

Taking action on PENDING Expense Reports, Travel Authorizations, and Cash Advances (updated 6/12/09)

Preparers should take action on all Expense Reports, Travel Authorizations, and Cash Advances in a Pending status.

To access these PENDING documents, preparers should follow each of these paths for the different document types:

Expense Reports

Employee Self Service > Travel and Expense Center > Expense Reports > Modify

Travel Authorizations

Employee Self Service > Travel and Expense Center > Travel Authorizations > Modify

Cash Advances

Employee Self Service > Travel and Expense Center > Cash Advances > Modify

When searching, leave the EmplID or ReportID value **blank** in order to get ALL pending documents when you click SEARCH.

This will display all the PENDING documents for the document type that was chosen in the path.

- Click on a document to view it.
- Determine if the document is a duplicate.
- If it should be submitted for approval, click the SUBMIT button.
- If it is a duplicate, DELETE it by using this navigation path: Employee Self Service > Travel and Expense Center, then choose Expense Report or Travel Authorization or Cash Advance, Delete, Search.

All Expense Reports, Travel Authorizations, and Cash Advances must be deleted or in an approved status by June 26, 2009.