



Approve Expense Report

This How-To Guide explains how managers **Approve Expense Reports**.

Note: Approvers are expected to review all expense items, Worktags, details and attachments. Approval certifies that all expenses in the report align with [College Policy](#).

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. Select the **Expense Report** task under **Awaiting Your Action** or **My Tasks**.
5. In the **Approve Expense Report** pane, click the **Expense Lines** tab if needed to list individual charges.
6. Review each expense line item to verify:
 - It is an allowable business expense.
 - Receipt shows proof of payment
 - Any other necessary supporting documentation is attached and matches expense information entered in Workday.
 - The **Cost Center** and any **Additional Worktags** are correct.
7. Select one of the following actions:
 - **Approve**
 - **Send Back** if additional documentation, explanation, or changes are needed. Include a **Reason**, then **Submit**.
 - If the Expense Report contains an expense that does not align with College policy, use **Send Back** to request that it be marked as a **Personal Expense**.
8. **Add Approvers** if additional review is needed.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.