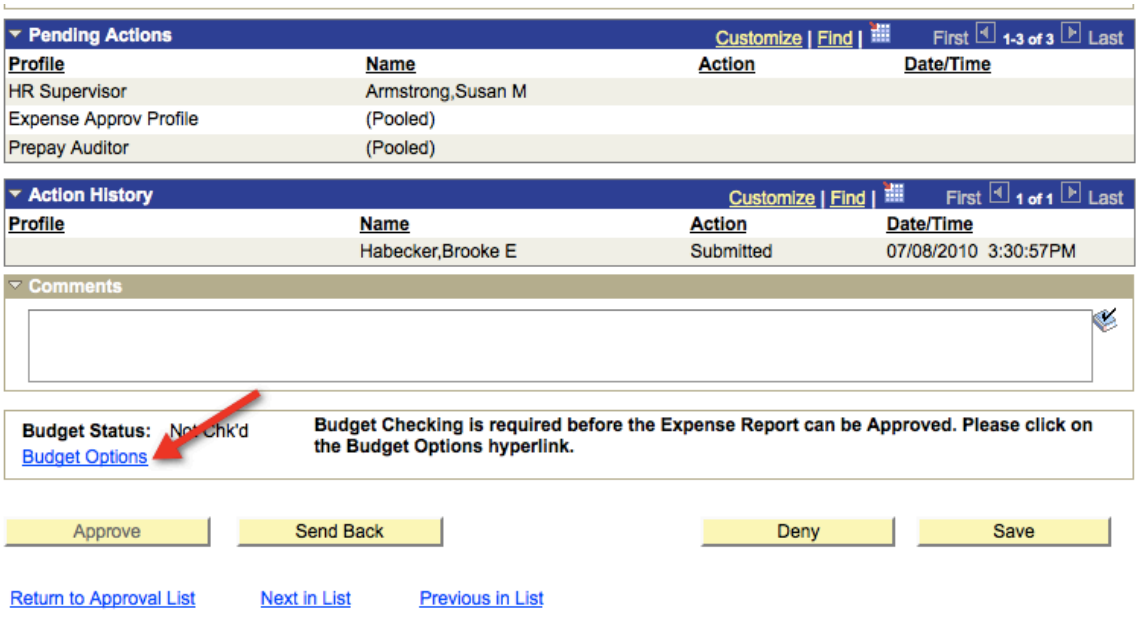
Similarly, an approver may Approve, Send Back, or Deny a Travel Cash Advance. However, a Travel Cash Advance does not need to be budget checked before it can be approved. The slightly different approval processes are below, followed by the Send Back and Deny processes, which are the same for both Expense Reports and Travel Cash Advances.

*Approve an **Expense Report***

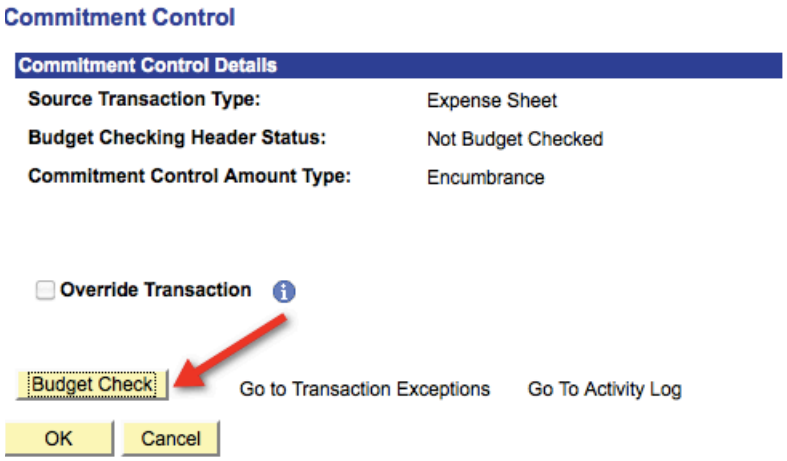
Expense Reports must be budget checked by the HR Supervisor before they can be approved. Scroll to the bottom of the Expense Report Summary page. Notice the Budget Status box. Also notice that the “Approve” button is grayed out.



