Approve Expense Report

Navigation: Nav Bar > Navigator > Travel and Expenses > Approve Transactions > Approve Transactions OR

Navigation: Nav Bar > Navigator > Manager Self-Service > Travel & Expense Center > Approvals > Approve Transactions

After using the above navigation, select the Expense Report tab and click the Transaction ID link to select a pending expense report.

The expense report opens in Expense Summary View and most of the information can be reviewed on this page.
Expense Detail Lines

Expense Lines

Approval Workflow
Expense Detail

Use the **Expense Detail View** to review accounting lines. Complete the approval by following the current CUNYfirst process.

### Approval

**Commitment Control**

- **Commitment Control Details**
  - Source Transaction Type: Expense Sheet
  - Budget Checking Header Status: Not Budget Checked
  - Encumbrance: Valid
  - Commitment Control Amount Type: Encumbrance
  - Commitment Control Trans ID: 000061
  - Commitment Control Trans ID Date: 11/03/2021

After reviewing the information and you are ready to approve the transaction, click the **Budget Options** button to access the **Commitment Control Details** window. Click the **Budget Check** button to run the budget.

Upon successfully running the budget (i.e., **Valid** status), click the **OK** button to return to the **Approve Expense Report** window and click the **Approve** button to continue the submission process.