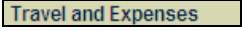

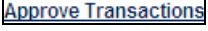

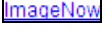

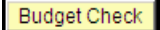
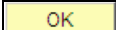
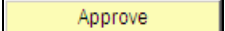
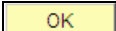


Approving an Expense Report

1.	Click the Travel and Expense Center link. 
2.	Click the Approvals link. 
3.	Click the Approve Transactions link. 
4.	Click an entry in the Description column. 
5.	Click the scrollbar. Review the Expense Report
6.	Click the ImageNow link to view the employee's receipts that were submitted. 
7.	Here you can review the employee's receipts that were scanned through ImageNow.
8.	Click the Budget Options link. A program runs every two hours and budget checks all Department numbers based on the chart string. 
9.	Click the Budget Check button. You may get a "Warning" if you over spend on your budget, however, you will be able to continue with your approvals. You may get an "Error" if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
10.	Click the OK button. 
11.	Click the scrollbar.
12.	Click the Approve button. 
13.	Click the OK button. 
14.	Click the scrollbar.
15.	Click the "Home" Link
16.	Congratulations. You have successfully Approved an Expense Report. End of Procedure.