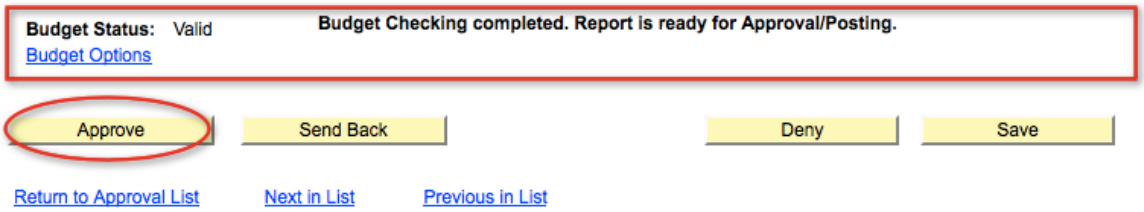
- To budget check the Expense Report, click the “Budget Options” link.



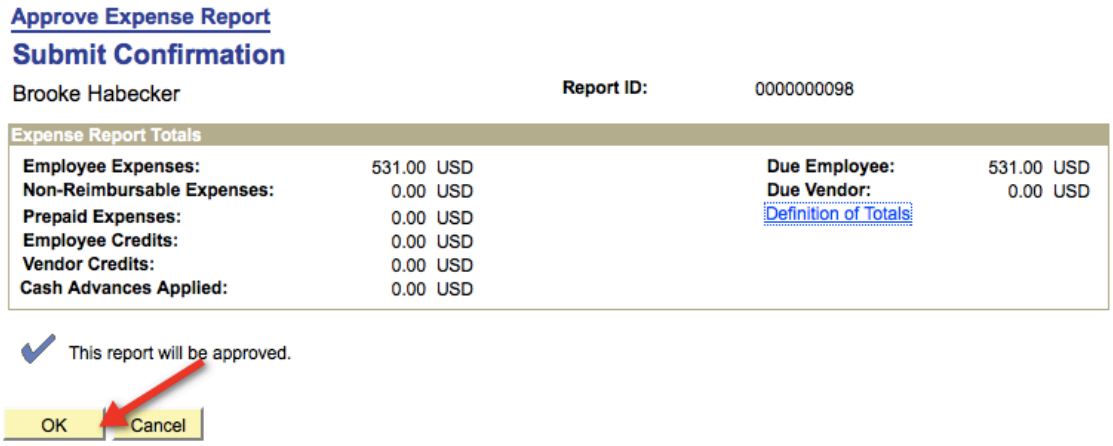
- Click the “Budget Check” button.



Budget checking may take a few minutes. When budget check is complete, you will be returned to the Expense Report Summary page. Budget Status will now read “Valid” and the “Approve” button will be active.



- Click “Approve”. A confirmation page will display. Click “OK” to approve, or “Cancel” to return to the Expense Report Summary.

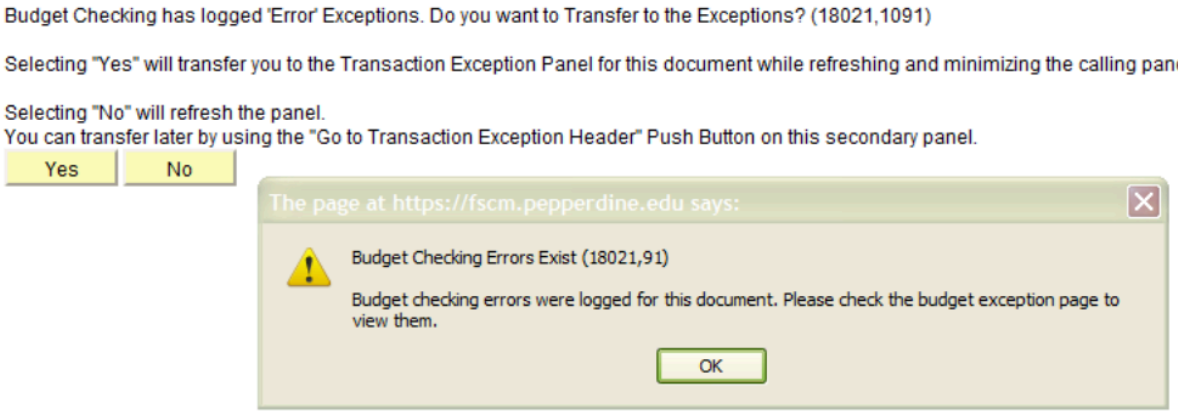


You will be returned to the list of pending requests.

