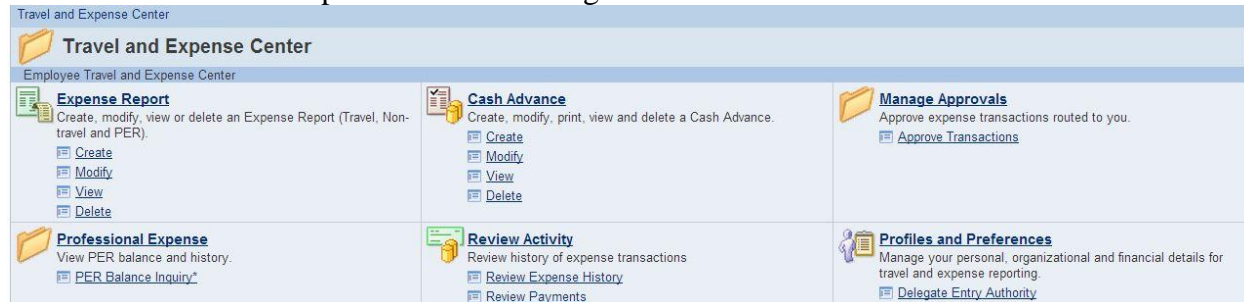


# How to Approve Claims or Send Back for Revision in PeopleSoft

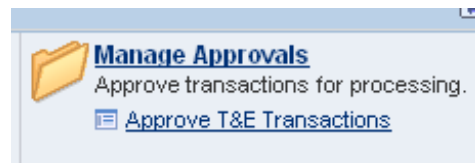
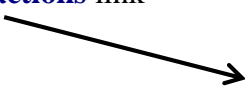
Sign in to PeopleSoft from our EAS Home Page



Select the Travel and Expense Center to navigate to this console



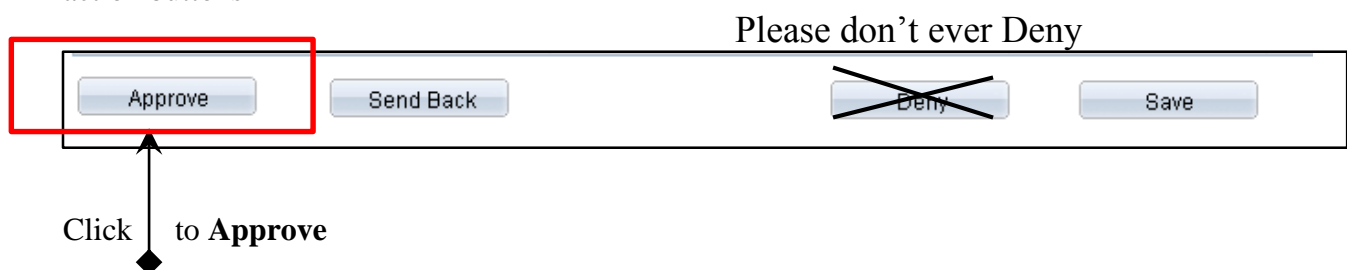
Click the **Approve T&E Transactions** link




To select a report, click on the link showing in either of the following columns:  
**Description** or **Transaction ID**

	Employee ID	Description	Transaction ID	Date Submitted
	0000002	Nashville March 2012	0000302082	07/10/2012

This will open the report for you to review. At the bottom of the page you will see the following action buttons



 Approval of this report confirms that the above information is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is provided. For research project/trust accounts, these expenditures are in support of the research project and in compliance with the sponsor guidelines and donor terms.

OK

Cancel

**You will always need to hit OK to confirm**

## Requesting a Revision from the Claimant

(speed code, details, amounts, etc.)

Click **Send Back** if you want any changes to be made to the claim before it's approved.

Approve


Send Back

~~Deny~~

Save

- ⌋ **Note:** A message will pop up requiring you to enter a comment and will automatically send an email to claimant
- ⌋ The claim will then be available for the claimant to revise and re-submit.

**You will always need to hit OK to confirm Approving or Sending Back a claim.**

 Approval of this report confirms that the above information is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is provided. For research project/trust accounts, these expenditures are in support of the research project and in compliance with the sponsor guidelines and donor terms.

OK

Cancel