Approving Requests and Expense Reports

As an Approver, you can approve requests and expense reports “as is”, change the coding (chartfield information), send a request or an expense report back to the employee to modify and resubmit, or Approve and Forward to another Approver. All requests and reports awaiting your approval appear on the Approvals tab.

**Request** includes Trip Pre-approvals and Cash Advances for Travel

**Expense** includes Expense Reports (claims for travel and employee reimbursements) and Cash Advances for research-related Subject Payments

**Cash Advances** includes Cash Advances for Research Subject Payments. This tab will only show if you have something to approve.

(Please note once a Request is approved it will duplicate on the claimants Task Bar under their Cash Advance, this happens so payment can be processed)

**Request**

**Approving a Request - For Trip Pre-Approval (not Cash Advance for travel)**

1. In **Approvals**, click the name of the report that you want to view
2. The Pre-Approval request will open on the **Expense Summary** tab so that you can review the expense breakdown for the requested trip.
Approving Requests and Expense Reports

3. Once you have selected a request to review, on the Request Header tab, no amount for Cash Advance should be showing for Pre-Approval.

4. There are 3 main options: 1) Approve (as is), 2) Send Back Request (as denied or for more information), or 3) Approve and Forward (forward to a secondary approver) – Click on your selection

5. The requestor is notified that the trip pre-approval has been either approved or sent back depending on the Approver’s selection.
Approving Requests and Expense Reports

Approving a Request - For Cash Advances for Travel

1. In Approvals, click the name of the report that you want to view.

2. The Cash Advance request will open on the Expense Summary tab so that you can review the expense breakdown for the requested cash advance for travel.

   *Note: If the Expense Summary tab does not open and a Request Header tab opens instead, it means that the employee (or delegate) did not fill in the Segments tab (showing the breakdown) for the cash advance.

   *The amount in the top right corner is the amount approved for budget (segments), the amount that will actually be paid is on the Request Header tab, in box Cash Advance Amount.

3. There are 3 main options: 1) Approve (as is), 2) Send Back Request (as denied or for more information), or 3) Approve and Forward (forward to a secondary approver) – Click on your selection.

4. The requestor is notified that the cash advance for travel has been either approved or sent back depending on the Approver’s selection.

5. If the cash advance request for travel has been approved, the Cash Advance Administrator in Financial Services will process.
Approving Requests and Expense Reports

Expense

Approving a Cash Advance in Expense (Research-related Subject Payments only)

1. In Approvals, click the name of the report that you want to view
2. The Cash Advance window will open
3. Either Approve (as is) or Send Back to Employee (with a comment that the cash advance is denied or to receive more information/correct an error)

Approving Expense Reports (Travel Expense Claims & Employee Reimbursements)

1. In Approvals, click the name of the report that you want to view
2. Confirm all receipts that should be attached are present, the images are sharp, clear and legible and that the expenses were for authorized business purposes and you are authorized to approve a claim for the department (this may have already been done by a Previewer) Note: See Approver’s Checklist
3. Review any Exceptions to see what they pertain to (this may have already been done by a Previewer)
4. Click Approve

**Sending an expense report back to an employee**

1. In Approvals, click the name of the report that you want to view
2. Click Send Back to Employee
3. In the Send Back Report page, add comments in the Comment box
4. Click OK

**Adding an additional approval step for an expense report** (Approve & Forward)

1. In Approvals, click the name of the report that you want to view
2. Click Approve & Forward
3. In the Approval Flow window, click the Search Approvers By dropdown arrow
4. From the list of options displayed by the search, select the appropriate approver
5. Click Approve
Approving Requests and Expense Reports

Checking the Audit Trail (Requests and Expense Reports)

The Audit Trail shows the names of everyone who acted in some way with the request or expense report, what they did and when they did it. Examples below

Request

Request 33D3

Request Name: 20150423 Cash Advance  
Business Purpose: Meeting with alumni

<table>
<thead>
<tr>
<th>Request Level</th>
<th>Date/Time</th>
<th>Updated By</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/04/2015 01:18 PM</td>
<td>Training, Instructor</td>
<td>Approval Status Change</td>
<td>Status changed from Not Submitted to Submitted</td>
<td></td>
</tr>
<tr>
<td>15/04/2015 01:18 PM</td>
<td>Training, Instructor</td>
<td>Approval Status Change</td>
<td>Status changed from Submitted to Submitted &amp; Pending Approval</td>
<td></td>
</tr>
<tr>
<td>15/04/2015 01:23 PM</td>
<td>Approver, Jill</td>
<td>Approval Status Change</td>
<td>Status changed from Submitted &amp; Pending Approval to Approved</td>
<td></td>
</tr>
<tr>
<td>15/04/2015 09:13 PM</td>
<td>Training, Instructor</td>
<td>Email reminder has been sent</td>
<td>An email reminder was sent to recipient: <a href="mailto:instructor@queensu.ca">instructor@queensu.ca</a> for Request: Past Request without Reports</td>
<td></td>
</tr>
</tbody>
</table>

Entry Level

| Date/Time | Updated By | Action | Description |

Segment Level

| Date/Time | Updated By | Action | Description |

Cash Advance Level

| Date/Time | Updated By | Action | Description |

Expense

Audit Trail

<table>
<thead>
<tr>
<th>Report Level</th>
<th>Date/Time</th>
<th>Updated By</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/04/2015 03:07 PM</td>
<td>Training, Eight</td>
<td>Approval Status Change</td>
<td>Status changed from Submitted to Submitted &amp; Pending Approval</td>
<td></td>
</tr>
<tr>
<td>22/04/2015 03:07 PM</td>
<td>Training, Eight</td>
<td>Approval Status Change</td>
<td>Status changed from Not Submitted to Submitted</td>
<td></td>
</tr>
<tr>
<td>22/04/2015 03:07 PM</td>
<td>Training, Eight</td>
<td>Confirmation Agreement Acceptance</td>
<td>User Electronic Agreement</td>
<td></td>
</tr>
<tr>
<td>22/04/2015 03:05 PM</td>
<td>System, Concur</td>
<td>Field Edit</td>
<td>The field “ReceiptImageAvailable” was changed from “N” to “Y”</td>
<td></td>
</tr>
<tr>
<td>22/04/2015 02:50 PM</td>
<td>System, Concur</td>
<td>Field Edit</td>
<td>The field “ReceiptImageAvailable” was changed from “N” to “Y”</td>
<td></td>
</tr>
</tbody>
</table>

Entry Level

| Date/Time | Updated By | Action | Description |
| 22/04/2015 03:07 PM | Training, Eight | Exception | Alcohol is only permitted if the Hospitality Policy has been followed and if eligibility criteria are met. |
| 22/04/2015 03:07 PM | Training, Eight | Exception | Gratuities cannot exceed 20% of the cost of the meal and must be supported by a receipt |
| 22/04/2015 03:07 PM | Training, Eight | Exception | Please note, you have checked the ‘Personal Expense’ box. You will not be reimbursed for this portion of your expense claim |

March 2017