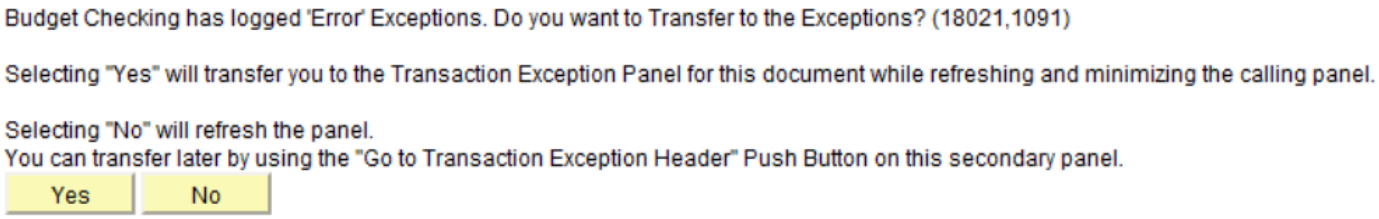
Budget Check Failure

If the budget check fails, i.e., the budget balance cannot absorb the expense, you will see the following screen.

- Click “OK” to exit the dialog box.



- Click “No” to return to the Budget Options page.

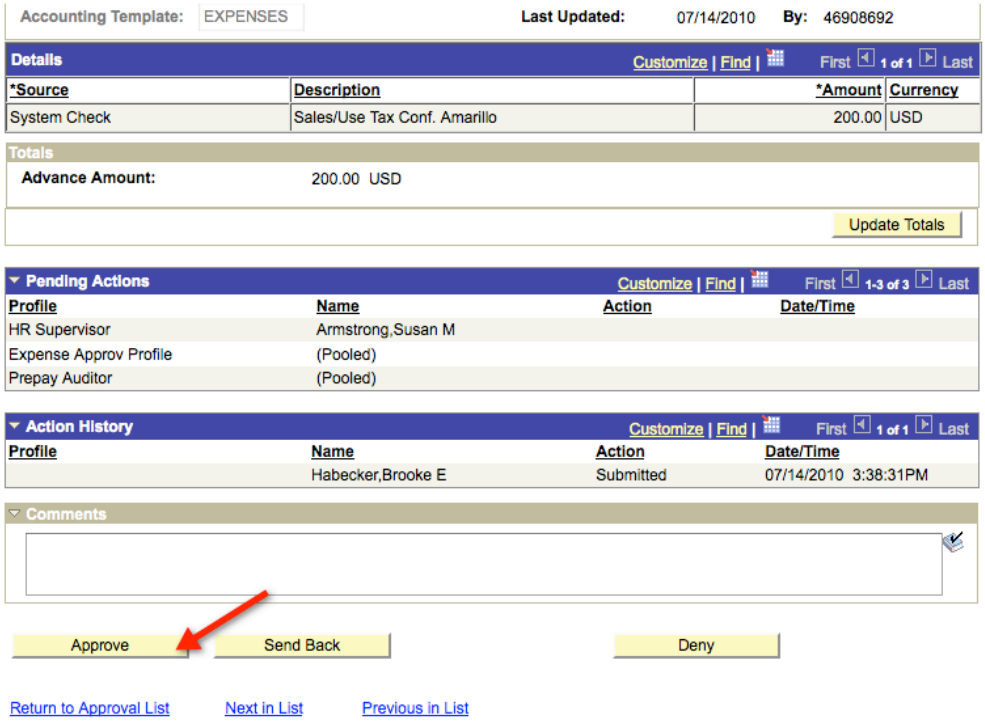


Click “OK” to return to the Report Entry page.

The request may be sent back for revision, denied, or saved while the budget is adjusted to tolerate the expense.

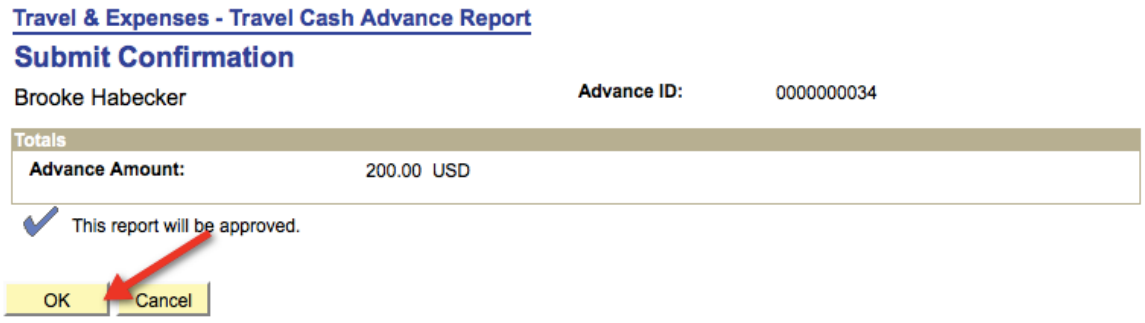
*Approve an **Advance***

- To approve the advance request, click the “Approve” button.



