

Approving Procedures for Cost Centre Managers

Approve an Expense Report

STEP	APPROVE AN EXPENSE REPORT
Path	Approvals > Approve Transactions
1.	Click on Description or Transaction ID link
2.	Investigate all Risks and Alerts – <i>if applicable</i>
3.	View and verify all Tax Receipts for each line item – <i>mandatory</i>
4.	View Notes – <i>if applicable</i>
5.	View all header attachments for Application to Travel form or Tuition Fees Assistance Application form, or Tax Receipts - <i>mandatory</i>
6.	Add a comment – <i>Optional</i>
7.	Click Approve

Approve a Cash Advance Request

STEP	APPROVE A CASH ADVANCE REQUEST
Path	Approvals > Approve Transactions
1.	Click on Description or Transaction ID link
2.	View the supporting documentation (including Application to Travel) – <i>mandatory</i>
3.	Add a Comment – <i>Optional</i>
4.	Click Approve

Send Back or Deny an Expense Report or Cash Advance Request

STEP	SEND BACK OR DENY AN EXPENSE REPORT OR CASH ADVANCE REQUEST
Path	Approvals > Approve Transactions
1.	Click on Description or Transaction ID link
2.	Add a Comment – <i>Mandatory</i>
3.	Click Send Back or Deny