**Expense Report Actions:** Review/Request/Approvals/Rejections

This process is for approving Expense Reports in Oracle.

### Additional Resources:
- ap@gmhec.org
- (802) 443-2321

**College’s Travel and Expenses Policies:**
- Champlain College
- Middlebury College
- Saint Michael’s College

### Process

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To approve Expense Reports in Oracle go to the **Home** page, then click on the **Notifications icon**:

![Oracle Home Page](image1)

Good afternoon, Cheryl Foster!

Click on the blue 'Expense Report Approval' expense report description as shown below:

![Expense Report Approval](image2)

A pop-up menu will appear. To see the expense report item’s account numbers (EDORDA) click on **View Expense Report**. The report will open and the expense item EDORDA distribution will be visible.

![View Expense Report](image3)

Click on the date of the expense item:

![Expense Report Item](image4)
The expense item will open, and from this screen the account numbers/EDORDA will be visible:

After reviewing the expense report, click **Done** on the top right-hand corner of the screen.

To exit the next screen, click **Cancel**

To request more information, click on the blue ‘Expense Report Approval’ expense report description:

Click the ‘Actions’ button then choose ‘Request Information’:

1.2 Expense Report Review: Request More Information
Another pop-up menu will appear for entering remark. Enter the information requested and click **Submit**:

The end user will receive a notification for the request and will resubmit. Upon resubmittal with the requested information, the expense report may be approved.

**NOTE**: It is often easier to **Request More Information** instead of rejecting an expense if only a simple change like an accounting correction or a receipt upload is needed.

To approve the expense report after reviewing, click ‘**Approve**’ in the notification:

**Alternate Approval**: Expense reports may also be approved within the **Expenses module** from the Home page:

➢ Click on ‘**Me**’ then click on the **Expenses** tile:
➢ In the **Expenses** module, click on the **Approvals** icon on the left-hand side of the screen:

![Approvals Icon](image)

This will bring up all of the expense reports requiring attention/approval:

➢ Click on an expense report to choose for review/approval.
➢ With the expense report highlighted in blue, click the ‘**Approve**’ button.

![Approvals Screen](image)

➢ The approved expense report will disappear from the list since it no longer requires any action.

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1.4 **Expense Report: Rejection**

After reviewing an expense report, it is often easier to Request More Information if only a simple change like a receipt upload, account number change, or rewording of an description is necessary.

If an expense report routed in error due to an incorrect department designation, then the report should be rejected.

To Reject an expense report, go to the **Home** page, click on the **Notifications** icon then click the ‘**Reject**’ button.
**Alternate Approval:** Expense reports may also be rejected within the **Expenses module** from the Home page:

➢ Click on 'Me' then click on the **Expenses** tile.
➢ In the **Expenses** module, click on the **Approvals** icon on the left-hand side of the screen, as indicated in Section 1.3 above.
➢ Click on an expense report to choose for for rejections.
➢ With the expense report highlighted in **blue,** click the '**Reject**' button.