A confirmation page will display.

- Click “OK”. Clicking “Cancel” will return you to the Approve Cash Advance Report screen without approving the advance.

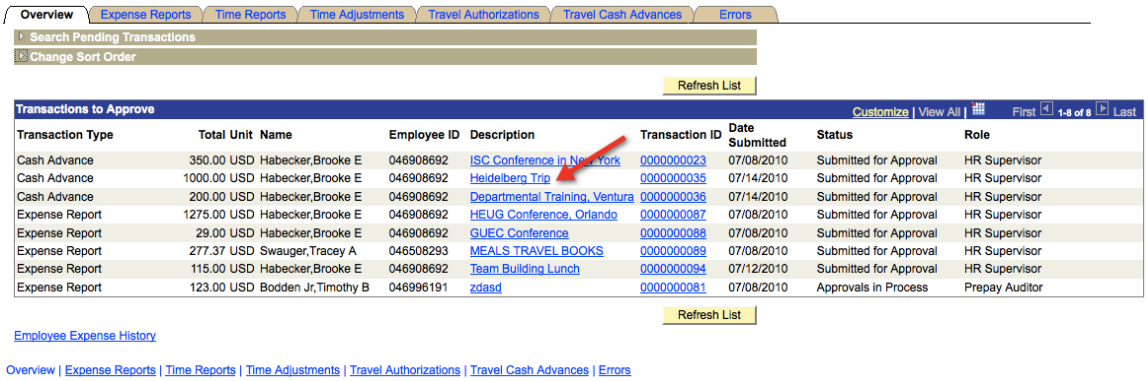


You will be returned to the list of pending requests.

