

Employee View

Sign In

Email

Password

History

User

+

Create Expense Report

Expense 1

Expense 2

Expense 3

Current Active Expenses

History

User

Create New Expense Report

Approver

Manager Name

Expense Type

Travel

Expense Subtype

Gas Mileage

Expense Amount

\$50.00

Submit

Cancel

Manager View

Approval

History

User

+

Create Expense Report

Expense 1

Expense 2

Expense 3

Current Active Expenses

Approval

History

User

Manager Approval Screen

Expense 1

Expense 2

Expense 3

Expense 4

Expense 5

Expense 6

History

User

Manager Approval Screen - Expense 1

Submitted By

User Name

Expense Type

Travel

Expense Subtype

Gas Mileage

Expense Amount

\$50.00

Approve

Reject

Send Back for Revision

Comments