Travel – Approving a Travel Expense Report

For employees approving an expense report for travel.

Purpose:	Approve a travel expense report.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind that… • Supporting documents can be attached.
Procedure:	Complete the following steps to approve an expense report:

1. If you have an expense report to approve, you will receive a bell notification and email.
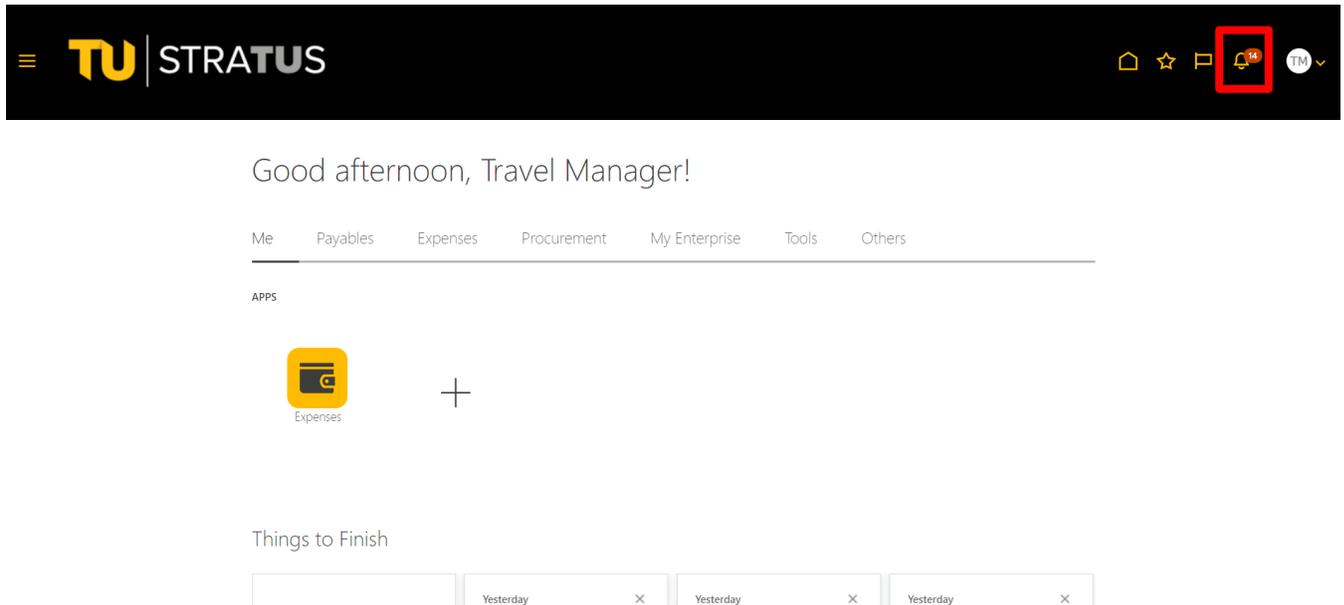
NOTE: If you have an expense report to approve, you will also receive an email. From that email, you can approve or reject the expense report. At the top of the email, it says **"Access this task in the Workspace Application"**. Clicking the **Workspace Application link** will route you to Stratus. The recommended approval method is to click the link in the email and follow the below steps in Stratus.

Action Required: Expense Report Approval EXP000009085164 for William Joyner (880.00 USD)

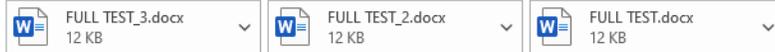WJ   William Joyner <elbz-test.fa.sender@workflow.mail.us2.cloud.oracle.com>
      To Rowe, Lauren M.

↩ Reply   ↩ Reply All   → Forward
                                              Tue 4/19/2022

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

W FULL TEST_3.docx   ⌄   W FULL TEST_2.docx   ⌄   W FULL TEST.docx   ⌄
   12 KB   12 KB   12 KB

CAUTION: This email is from outside of TU. Use caution before clicking links or opening attachments. If suspicious, report to phishing@towson.edu.]

Access this task in the Workspace Application

Expense Approval
## William Joyner
880.00 USD
TEST - Jamie Uppercue - 3

EXP000009085164 Submitted on 4/19/22

Approve	Reject
Request Info	

Expense Items

4/2/22 Library Books New	480.19 USD
AMAZON.COM*1622K8BH2 - test	
4/2/22 Library Books New - Split	180.19 USD
test	
4/2/22 Library Books New - Split	100.00 USD
test	
4/2/22 Library Books New - Split	100.00 USD
test	
4/2/22 Library Books New - Split	100.00 USD
test	
4/3/22 Library Books New	270.65 USD
AMAZON.COM*1H4HT6HU1 AMZN - test	