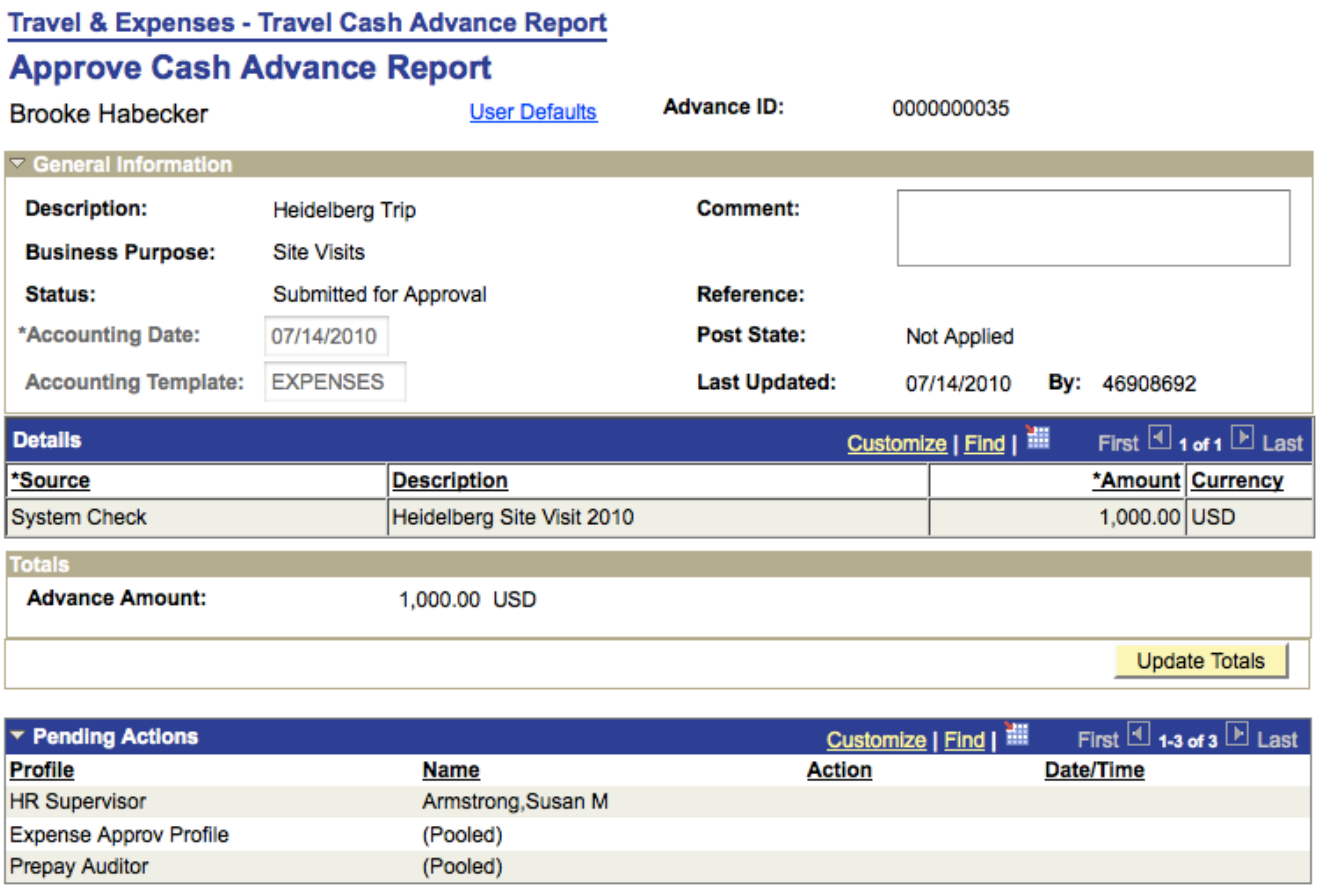
Send Back *a Request*

If a request for an advance or reimbursement has missing or incorrect information, it can be sent back at any level to the requestor for correction and resubmission.

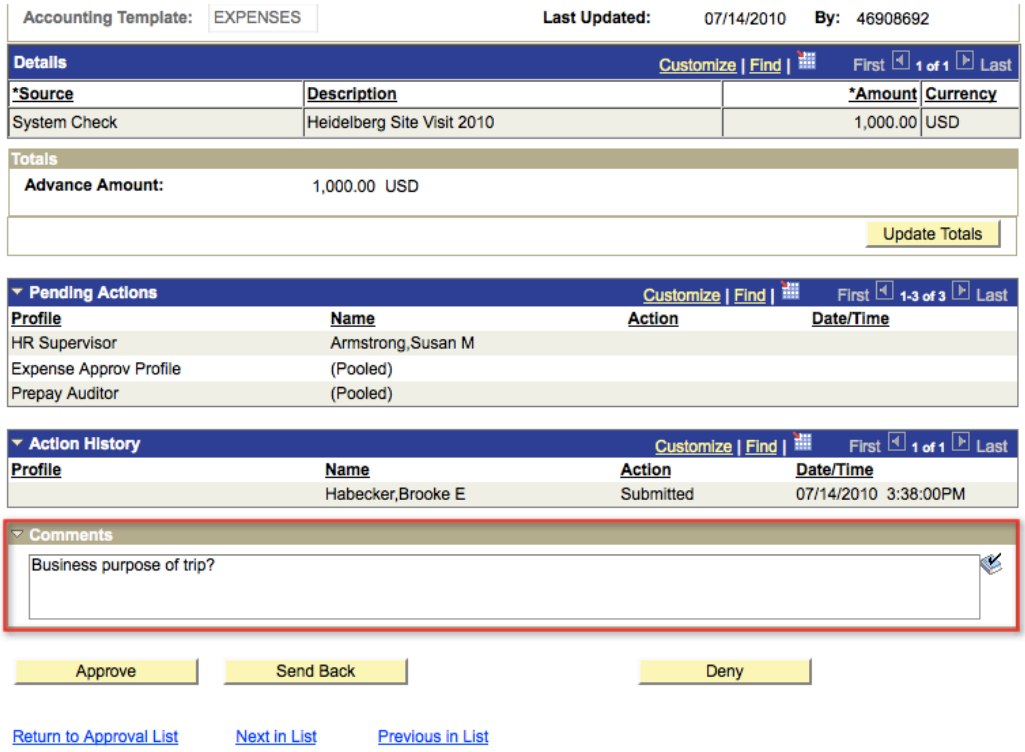
- Find the request to be sent back. Click on its link.



