Review and Approve Expense Report Managers

The Review and Approve Expense Report Managers tip sheet is for Managers.

Workday allows Managers to review and approve team expense reports from their location, increasing efficiency and streamlining the overall approval process.

Review / Approve Expense Report

1. Beginning on the Workday home page, select the Workday **Inbox** .
2. Select a submitted Expense Report from the left-hand panel.
3. The expense report will default in the Grid View. If you are reviewing multiple lines, use the **List Default View.**
4. On the right-hand panel, review the Expense Report by viewing the **Header** and **Expense Lines** tabs for reasonableness and coding.
5. Once your review is complete, scroll down and enter any comments if applicable (e.g. reason(s) for sending back to direct report).
6. Review – you can approve, send back, or deny.
   a Select **Approve** if the expense report is approved,
   b **Send Back** if further changes need to be made by the direct report or
   c Select **Deny** if it is not approved and you do not want the direct report to continue with report submission.

NOTE: In the case of Send Back or Deny, the requester will get a notification in their Workday Inbox**.**

Approve an Expense on Workday Mobile

To get started, login to the Workday Mobile Application.

1. Go to your Workday Inbox.
2. Under the **Actions** tab, select the Expense Report you want to approve.
3. Review the Expense Report.
4. Once complete, select either **Approve**, **Send Back** or **Deny.**