2.   Within the Bell notification in Stratus, click on the link for the appropriate approval action.
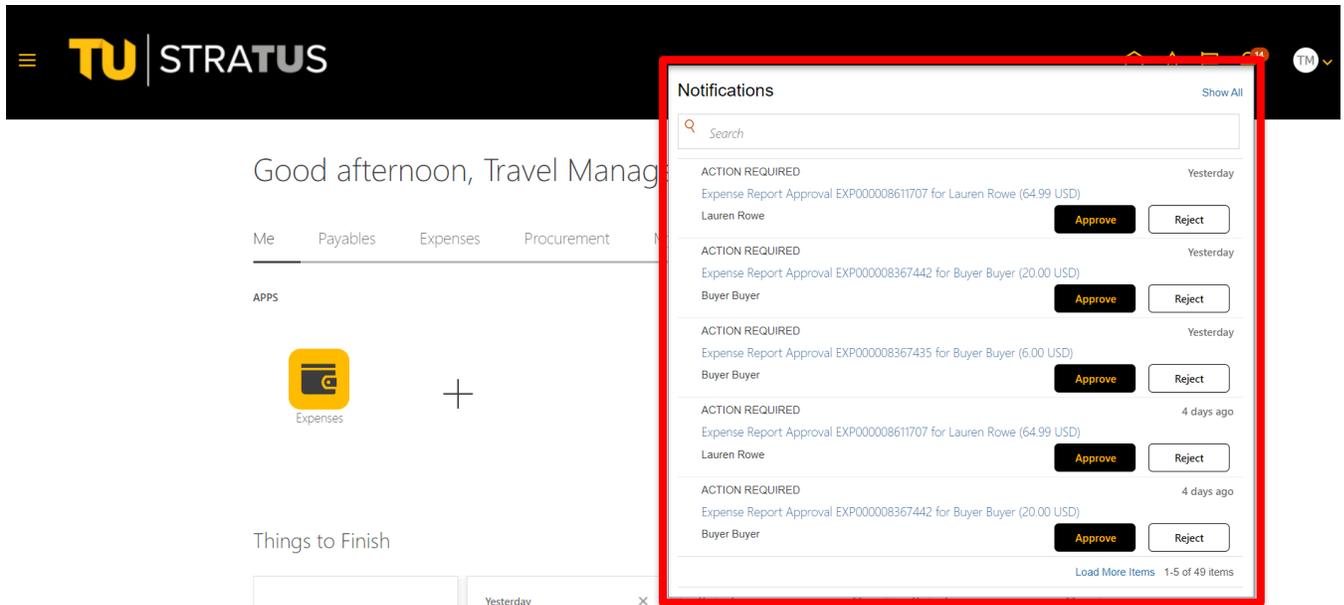
3. This will bring up the expense report details. From here, you can View the expense report image, approve, reject, or click on actions in the top right corner.
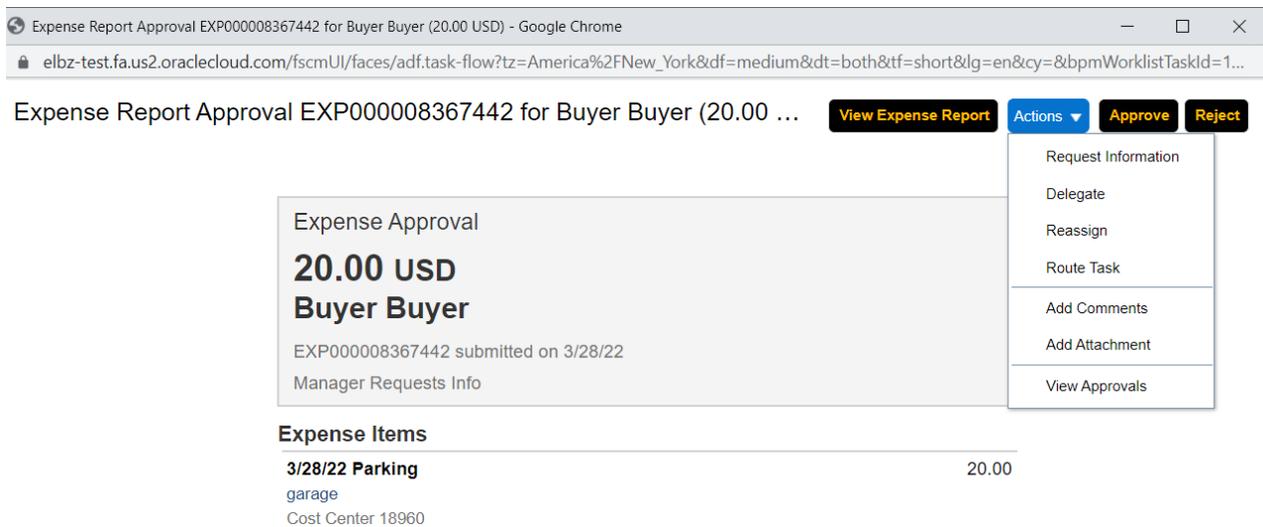
NOTE: Options from the Actions drop down:

Request Information – will send a note to the traveler for additional information.

Delegate – delegate approval to someone else to approve the expense report on your behalf.

Reassign – reassign approval to someone else to approve the expense report on your behalf.

Route Task – will require you to approve the expense report, then can be routed to an additional person to review/approve.

Add Comments – adds comments to the expense report.

Add Attachments – adds attachments to the expense report.

View Approvals – see who approved before you/who it will go to after you.

4. When you have reviewed the expense report and are ready to approve, click Approve.

5. A new popup window will appear in which you can add any additional comments and/or attachments. When you are finished adding comments/attachments, click Submit. **NOTE**: This will look the same if you Reject the expense report instead of approving.