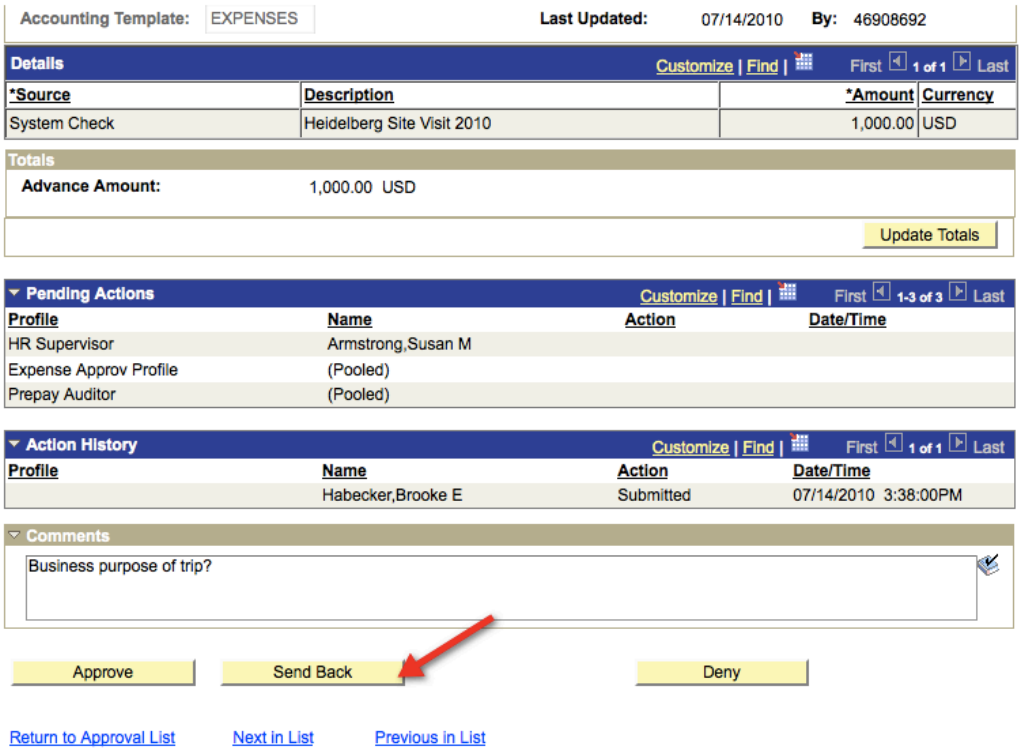
The approval screen will display.



- Scroll to the bottom of the screen.
- In the Comments box, type the reason for which the request is being sent back.



- Click “Send Back”.



A confirmation page will display.

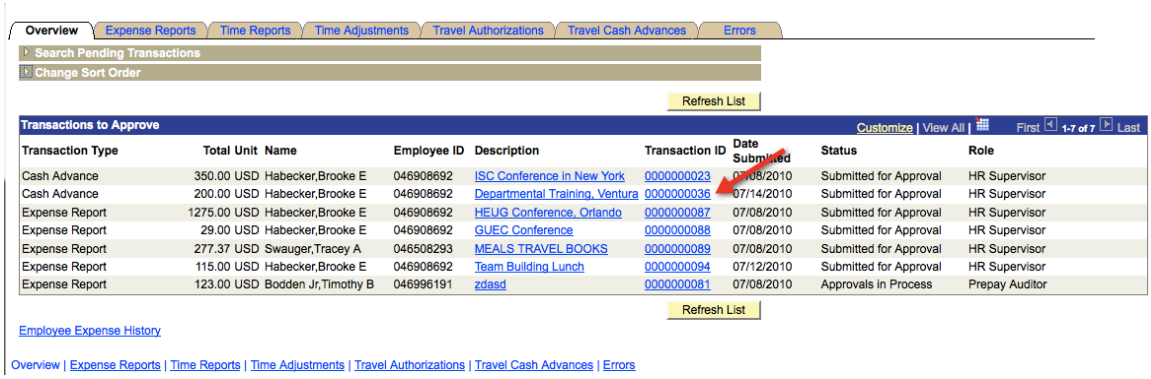
- Click “OK” to confirm.

You will be returned to the list of pending transactions.

