Approve or reject an expense report

iExpenses is used by employees or their delegates to process expense reports for University credit card transactions, cash reimbursements and acquit cash advances. Once submitted, expense reports are sent for approval via workflow notification to the employees’ supervisor or manager. The approver will either approve or reject the expense report.

This reference card covers the approval and rejection process. The approver can approve the expense report, reject the expense report, delegate the approval to another person, or request more information about the report from the employee.

**Note:** scanned receipts and supporting documentation should be attached to the report so that the approver can review and approve the report transactions.

Reviewing an expense report

1. Log into Themis and view your worklist from the homepage.
   
   For this example we have logged into Themis as an approver and can see that there are two workflow notifications from John Citizen requesting approval of expense report 839491 and 839494.

2. Click the linked subject to open the notification and view the request for approval details.
   
   For this example we have selected report 839494.

   The approval request notification for report 839494 opens.

3. Review the transaction details.
   
   The approver will only be able to approve expenditure within their delegation limit and must ensure that the expenditure was incurred in accordance with University policy and procedures, and is for legitimate University purposes.

   Under each column you can view:
   - **Date**, the date the report was created
   - **Expense Type**, the type of expenditure entered automatically updates the natural account segment of the charge account
   - **Merchant Name**, the merchant (supplier) from whom the purchase was made
   - **Reimbursable Amount (AUD)**, the amount to be reimbursed and paid to the employee
   - **Justification**, the reason for the expenditure as entered by the employee
   - **Attachments**, any attached scanned receipts or supporting documentation.

   **Note:** if there are no attachments the paperclip will not display.
4 Scroll down to the bottom of the screen and click the Expense Report Details link under the Related Applications area.

5 Click the Expense Report Details link to open the expense report.

The expense report will open showing each expense line item included in the report.

You can view more detail using the tabs in the middle of the screen, click the Expense Allocations tab to view the charge account for example.

The employee can add a single attachment against each line item or attach all the receipts globally to the entire report. **Note:** for our report 839494 example, there were no attachments.

When an attachment is added to the entire report the word ‘None’ changes to ‘View’ and becomes an active link that is used to open the global attachment.

When an attachment is added to the line item an attachment icon appears under the Attachments column.
6 Click the **Return** button to exit the expense report and return to the approval notification.

Having reviewed the expense report details the approver would action the request clicking on one of the button options to;

- **Delegate** approval to another person with the appropriate financial delegation
- **Request more information** to ask a question of the employee who submitted the report
- **Reject** the report and request that the employee correct the report details.
- **Approve** the report for payment.

**Important**: before clicking any of the buttons to perform one of the above actions you should enter relevant comments in the **Note** field, comments entered here will be forwarded to the person to whom the action notification will be sent. For example, if you click **Delegate** the comments written into the **Note** field will be sent to the person to whom you delegate approval.

Continue with the relevant sections below for instructions on how to **Reject an expense report** or **Approve an expense report**.

### Reject an expense report

For our report 839494 example we will **Reject** the report requesting that the employee attach the scanned copies of the receipts to the report and re-submit it for approval.

1. Enter a rejection comment in the **Note** field and click the **Reject** button.

The Themis homepage is returned and the workflow notification for rejected report 839494 has been removed from the Worklist.

### Approve an expense report

For our report 839491 example, we will **Approve** the report for payment.

1. Repeat steps 1 to 6 of the **Reviewing an expense report** section for the next workflow notification request for approval.

2. Satisfy yourself that the expenditure was incurred in accordance with University policy and procedures, and is for legitimate University purposes.

3. Scroll down to the bottom on the screen.

4. Enter an approval comment in the **Note** field and click the **Approve** button.