

Adding an Additional Review Step

As an approver, if your company allows it you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center that is not within your approval authorization.

1. After you have reviewed the expense report and have made sure all of the expenses are correct, click **Approve & Forward**.
2. On the **Approve & Forward** page, search for and select an additional approver by entering their name in the **User Added Approver** field.
3. After you select the additional approver, click

After approving and forwarding the expense report to another approver, it will no longer appear in your list of reports to approve.