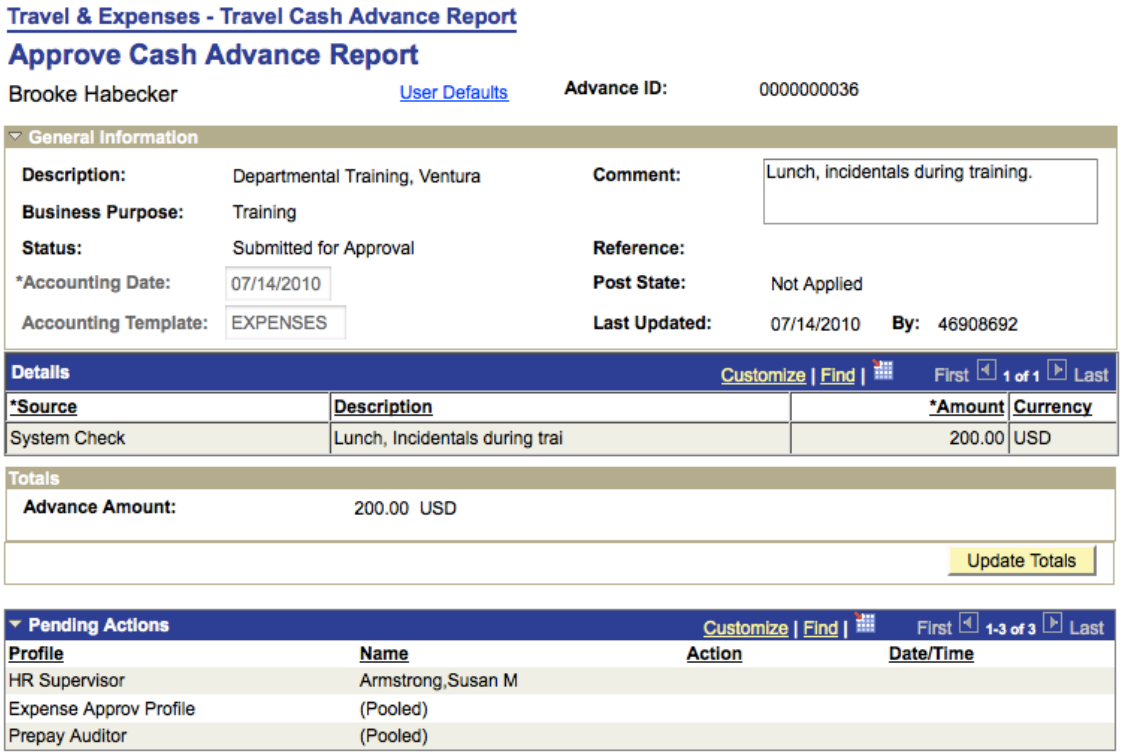
Deny *a Request*

A request may be denied at any level. Once a request is denied, it is cancelled and cannot be modified and resubmitted.

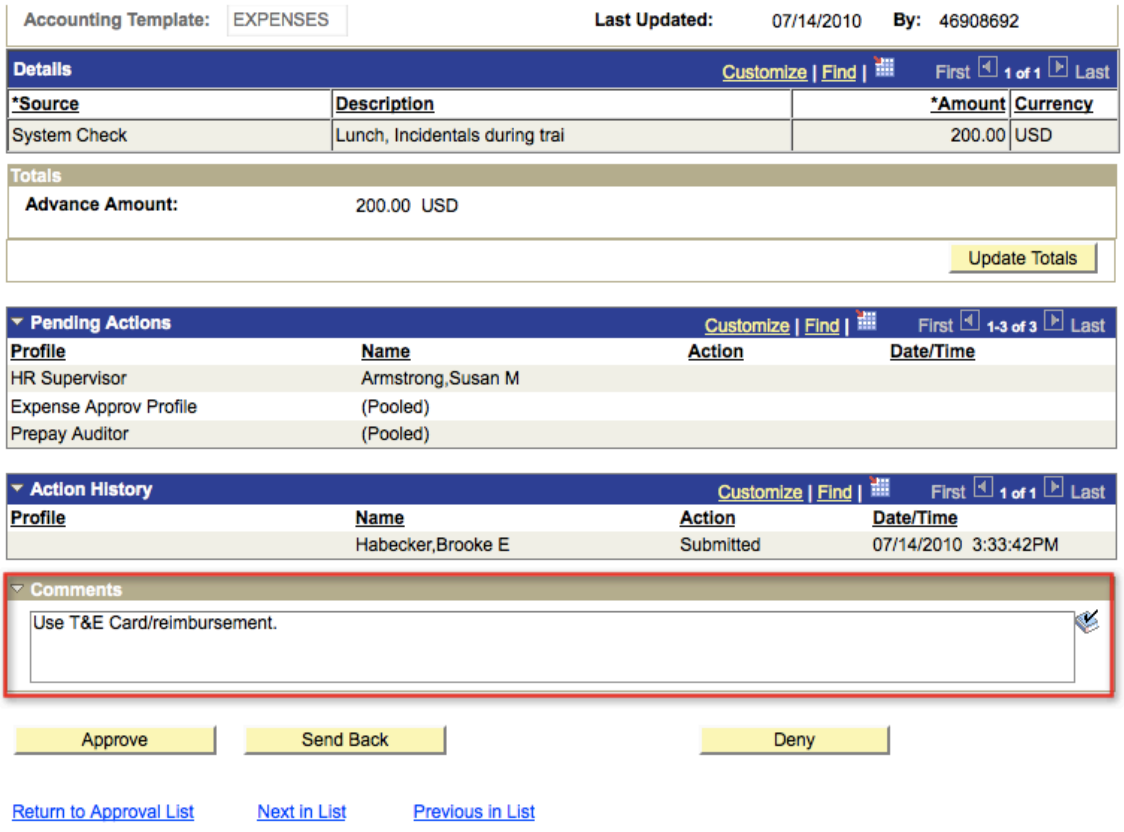
- To deny an Advance or Expense Report, find it in the list of pending requests and click on its link.



