UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

TEM
travel & expense management

Review and Approve

Those with the role of Charge Code Reviewer, Special Group Reviewer, and/or Approver can review and approve Expense Reports (ER) and Travel Plans (TP).

Step	Task
1.	Click the **Review** tab.
2.	Locate the ER to approve.
3.	Click the **Open Document** icon.
4.	Review the ER details. • Charge Code Reviewer—review **Charge Codes**; click the **Approve/Reject** button. • Special Group Reviewer—review for compliance. • Approver—review **Expense Details** (e.g., Approved Amount).
5.	Click the **View Receipts** link to view scanned receipts.
6.	Enter information in the **Document Note** (optional).
7.	Click **Approve, Reject,** or **Return for More Info.** • Approve—all expense lines for the entire report will be approved. • Reject—the document will go back to the creator who can then make changes to the document (recommended). • Return for More Info—the document owner cannot make changes to the document. They can only make a note and resubmit.
8.	Click the **Close** button. **NOTE:** An approver does not need to enter approved amounts in the boxes on each line item unless they want to approve an amount *lower* than what has been entered by the creator or the proxy.

For more information, refer to the *Create an Expense Report (ER)* job aid.