

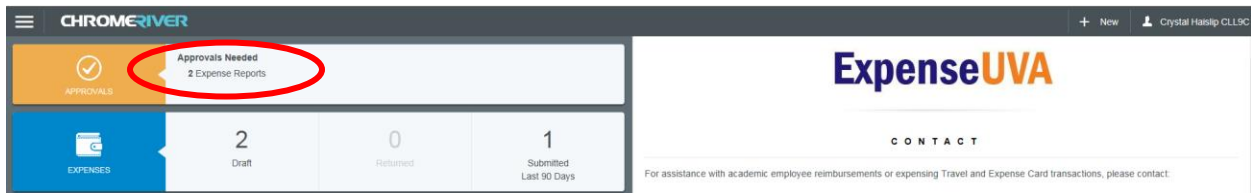
Fiscal Approver Approval through the ExpenseUVA System

You are able to approve expense reports by email.

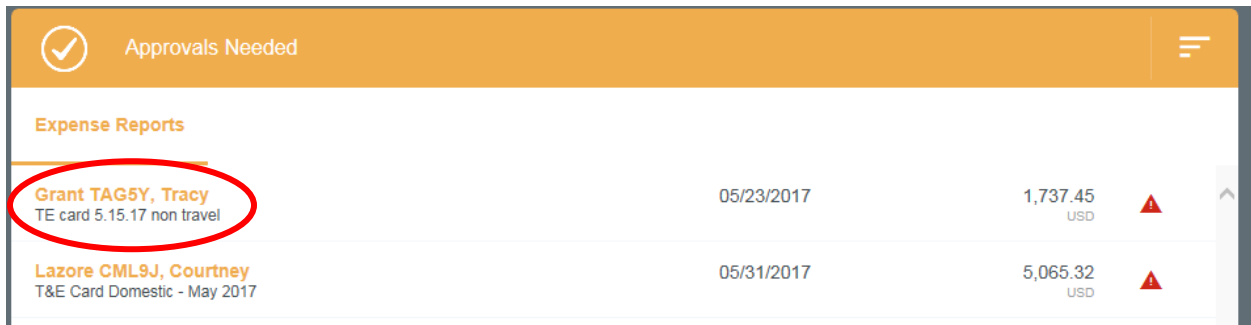
<http://training.foc.virginia.edu/FiscalApproverActionRequiredNotificationJobAid.pdf>

This document outlines how to approve within ExpenseUVA.

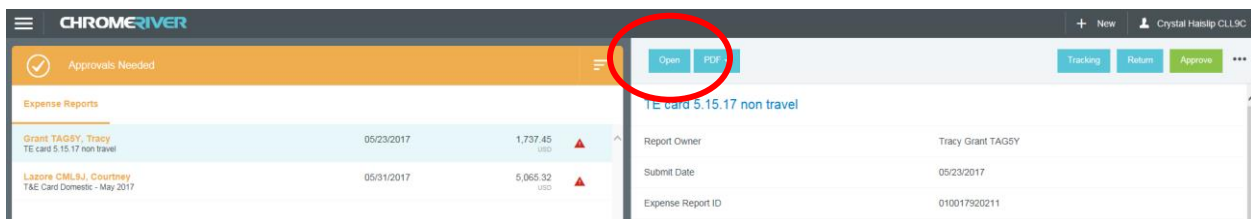
1. Visit the Travel and Expense webpage:
<http://www.procurement.virginia.edu/pageTravelandExpense>
2. Click on the ExpenseUVA logo (The system resides behind NetBadge).
3. Once you are logged in, you will be directed to the page below.
4. Click on “# Expense Reports” under Approvals Needed.



5. Click each Expense Report header on the left side of the screen.



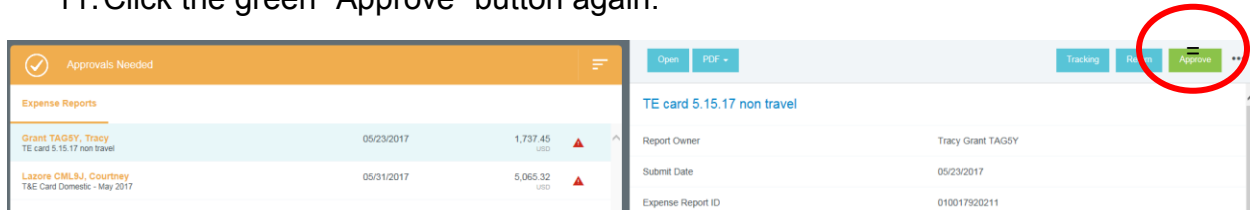
6. Click Open.



7. Review all expenses, receipts, allocations, etc.
8. Click the “back” arrow.



9. If you approve the expense report, click the green “Approve” button on the right side of the screen.
10. You will be asked to confirm your approval and certify “... all expense lines have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the PTAO, and required documentation is attached to support expenses.”
11. Click the green “Approve” button again.



12. Your report has now been sent forward.
13. Repeat this process for each expense report that needs approval.