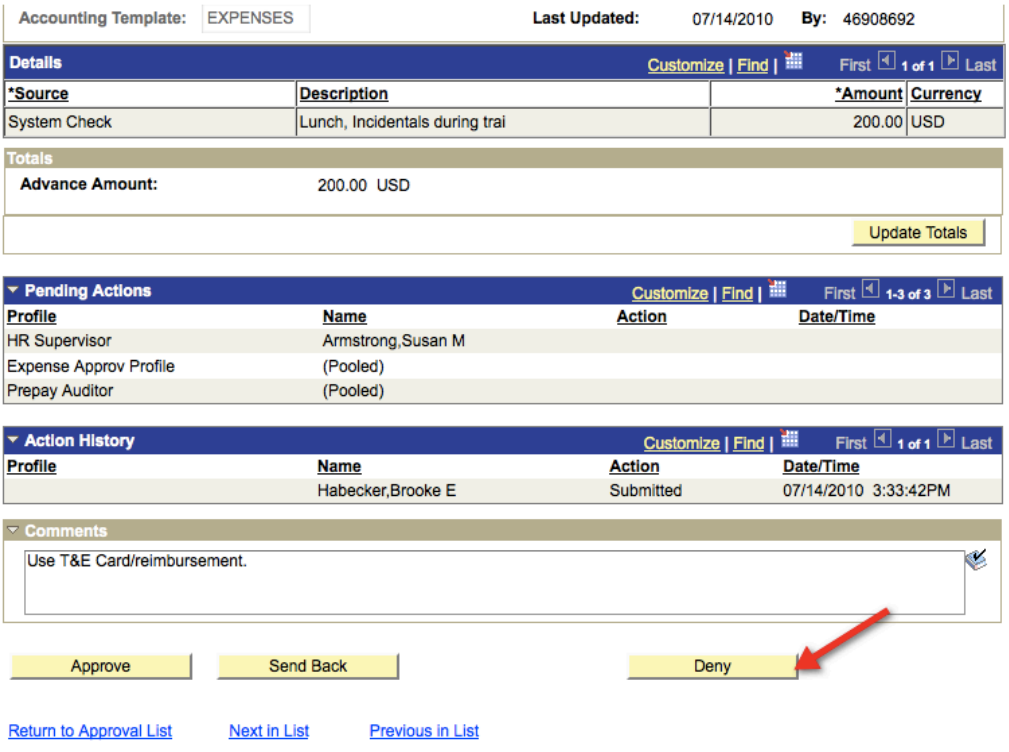
The approval page will display.



- Scroll to the bottom of the page.
- In the Comments box, enter the reason the request is being denied.

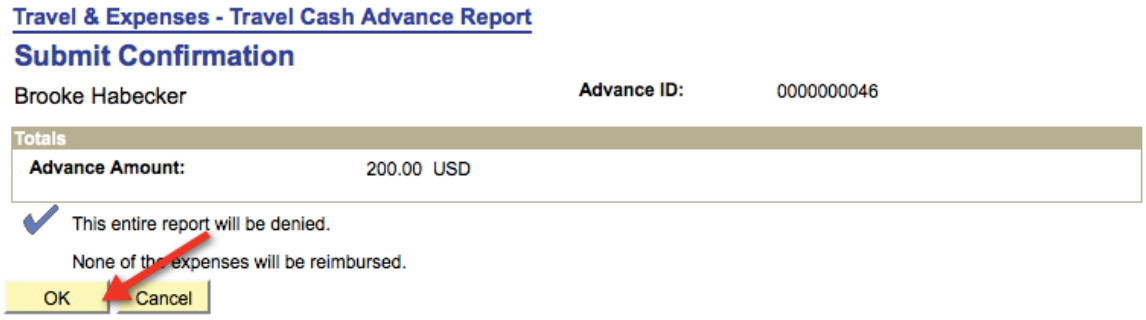


- Click “Deny”.



A confirmation page will display.

- Click “OK” to deny the request. Click “Cancel” to return to the Approve Cash Advance Report screen.



Expense Report and Travel Cash Advance Approval Process is complete.