

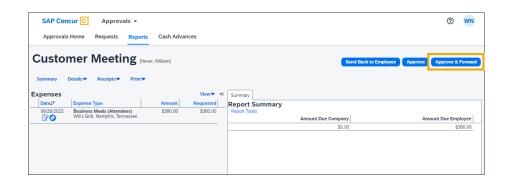


## Adding an Additional Review Step

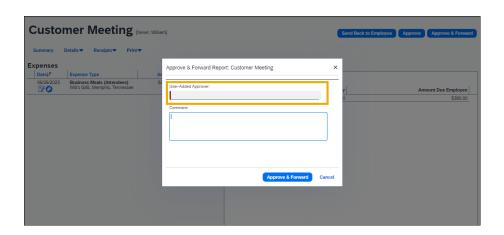
Depending on your company's configuration, as an approver you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center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

Before forwarding your report, review the report to be sure all the expenses are correct.

 After you have reviewed the report and are ready to approve it, select Approve & Forward.



2. On the Approve & Forward page, you search for and select an additional approver by entering their name in the User Added Approver field.





After you select the additional approver, select Approve & Forward.

The expense report is forwarded to the additional approver, and it will no longer appear in your list of reports to approve.

