

Expenses: Review and Approve Expenses

Manager

This job aid covers the manager's review and approval process for expenses. Workday allows managers to review and approve team expense reports from one location, increasing efficiency and streamlining the process.

View Your Team's Expense Reports

From the Spend Management application, under the Team section (desktop only):

1. Select **My Team's Expense Reports**.
2. Enter report criteria to filter results.
3. Select **OK**.
4. Select a report's **Related Actions** to display available actions or to preview the report.
5. Select the Expense Report **link** to view full report details.

Find My Team's Expense Reports

75 Items

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To	Type	Expense Report Date	Memo
Expense Report: EXP-00010824	EXP-00010824						
Expense Report: EXP-00010823	EXP-00010823						
Expense Report: EXP-00010822 Canceled	EXP-00010822						
Expense Report: EXP-00010821 Canceled	EXP-00010821						
Expense Report: EXP-00010820 Canceled	EXP-00010820						
Expense Report: EXP-00010819	EXP-00010819						

Expense Report

EXP-00010824

Status: Waiting on Manager

Pay To: Brian Kaplan

Payee Type: Employee

Position: Senior Customer Services Representative - Brian Kaplan

Company: Global Modern Services, Inc. (USA)

Currency: USD

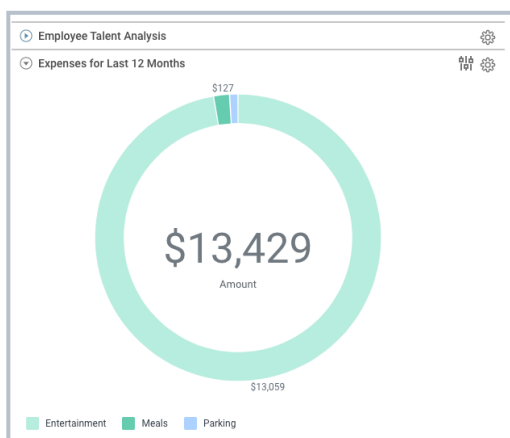
Expense Lines: 1 Item

Item	Amount	Currency
Meals	12.00	USD

Review and Manage an Expense Report

From the Workday Home page:

1. Select the **My Tasks** icon, then select the **expense report**. This will display drillable charts and analysis to help identify the types of expenses included in the report. You can also select the **Chart** icon to view these reports.



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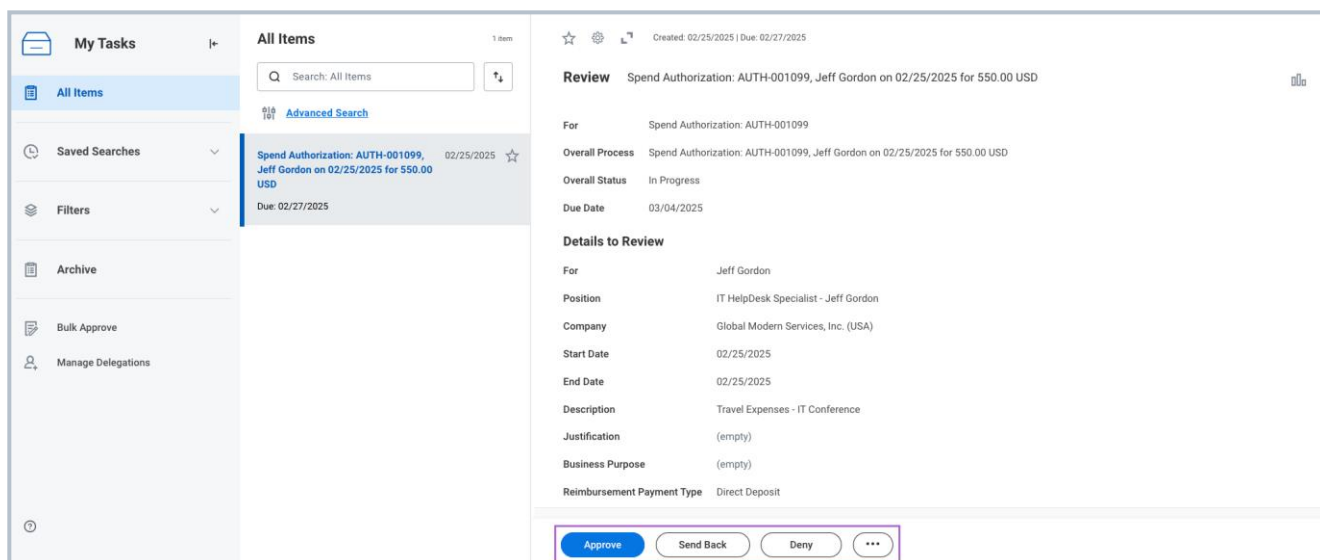
Manager

2. Scroll or expand the expense report to display full report details.
3. Complete the review and select one of the following actions:
 - a. Approve
 - b. Send Back (requires comment)
 - c. More
 - i. Add Approvers
 - ii. Deny
 - iii. Close

Review and Manage Spend Authorizations

From the Workday Home page:

1. Select the **My Tasks** icon, then select the **Spend Authorization** approval task.
2. Review the spend authorization details.
3. Select **Approve**, **Send Back**, **Deny**, or **Cancel**.



Review and Manage Procurement Requests

From the Workday Home page:

1. Select the **My Tasks** icon, then select the **Requisition** approval task.
2. Review the procurement request details.
3. Select **Approve**, **Send Back**, or **Add Approvers**. You can also select **Deny** or **Cancel** from the More button.

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My Tasks

All Items

Advanced Search

Requisition: REQ-7270, Requester: Jeff Gordon, Date: 02/25/2025, Amount: 700.00 USD

Due: 02/27/2025

Archive

Bulk Approve

Manage Delegations

1 item

Created: 02/25/2025 | Due: 02/27/2025

Review

Requisition: REQ-7270, Requester: Jeff Gordon, Date: 02/25/2025, Amount: 700.00 USD

For REQ-7270

Overall Process Requisition: REQ-7270, Requester: Jeff Gordon, Date: 02/25/2025, Amount: 700.00 USD

Overall Status In Progress

Due Date 03/04/2025


Details to Review

Shipping Address

Information

Goods

1 item

Line	Image	Company	Item	Quantity	Unit of Measure
Q		Global Modern Services, Inc. (USA)	Item Google Pixel 4 Item Description Google Pixel 4	Requested 1	Each

Approve

Send Back

Add Approvers

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