3 Steps to Review and Approve

1. Receive Workflow Notification Email
2. Determine Action to Approve Expense Report:
   - Is the Business Purpose and Expenses?
     • Allowable
     • Reasonable
     • Applicable to the funding
   - Are Funds available?
3. Complete the Approval: Select Approve, Reject, or Request Additional Information
From the email, clicking ‘Approve’, ‘Reject’, or ‘Request Information’ will generate the following workflow email:

- Click ‘Send’ to submit Approval.
- When Rejecting or Requesting Information a ‘Note’ or ‘Question’ should be provided within the single quote “ ” (i.e. ‘Because I said so’).
Approver - Oracle iExpense Expense Reports

Approving through the iExpense System
• Approvers may access and review Expense Reports at: employee.dartmouth.edu
• When Rejecting or Requesting Information provide a Note in the Response section
• Click ‘Reassign’ to Reassign the Expense Report to another Approver
• Begin to type the last name of the employee and list of values will populate. Click the name of the new Approver
• Add any comments that would be useful for the new Approver