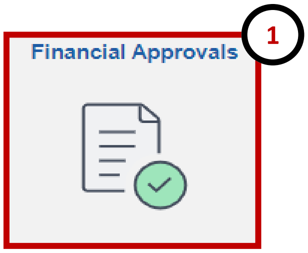
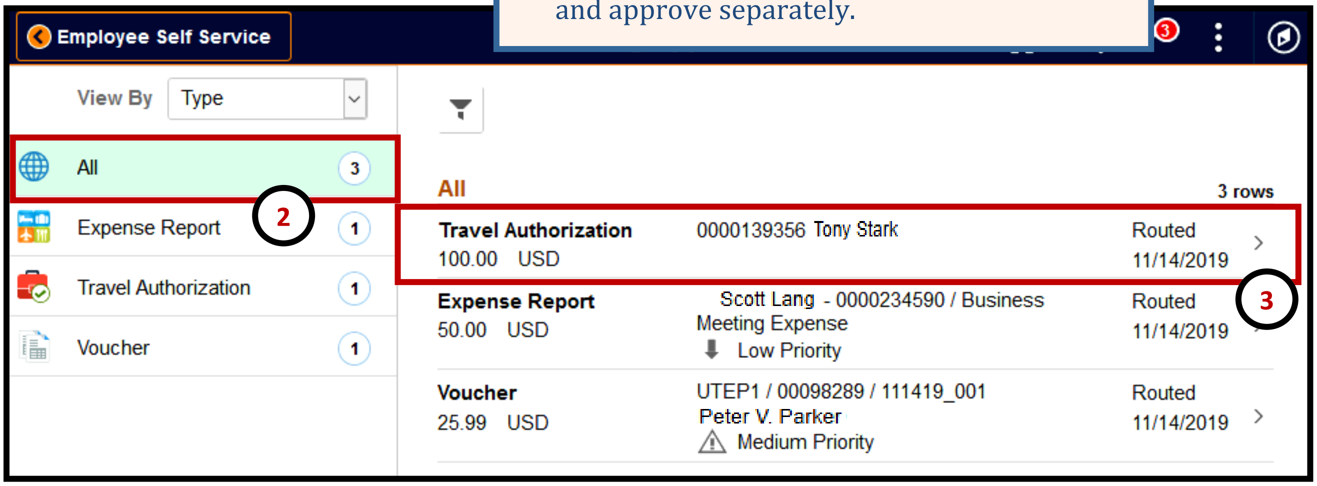
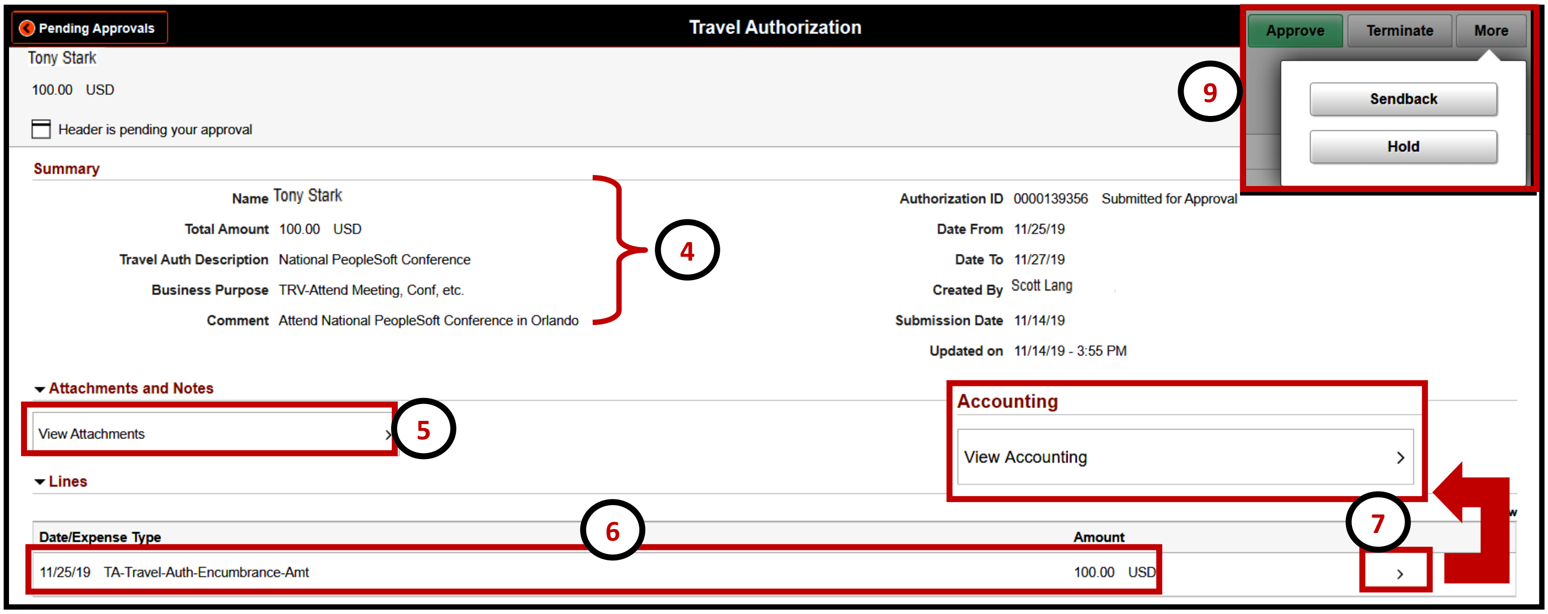
Approve Travel & Expense Report Documents



1. Log into PeopleSoft and look for the **Financials Approvals** tile in homepage .
2. Select the "**All**" link to display all financial documents pending your approval.
3. Select the individual document lines to review and approve separately.





4. Review **Summary** information (Amount, Description, Comment).
5. If available, review **Attachments.**
6. Review Expenses (Date, Description, Line Amount).
7. To see funding information, select **>** arrow to open a pop-up window and then select **View Accounting.**
8. To go back , click the exit (X) button and on the left hand corner of the page click **Back to Header.**
9. Use the **Approve, Terminate, or More (Sendback)** buttons on the top right corner to continue. Select the **More** button to **Sendback**.
10. From the confirmation pop-up window, press **Submit** to complete. Please note: Comments are required when sending back or terminating