



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: Workflow Mailer [mailto:WFMailer_inc@dartmouth.edu]
 Sent: Friday, March 11, 2016 8:09 AM
 To: Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
 Subject: Action Required: Expense OIE272211 for [redacted] (USD)

From: [redacted] [mailto:gregg@dartmouth.edu]
 To: Wallace, Lisa
 Sent: 11-Mar-2016 13:07:29
 Due: 19-Mar-2016 12:07:29
 ID: 55878481

Expense Report for [redacted] Gregg, Steven
 Individual's ORG: 013
 Purpose: test
 Expense Report Total: 294.97 USD
 Attachments: CC:ISSN186.docx

Instructions
 Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	14-Jan-2016*	Meals-Actual-Domestic	EVERYTHING BUT ANCHOVIES	254.97	resubmitted	✓			20.813.368000.321853.1019.8144
Total				254.97					

Action History

Num	Action	Date	From	To	Details
1	Submit	11-Mar-2016 13:07:29	Gregg, Steven	Wallace, Lisa	

Related Applications
[Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a response to the following questions.

Action: [Approve](#) [Reject](#) [Request Information](#)

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses: Expenses Home > Notification Details

Warning
 The expense report requires imaged receipts to be submitted for certain lines. The employee has provided the following justification for missing imaged receipts: Lost

Expense OIE272211 for [redacted] (USD)

[Approve](#) [Reject](#) [Reassign](#) [Request Information](#)

From: [redacted] [mailto:gregg@dartmouth.edu]
 To: Wallace, Lisa
 Sent: 15-Mar-2016 16:23:44
 Due: 20-Mar-2016 16:23:44
 ID: 55888485

Expense Report for [redacted] Gregg, Steven
 Individual's ORG: 013
 Purpose: International Journal Club
 Expense Report Total: 294.32 USD
 Attachments:

Instructions
 Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	16-Feb-2016	Supplies-Food & Beverage	LEBANON CO-OP FOODS	44.32			Yes		20.813.368000.321853.1019.8144
2	02-May-2015*	Lodging-Domestic	HOLIDAY INN BURLINGTON	240.00		✓			20.813.368000.321853.1019.8144
Total				284.32					

Action History

Num	Action	Date	From	To	Details
1	Submit	15-Mar-2016 16:23:44	[redacted]	Wallace, Lisa	

Related Applications
[Expense Report Details](#)

Response
 Note:

[Return to Worklist](#) [Approve](#) [Reject](#) [Reassign](#) [Request Information](#)

Display next notification after my response

Approver - Oracle iExpense Expense Reports

- 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')

Action: **Approve** Reject Request Information

Send

From: Lisa.A.Wallace@Dartmouth.edu

To: WFMailer_zinc@dartmouth.edu

Cc:

Bcc:

Subject: Action Required: Expense OIE268191 for ~~Cenyon~~, Gregg (254.97 USD)

Action: 'Approve'

Note: ''

NID[55878481/156109621558049507571101421073139276978@WFMAIL]

Action: Approve **Reject** Request Information

Send

From: Lisa.A.Wallace@Dartmouth.edu

To: WFMailer_zinc

Cc:

Bcc:

Subject: Action Required: Expense OIE268191 for ~~Cenyon~~, Gregg (254.97 USD)

Action: 'Reject'

Note: 'Because I said so'

NID[55878481/156109621558049507571101421073139276978@WFMAIL]

Send

From: Lisa.A.Wallace@Dartmouth.edu

To: WFMailer_zinc

Cc:

Bcc:

Subject: More Information Requested: Action Required: Expense OIE268191 for ~~Cenyon~~, Gregg (254.97 USD)

Request more information from: 'D23550C'

Question: 'Did you seriously not order any fries with your burger?'

NID[55878481/156109621558049507571101421073139276978@WFMAIL][3]

Approver - Oracle iExpense Expense Reports

- 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

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses: Expenses Home > Notification Details > Reassign Notifications

Reassign Notification: Expense OIE272211 for Flaming, Steven (284.32 USD)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.

* Indicates required field

* Assignee: All Employees and Users

Delegate your response
 Transfer notification ownership

Name	User Name	Email
Tompkins, Megan	F001DY0	Megan.E.Tompkins@Dartmouth.edu

Comments

[Return to Worklist](#)

Cancel Submit